

MOTIONS
LITCHFIELD WATER POLLUTION CONTROL AUTHORITY
REGULAR MEETING
29 Stoddard Road, Bantam, CT 06750
December 10, 2015 ~ 7:30 PM

CALL TO ORDER: Chairman David R. Wilson called the meeting to order at 7:35 p.m.

ROLL CALL

Present: Christian Bratina, Robert D'Andrea, David Geiger, David R. Wilson, Ted Donoghue, Plant Superintendent, Raz Alexe, Public Works Director, and Ann Combs, Recording Secretary

Absent: James Koser, William Buckley

SEATING ALTERNATES: D. Wilson appointed Alternate Christian Bratina as a regular voting member.

MINUTES

a) Regular November 12, 2015: Motion: C. Bratina moved and D. Geiger seconded a motion to approve the minutes of 11/12/15. All voted aye except R. D'Andrea, who abstained because of absence, and the motion carried.

BUSINESS

- 1) **Public Requests:** None
- 2) **Submitted Bids and Recommendation for the New 4X4 Truck:** T. Donoghue said the truck was rebid to include straight or v-plow and other extras. They received 4 bids: two from Shaker Ford and two from Litchfield Ford. Raz Alexe noted they have the GM software at the garage, but Ted said he spoke with Davidson Chevrolet and they chose not to bid. C. Bratina suggested housing the truck in a quonset hut type garage to keep it from the weather. **Motion:** C. Bratina moved to accept the bid from Shaker Ford for the 2016 F250 4-wheel drive super cab with straight plow for \$32,078.00. D. Geiger seconded, and all voted aye. Ted said delivery would be up to 12 weeks, but must first be presented to the Board of Selectmen for its approval. The old truck will be evaluated for possible use by Public Works once a value is determined.
- 3) **Detailed List of Capital Plan:** T. Donoghue presented a list of vehicles and other equipment. C. Bratina asked for a column for each item's useful life and one for replacement cost, and Ted will expand the list.
- 4) **Request for Qualifications Draft:** The Commissioners discussed inflow and infiltration and the draft RFQ presented. Ted Donoghue said there is funding available through the State, but they want to start doing some investigation in the spring with darts. C. Bratina said it will be important to have peak flows included in the data, and perhaps we should provide labor for assistance in the work. D. Geiger thought a couple Commissioners should sit with Ted and fine tune the scope of work. Raz Alexe commented on the insurance, saying he recommended increasing the liability coverage to \$2,000 and \$5,000. They should have an agreement with certain parameters and issue a bill for each request. D. Geiger said by marrying the complex RFQ with the scope of the project, it would be a good fit. The consensus was to invest not to exceed \$40,000 and do a section completely. Ted said they could do the smoke testing themselves.

- 5) **Ted's Annual Performance Review:** The group discussed Mr. Donoghue's performance and ways to improve safety and efficiency, and Ted said he is open to mentoring and suggestions from the group. Mr. Alexe said Ted is driven and impressive, and Ted said he is fortunate to have great support from everyone and values advice. All agreed he is doing a good job. C. Bratina will read the *Goals, Strengths and Needs* sheet and send his comments.
- 6) **Safety:** Ted said they are doing very well. CIRMA sent out a training schedule for the winter.
- 7) **Commissioner's Requests:** None
- 8) **Public Works / Treatment Plant**
 - a) **Easements:** No report.
 - b) **Operational:** T. Donoghue reported on many areas of work done at the plant and in town for the month of November.
 - c) **Septic:** They processed a total of 123,500 gallons of septage for November, a nearly 30% increase over last November.
 - d) **Equipment:** listed in Mr. Donoghue's operational report.
 - e) **Energy:** T. Donoghue referred to his report, and said they are doing very well. This season was about the same as last year.
- 9) **Financial Report and Year-End Audit Results:** T. Donoghue said he took what we did last month and put it in for labor, as Finance did not have a chance to update it. He explained his report to R. Alexe and highlighted their concern for the cost of fringe benefits. He said they are in good shape and on budget. They will do some indoor maintenance projects this winter.
- 10) **Quarterly Goals and Objectives:** They will put together a perspective for the Public Works Department.
- 11) **Adjournment: Motion:** R D'Andrea moved to adjourn at 9:06 p.m. and C. Bratina seconded. All voted aye and the motion carried.

Respectfully submitted,

Ann Combs, Recording Secretary