

LITCHFIELD WATER POLLUTION CONTROL AUTHORITY
Regular Meeting
29 Stoddard Road
Bantam, CT 06750
November 14, 2013 ~ 7:30 p.m.

CALL TO ORDER: Chairman David R. Wilson called the regular meeting to order at 7:34 p.m.

ROLL CALL

Present: David Geiger, David R. Wilson, and Christian Bratina. James Koser arrived at 7:38 p.m.

Absent: William Buckley

Others Present: Plant Chief Operator Fred Morse, Ann Combs, Recording Secretary, J. Healy, Director of Public Works, and members of the public

MINUTES

a) 7/11/13 Regular Meeting: One correction was made under b) Morris Payment and Agreements. It was agreed to delete the second sentence. **Motion:** D. Geiger moved to approve the 7/11/13 minutes as amended. C. Bratina seconded, all voted aye except C. Bratina who abstained because of absence, and the motion carried.

b) 10/10/13 Regular Meeting: Motion: C. Bratina moved to approve the 10/10/13 minutes and D. Geiger seconded. All voted aye except D. Geiger who abstained because of absence, and the motion carried.

OLD BUSINESS

1. Public Requests

a) Kim Griffen: Ms Griffen said she should be currently paid in full. D. Wilson said her 2012 payment had been late, but she is now current. [*J. Koser arrived here at 7:38 p.m.*] D. Wilson showed a copy of the postmarked envelope to prove his point. Ms Griffen said the Collector should be from town and is not even living in state. D. Geiger said Town employees are not required to live in town.

b) Robert D'Andrea, Dennis McMorro – Forman School: Robert A. D'Andrea of Stedronsky & D'Andrea, LLC was present to represent Forman School. Mr. D'Andrea read his letter received by the WPCA on November 14, 2013. He explained that Forman School wants to convert the existing equestrian facility at 54 Norfolk Road to two faculty apartments on the upper level and dormitory rooms to house 12 students on the ground level. This dorm addition will not increase the student population.

They are asking to convert the equestrian facility from its existing septic system to the Town sewers on Forman School property. Per the site plan submitted, they would install a pump chamber to the east of the building and pump the sewage north by a two-inch force main into an existing manhole north of the gymnasium and then to the main pump station to be discharged into the sewer line on North Street. Mr. D'Andrea presented a letter dated November 14, 2013 from the Litchfield Land Trust, Inc. indicating they have no objection to this application. The Land Trust has a conservation restriction on 16.75 acres on the property at 54 Norfolk Road.

D. Wilson pointed out that the sewer service area map that complies with the State's Plan of Conservation and Development shows this area as proposed for expansion. A feasibility study was

done in 1997 by the Maguire Group as part of the plant upgrade to show potential areas of expansion. One area includes the Minerva Lane and Brook Hill Road area with four different scenarios for expansion. To extend to this area would require a pump station and a line down Norfolk Road. With this expansion benefitting all along the road, it would fulfill the goal of the sewer service area expansion and POCAD, with definitions outlined on the sewer service map. He said this current proposal is good for Forman, but not a solution for the WPCA. He will take the proposal under study, but he'd like to solve problems for an area rather than for an individual. Expanding to Brook Hill Road would be consistent with the dream plan.

Dennis McMorrow, Berkshire Engineering and Surveying, explained the details of the proposal and asked for consideration for merging the Youngling property onto campus with the same student body. D. Wilson asked if Forman School would be willing to pay its proportionate share (for the Youngling property) in the future when the sewer line goes in on Norfolk Road if they get the tie-in now on their property. Forman's Chief Financial Officer said he would be willing, and D. Wilson said they would need a signed agreement. He will wait to see if an 8-24 is needed. Dennis McMorrow said he would like a letter to present to P&Z for consensus in hooking up to the sewer as part of the special exception criteria. D. Wilson said it can have a letter saying there is sewer capacity to support the conversion.

Motion: C. Bratina moved to include the lot at 54 Norfolk Road in the sewer service area with the caveat that at such time as a public sewer is extended to that area, Forman School would be subject to an assessment benefit. D. Geiger seconded the motion. D. Wilson will give the referral back to Dr. Tobin in Land Use for the P&Z meeting. J. Healy asked Dennis McMorrow to provide them with an engineering report or expansion of this one (Operation and Maintenance Manual). D. Wilson asked for the lines to be air tested. **Vote:** All voted aye and the motion carried

c) Dennis McMorrow – Route 202 Property, 22.6 Acres (Map 145, Block 021, Lot 062): Dennis McMorrow, Berkshire Engineering & Surveying, presented a vicinity map of a subdivision that was approved 24 years ago. The recession came along, and the property sat vacant. Now the Bertrands want to build a house up in back with a crossing over the brook. Mr. McMorrow said they will put in a pump chamber and send a force line down. They may also want to build a detached in-law apartment and cut a lot off on the front for it. D. Wilson said that practice calls for individual laterals. They studied the maps to find manholes to determine where they could run the laterals. They will have Sandy check to see if the note is complete and report to Dennis McMorrow. If the project is still open, they would have to pay an assessment. If not, it would be just the \$3,500 connection fee. Henry Elstein, Trustee, would be on the deed.

