

LITCHFIELD WATER POLLUTION CONTROL AUTHORITY
Regular Meeting
29 Stoddard Road
Bantam, CT 06750
December 12, 2013

CALL TO ORDER: David R. Wilson called the meeting to order at 7:37 p.m.

ROLL CALL:

Present: Chairman David R. Wilson, William Buckley, James Koser, David Geiger, Christina Bratina. Also present were Chief Plant Operator Terrence “Ted” Donoghue, Public Works Director Jack Healy and Recording Secretary Ann Combs.

MINUTES: **Motion:** C. Bratina moved to approve the minutes of November 14, 2013 and J. Koser seconded. All voted aye and the motion carried.

1. **Public Requests:** None
2. **Safety:** Jack Healy said there were no incidents to report. The meeting with CIRMA was canceled but it will be held next week. CIRMA has developed a training matrix, and all safety manuals will be updated. Bob Capell will be taking over for Fred Morse on the Safety and Health Committee.
3. **Commissioner’s Requests:** None
4. **Succession Plan – Introduction of Ted Donoghue:** Chairman Wilson introduced all members of the WPCA to Mr. Donoghue and welcomed him. Ted gave a summary of his education and work experience.
5. **Public Works / Treatment Plant Report:** J. Healy said he worked with Fred Morse to get things ready for Ted. There was an incident with a bypass from a manhole along the Bantam River collector to the east of South Street, and it was reported to DEEP. He has been spending time with Ted prioritizing work, and the crew is very excited about working with him.

Ted presented his report and said he’s been working with NIC on the SCADA system. The project leader will be here tomorrow to work on scaling, alarm and programming issues. He suggested removing as many rags as possible in order to receive more septage. J. Healy said there should be a regular check of all manholes with written record.

- a. **Easements:** No report
- b. **SCADA:** Noted above
- c. **Equipment:** No report
- d. **Septic:** No report
- e. **Energy:** No report
- f. **Operational:** No report

6. Financial Report

a. **Budget Report 2013-2014:** D. Wilson said the numbers on Sandy's cash report should agree with the numbers from Finance. A discrepancy he found on the year to date budget report showed \$906,000 from Finance and \$916,000 on Sandy's report, which will be straightened out. The second of the Morris catch-up payments will be about \$110,000. Income is a little ahead of this month last year. The Fund 66 report is largely wrong. He still would like to know how much money was left over last year and the prior year. He agreed to pay the 20% of Jack's salary for the whole year. **Motion:** D. Geiger moved that the WPCA pay the 20% for Jack Healy's salary for the rest of the fiscal year. C. Bratina seconded, all voted aye and the motion carried. Mr. Healy's salary will be paid from the Supervisor's account.

7. **Quarterly Goals and Objectives:** D. Wilson said that SCADA should be finalized. Jack will continue to work with Ted. They may hire a consultant to work with Ted for training in some areas. J. Healy said they should have an updated priority equipment list to be moving forward on. Ted said there is a potential to improve the nitrogen removal.

8. **Adjournment: Motion:** D. Geiger moved to adjourn at 8:30 p.m. and J. Koser seconded. All voted aye and the motion carried.

Respectfully submitted,

Ann D. Combs
Recording Secretary