

LITCHFIELD WATER POLLUTION CONTROL AUTHORITY
REGULAR MEETING
29 Stoddard Road, Bantam, CT
December 11, 2014 ~ 7:30 PM

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

ROLL CALL: Present: Chairman David R. Wilson, William Buckley, Robert D'Andrea, David Geiger, Christian Bratina (7:42) and James Koser. Also present were Superintendent Ted Donoghue, Public Works Director Jack Healy and Recording Secretary Ann Combs.

Absent: None

SEATING ALTERNATES: No vacancies

MINUTES

a) Regular November 13, 2014: Motion: R. D'Andrea moved to approve the 11/3/14 regular minutes and W. Buckley seconded. All voted aye and the motion carried.

BUSINESS

- 1) **Public Requests:** None
- 2) **Safety:** J.Healy reported on the Health and Safety meeting yesterday with the new CIRMA rep. A new training schedule is being worked on. Lab training will take place at MDC. Bob Capell and Bob Kent will attend. Ted Donoghue bought PPE Ebola suits and will do training with them.
- 3) **Commissioner's Requests:** None
- 4) **Approve 2015 WPCA Meeting Dates: Motion:** W. Buckley moved to approve the regular scheduled meeting dates for February through December 2015 as presented and D. Geiger seconded. All voted aye and the motion carried.
- 5) **Detailed Definition of What Specifically Constitutes as an EDU:** The definition was presented with changes suggested. Ted felt it would be helpful for Sandy in talking with people. They added "/laterals" after "connector," and they added the dwelling unit definition from Torrington as Item 5. It reads, "Dwelling unit shall mean a single unit providing completely independent living facilities for one (1) or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation." **Motion:** R. D'Andrea moved to approve the definition for EDU's as amended by our discussion. W. Buckley seconded the motion, all voted aye and the motion carried.
- 6) **Public Works / Treatment Plant Report**
 - a) **Easements:** R. D'Andrea said he had the easement signed from the library and has six more on his desk to be signed. C. Bratina said he will need a program to develop rights of way for all our sewers. Atty. George Simoncelli has all the easements together and will get them to Jack Healy. C. Bratina asked about going in where there is no easement. It was decided to give the property owners notification in the form of a document that can be drawn up as a procedural tool. W. Buckley said that everywhere there is a sewer, we have a prescriptive easement to access. D. Geiger said it would still be nice to have a letter to give the homeowner.

- b) **Operational:** November was strong, with the plant running well and permit compliance maintained. Mass Construction owner Anthony Massimino acknowledged a manhole was damaged at Hunter's Chase development and said they would repair it. **Motion:** W. Buckley moved to send a letter with enclosed bill for the surcharge for excess flow. C. Bratina seconded, all voted aye and the motion carried. On the Monthly Comparison report, it shows an incident Tuesday with over 1700 gal/min. coming into the plant. Ted turned off the aeration for five hours and the plant rebounded. When it's over 1400gal/min., things get flooded. C. Bratina said the bigger question is where the flow is actually coming from. We should buy 4 or 5 portable flow meters.
 - c) **Equipment:** The two Muffin Monsters tentatively will be installed the week of December 8th. New hoists were installed on all pumps and mixers. Eagle Fence also completed the fence project.
 - d) **Septic:** Ted reported processing 87,000 gal. of septage during Nov., still 16% ahead of last year.
 - e) **Energy:** The energy audit was discussed.
 - f) **BOD Loading Surcharge Fee:** Sandy can send out the chart with explanation.
 - g) **Ten-Year Capital Plan Draft:** Ted explained the priorities on top. D. Wilson said most of this is O&M and not the purpose of Capital. W. Buckley said repairs are O&M, replacement is capital. Ted reviewed the items on the list. Mr. Buckley said they should list all assets that need to be replaced. Ted said he will develop the maintenance list on a separate sheet.
 - h) **Authorize Posting for New Position for Either One Class I or One Class II Operator:** D. Wilson said there is not yet a signed MOU, but the agreement on the new positions says we have descriptions but have not necessarily filled them. **Motion:** R. D'Andrea moved to authorize the posting as above, once the signed MOU comes back. W. Buckley seconded, all voted aye and the motion carried.
- 6) **Financial Report:** Ted presented the year to date budget and reviewed it, saying they are in good shape at this point, with savings in electricity. They have spent a little over 50% of the budget as of the end of November. It was suggested to delete the "Transfers/Adjustments" column and add a column for what is spent per month. Commissioners said it was a great start and it would help if they could see the current month and the year to date. W. Buckley said he would like to see who has not paid. D. Geiger asked for the top 20 users. D. Wilson said liens are for those who have not paid for a year or more.
- 7) **Quarterly Goals and Objectives:** Same as last quarter.
- 8) **Adjournment: Motion:** W. Buckley moved to adjourn at 8:50 p.m. and D. Geiger seconded. All voted aye and the motion carried.

Respectfully submitted,

Ann D. Combs
Recording Secretary