2. Safety: J. Healy reported no incidents. The exhaust system was not tied into the light circuit in the garage, so that needs to be done. The purchase orders have been cut, and they will start in about a week. Each Public Works, WPCA and school maintenance position will be taking training through CIRMA, starting in December. F. Morse noted concern about a State tree behind the pump station in Northfield. They have put the State on notice and want the tree taken down.

3. Commissioners Requests: None

4. Succession Plan: D. Wilson said there are two candidates under consideration for the Plant Superintendent position who have had second interviews. The Detroit candidate meets the criteria advertised, but may not be sold on coming here. The Winsted candidate has a great attitude and spirit but lacks supervisory and process experience. As this is a Supervisors Union position, he would be locked into contractual increases without room to move up. Considering the candidate from Winsted who holds the minimum Class III license, he may be paid more than his initial value, and might be a better fit for the

Chief Plant Operator position. One possibility would be to advertise for the CPO position and consider him for that. The State requires a minimum of a Chief Plant Operator with a Class III license on staff.

Motion: D. Geiger moved to approve a \$500 travel voucher for Raju Markose for his interview for Plant Superintendent this date. C. Bratina seconded, all voted aye and the motion carried. D. Wilson said the money will be taken out of Contingency, Account No. 51703.

J. Healy said the Winsted candidate knows the area and has family here, he already has a DEEP Class III license, and wants to be a Class IV. He has experience with SCADA and is willing to learn and grow with it. J. Healy favored hiring him as Plant Superintendent at the lower end of the range with a six-month probationary period. C. Bratina said he doesn't have a lot of process and maintenance skills for correct financial analysis for fixes and pricing. D. Geiger liked the Winsted candidate better and thought the Detroit candidate, although qualified, is used to a huge plant and didn't seem to be a good fit with our plant. J. Koser liked the Winsted candidate better, and Mr. Healy said that Leo Paul favored him as well. They discussed hiring strategies. D. Geiger and J. Koser agreed with Mr. Healy's plan. D. Wilson suggested considering him for the Chief Plant Operator position, and then moving him up in six months if warranted. They would, of course, have to advertise the job first.

Motion: C. Bratina moved to advertise for Chief Plant Operator: Class III and offer the job to Terrence Donoghue of Winsted. If he performs at that level after six months, they could advertise for the Plant Superintendent position. D. Geiger seconded the motion. Mr. Geiger noted that he must be paid the 10 percent extra as contractually required when there is no Plant Superintendent. All voted aye and motion carried. D. Wilson will talk to Leo Paul about the discussion and how to reach out.

5. Public Works/Treatment Plant Report

a) **Easements:** J. Healy reported no further responses.

b) **SCADA:** J. Healy reported they will start installing it on Monday.

c) **EDU Definition:** Nothing more.

d) **Equipment:** Mr. Healy reported the truck is fixed. They constructed inlet and outlet dampeners on the septic plunger pump. Nothing more has been done on the blower. The switch was installed on the mixer. DSE cleaned the push pad on the code unit.

e) **Septic:** In October they took in 96,750 gallons in septic waste with income of \$7,265.

f) **Energy:** J. Healy said nothing has been graphed this month.

g) **Operational:** All reports were filed on time.

6. Financial Report

a) **Budget Report 2013-14:** D. Wilson said Morris has been billed for the second catch-up payment on the upgrade. The amount billed is approximately \$110,000, and will go into the Capital Nonrecurring account. Sandy sent the list of the top 15 delinquents which Mr. Wilson read. D. Wilson asked Mr. Healy how much money can be transferred from the last two years operating budget into the Capital Nonrecurring account, and he said he was working on it.

7. Approval of the 2014 Regular Meeting Schedule: Motion: D. Geiger moved to approve the 2014 meeting schedule as proposed. C. Bratina seconded, all voted aye and the motion carried. A. Combs will file it with the Town Clerk.

8. Quarterly Goals and Objectives: J. Healy thanked Fred Morse for doing such a great job, especially since Ted has left. This is his last WPCA meeting before he retires on December 12, 2013.

9. Adjournment: Motion: D. Geiger moved to adjourn at 10:15 p.m. and C. Bratina seconded. All voted aye and the motion carried.

Respectfully submitted,



Ann D. Combs
Recording Secretary