

LITCHFIELD WATER POLLUTION CONTROL AUTHORITY
Special Meeting
February 27, 2014 ~ 7:30 p.m.
29 Stoddard Road, Bantam, CT 06750

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

ROLL CALL:

Present: Chairman David R. Wilson, David Geiger, Christian Bratina, Robert D'Andrea. Also present were Chief Plant Operator Ted Donoghue and Recording Secretary Ann Combs.

Absent: James Koser, William Buckley, Public Works Director Jack Healy

SEATING ALTERNATES: D. Wilson appointed Alternate Christian Bratina to be seated as a regular.

MINUTES: Motion: D. Geiger moved to approve the minutes of January 9, 2014 with one correction and C. Bratina seconded. All voted aye and the motion carried.

BUSINESS:

1. **Public Requests:** None
2. **Safety:** Ted Donoghue reported one slip on ice. An accident report was filled out, but there was no injury.
3. **Commissioner's Requests**
 - a) **Litchfield Athletic Club:** D. Wilson said the Litchfield Athletic Club provided their water bills for the next quarter \$18,000, or 7.5 EDU's instead of 23, the amount that was billed before. Usage has gone up, so a new adjusted bill was sent with some late fees. The end result is that their bill has been decreased by two thirds.
 - b) **Rt. 800/118 Sewer Service:** The Economic Development Commission wants to address the Lucas property. Ted presented a Proposed and Special Sewer Service Area map. D. Wilson said they would look at extending the sewer line into the property. They have capacity reserved at the Torrington plant. A pump station would be needed near the St. Francis Cemetery in Torrington and another Litchfield pump station. It would cost a lot of money to get started – more than \$5million – \$3.2 million for Torrington and the rest Litchfield. There is no grant money available now from the Clean Water Fund, and we would be far down the priority list for funding. He will send a note to the EDC describing the basic parameters and saying the WPCA would be glad to look at it, but it won't be high on the priority list or the State's priority list. He will also note that we have capacity reserve and will give them some numbers. If they get someone with partners, the WPCA may consider changing the regulations.
 - c) **104 Torrington Road:** D. Wilson said he has no additional information at this time.
4. **Public Works / Treatment Plant Report**
 - a) **Budget FY 2014-15:** Using the Munis report, D. Wilson explained they will take 20% of J. Healy's time for the 14/15 year. If the Chief Plant Operator is moved up into the Superintendent position, Mr. Healy's role will be reduced and the budget revised. Mr. Geiger emphasized that Mr. Healy adds value and he did not wish to reduce his time below 10%. Mr. Wilson asked the group to think about any capital needs. Ted will update and change the 13/14 column heading to "anticipated." Professional Services Legal 52105 changed to \$2,000. Thomaston Assessment 52111 stays at \$8,868.

Ted will verify the number on Nitrogen Credits. Capital Nonrecurring 55203 was adjusted to \$50,000. Ted will check the calculations in Fringe Benefits 318101. Under Revenue Sources, 20% was added to Septic Dumping charges, making it \$72,000, and Revenue from Fund Balance was adjusted to zero. Mr. Bratina said they still don't know how much money is in Fund Balance and Capital Nonrecurring, and there should be documentation of the funding amounts and where the interest is. The budget report will be revised.

- b) **SCADA:** Ted reported they are in the home stretch, making sure the PLC programming works into the OIT's. He moved the second computer to his desk so he can make changes. He is working with NIC to see where the issues are. The alarm system has a lot to be desired. To connect it remotely with the computer would be another investment.
- c) **Easements:** No report
- d) **Equipment:** T. Donoghue said he has obtained two of three quotes for one channel grinder to replace the Monoflow "Channel Muncher."
- e) **Septic:** Ted said that if septage receiving is to be increased, they would take it from Torrington.
- f) **Energy:** Ted has the CL&P bill for service but is waiting for TransCanada to see if there is any noticeable change. There may be a cost associated with the upgrade of the license.
- g) **Operational:** T. Donoghue said they processed 22,000 gallons of septage in January. Effluent BOD removal was 96% and TSS removal was 98%.
- h) **Mission Statement:** Ted reported the mission statement reflects daily job goals and he has involved the staff in writing it. He would like to use the website to share information with the public. R. D'Andrea suggested spelling out the abbreviations to make it user-friendly for the public.

5. Financial Report

- a) **Budget Report 2013-2014:** See above.
- b) **Budget Transfer:** Ted will take this off the template.

6. Quarterly Goals and Objectives: No report.

7. **Adjournment: Motion:** R. D'Andrea moved to adjourn at 9:50 p.m. and C. Bratina seconded. All voted aye and the motion carried.

Respectfully submitted,

Ann D. Combs
Recording Secretary