

CITY OF NORWALK
WATER POLLUTION CONTROL AUTHORITY
June 20, 2011

Attendance: Darren Oustafine, Chairman
Lewis Clark
Fred Wilms
Andrew Conroy
Laurel Lindstrom
Jill St. John
Mark Berns

Staff: Hal Alvord, DPW Public Works Director
Lisa Burns, DPW Operations Manager
Ralph Kolb, DPW Wastewater Systems Manager
Tom Hamilton, Finance Director

1. CALL TO ORDER

**** CHAIRMAN OUSTAFINE CALLED THE MEETING TO ORDER AT 5:30PM**

2. ELECTION OF OFFICERS

**** MR. WILMS MOVED TO NOMINATE THE CURRENT OFFICERS**

**** MOTION PASSED UNANIMOUSLY**

3. APPROVE THE MINUTES FROM THE WPCA MEETING HELD ON MAY 16, 2011
(COPY INCLUDED)

**** Mr. CLARK MOVED TO APPROVE THE MINUTES**

**** MOTION PASSED UNANIMOUSLY**

4. BE IT RESOLVED THAT IT IS IN THE BEST INTERESTS OF THE WATER POLLUTION CONTROL AUTHORITY FOR THE CITY OF NORWALK TO ENTER INTO CONTRACTS WITH THE DEPARTMENT OF ENVIRONMENTAL PROTECTION FOR THE LOW LEVEL NITROGEN PROJECT. IN FURTHERANCE OF THIS RESOLUTION, DARREN OUSTAFINE, THE CHAIRMAN IS DULY AUTHORIZED TO ENTER INTO AND SIGN SAID CONTRACTS ON BEHALF OF THE WATER POLLUTION CONTROL AUTHORITY FOR THE CITY OF NORWALK. THE CHAIRMAN IS FURTHER AUTHORIZED TO PROVIDE SUCH ADDITIONAL INFORMATION AND EXECUTE SUCH OTHER DOCUMENTS AS MAY BE REQUIRED BY THE STATE OR FEDERAL GOVERNMENT IN CONNECTION WITH SAID CONTRACTS AND TO EXECUTE ANY AMENDMENTS, RESCISSIONS, AND REVISIONS THERETO.

Mr. Kolb said now that phase II of the Wastewater Treatment Plant upgrade is on indefinite hold staff will be applying for approximately \$120,000 in Clean Water Funds. He said that the original resolution has John Atkin as the Chairman and has now included Mr. Oustafine's name as Chairman in the resolution so that the Clean Water Funds can be obtained.

**** MR. CLARK MOVED TO APPROVE THE ITEM
** MOTION PASSED UNANIMOUSLY**

5. APPROVE PURCHASE ORDER FOR MICRODOCUMENTS IN AN AMOUNT NOT TO EXCEED \$5,000 RELATED TO DATA CONVERSION OF HISTORICAL MICROFISHE SEWER DRAWINGS

ACCOUNT NO. 224062 5298

Mr. Kolb said that a company has been converting the microfische into digital PDF and JPEG files so that the historical drawings can be used. He said that they have already completed one portion of the project based on the previous approval and staff would like to continue to utilize this company to complete the conversion. Ms. Burns said that they will also index the drawings which is included in the \$5,000. Mr. Hamilton asked how much more will need to be done after this portion is completed. Mr. Kolb said this will complete the conversion. Mr. Hamilton suggested that staff contact the IT Department to ensure that if and when they have a citywide document management system that this can be incorporated.

**** MR. CONROY MOVED TO APPROVE THE ITEM
** MOTION PASSED UNANIMOUSLY**

6. AUTHORIZE THE TRANSFER OF BALANCES IN THE FOLLOWING ACCOUNTS SET ASIDE IN FISCAL YEAR 2010-11 TO FISCAL YEAR 2011-12 TO BE USED FOR THE SAME PURPOSE THE FUNDS WERE INTENDED FOR.

ACCOUNT NO.	AMOUNT	VENDOR
224062 5298	\$7,581.	Wright-Pierce- Wright-Pierce-FOG Regional Facility Study

Ms. Burns said that there is an existing contract and this is to move the operating funds forward to the next fiscal year.

**** MR. WILMS MOVED TO APPROVE THE ITEM
** MOTION PASSED UNANIMOUSLY**

7. REPORTS

- a. FY 10/11 Revenues/Expenditures Report (MUNIS reports included)
Ms. Burns said that she is projecting to end the fiscal year will an additional \$500,000 to the fund balance.
Ms. Burns distributed and discussed the operating budget highlights
- b. WWTP Phase I Upgrade Project Update (report included)
Mr. Kolb reported on the project update and said that if anyone on the Board is interested in coming to the site that they are always welcome.
- c. WPCA Response to EPA's 308 Request (copy included)
Ms. Burns said that she has net yet received an official response back since the letter has gone out.

- d. Sewer Use Bill Appeals/Adjustments Update
 - 1. Appeal Status
Mr. Kolb said that the adjustments to date are \$113,887 and that the fiscal year 2011/12 sewer bills have been mailed out.
- e. Information Copies:
 - 1. OMI Monthly Operating Report- May 2011 (copies included)
Mr. Kolb said in early May that 230 feet of sewer interceptor on Orchard Street was replaced due to a failing line and that nitrogen fell into band "D".
 - 2. Rick Lavoie Resignation
Mr. Kolb said that the Project Manager has resigned and that his last day will be June 24, 2011. He said that staff has met with Gary Wood and in the interim the Assistant Project Manager Robert Sardaro will be filling in.
 - 3. Contract Year 12- CPI Adjustment (Copy included)
Mr. Kolb said that the CPI adjustment of 2.49% will take effect July 1, 2011.
 - 4. WPCA Contact List
No discussion.

8. ADJOURNMENT

**** MR. WILMS MOVED TO ADJOURN**

**** MOTION PASSED UNANIMOUSLY**

The meeting adjourned at 6:00PM

Respectfully Submitted,

Dilene Byrd