

**LITCHFIELD WATER POLLUTION CONTROL AUTHORITY  
REGULAR MEETING  
29 Stoddard Road, Bantam, CT 06750  
May 8, 2014 ~ 7:30 p.m.**

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

**ROLL CALL:** Present: David R. Wilson, Christian Bratina, William Buckley, Robert D'Andrea, David Geiger Also present were Chief Plant Operator Ted Donoghue, Public Works Director Jack Healy and Recording Secretary Ann Combs.

Absent: James Koser

**SEATING ALTERNATES:** Christian Bratina was seated as a regular member in J. Koser's absence.

**MINUTES: a) March 13, 2014: Motion:** C. Bratina moved to adopt the minutes of 3/13/14 and R. D'Andrea seconded; however, there was not a quorum of members present from that meeting to vote, so it will be tabled until the next meeting.

**b) April 10, 2014: Motion:** C. Bratina moved to adopt the minutes of 4/10/14 with changes submitted by D. Wilson, and Mr. Wilson seconded the motion. However, there was not a quorum of members present from that meeting to vote, so it will be tabled until the next meeting.

**BUSINESS**

**1. Public Requests:** None

**2. Executive Session – Discuss Pending Legal Action: Motion:** R. D'Andrea moved to go into executive session at 7:40 p.m. and D. Geiger seconded. All voted aye and the motion carried. R. D'Andrea recused himself from this item, and he and A. Combs left the room. The group came out of executive session at 8:00 p.m. Mr. D'Andrea and Ms Combs returned to the meeting. **Motion:** C. Bratina moved to seek clarification on the location of Lot 104, given that in Lots 96 and 102 there was an increase in the easement length that has been appraised at the additional cost of \$500, so we can offer that amount to resolve the claim. W. Buckley seconded, all voted aye except R. D'Andrea who abstained, and the motion carried.

**3. Safety:** Ted Donoghue said there were no incidents and J. Healy is setting up training with CIRMA.

**4. Commissioner's Requests:** D. Geiger reported that Jeff Benson of the Litchfield Energy Task Force said they have been studying energy usage and have made a proposal to the First Selectman for a CL&P solar array at the WPCA. Although Leo Paul asked them to keep working on the proposal for the future, D. Geiger would like them to talk to Ted and the WPCA directly about it to see if they could save money. He asked for consent to have them come on a future agenda. Jack Healy is chairman of the energy committee and said that if you have a solar array at the location, the savings will come off the owner's bill. Arrays at the landfill and WPCA would benefit both areas. Ted presented a graph showing total energy charges for plant comparison for 2013/14. W. Buckley and C. Bratina were interested in having the group present to the WPCA and thought that it was worth exploring with CL&P. D. Wilson said they will invite both CL&P and the Energy Task Force to the next meeting.

**5. Probation Review – Chief Plant Operator:** Mr. Healy said Roxanne Carroll advised that reviews are not to be done in a public meeting, and since it is not due until June, it should be taken off the agenda. D. Wilson said they are making a recommendation to the First Selectman, the official hiring body. J. Healy felt it should be a private 6 month review between Leo Paul, D. Wilson and himself. C. Bratina felt the chairman should do the evaluation with the input of board members and then present it to Leo Paul. Jack advised they follow the process. **Motion:** W. Buckley moved to table this until the next meeting and R. D’Andrea seconded. All voted aye and the motion carried.

## **6. Public Works/Treatment Plant Report**

- a) **Budget FY 2014-15 Final Approval:** D. Wilson discussed the comparison chart on receivables for the past five years. To collect the back years, they lien. They dun people and contact the banks to collect. W. Buckley said they shouldn’t be able to get a permit if they owe money. They should make an example of one of the big delinquents in order to set an example. He then asked for the top 20 for the next meeting. D. Wilson said they need more clarification on CNR and fund balance. He wanted to authorize Sandy to work with Rose to see what’s coming in and what’s going out. C. Bratina wanted to break out and separate interest and liens and wanted to have a line item for monies they bring in. The budget is now set with changes per Mr. Wilson. C. Bratina said Ted should keep track of the operating and capital each month. D. Wilson said they will continue to pursue Fund 66 (CNR). **Motion:** W. Buckley moved to submit the budget with changes including adjusting revenues based on calculating some percentages and balancing by reducing the transfer to CNR. C. Bratina seconded, all voted aye and the motion carried.
- b) **New Job Descriptions/New Hire:** J. Healy said Ted updated the job descriptions to make them more current. Roxanne Carroll made some edits too. Because of union, they must go through review, Town Attorney and then negotiations. They are organized by Class I, Class II, depending on license. Clear descriptions are necessary. D. Wilson said they need to know differentiation in descriptions and how to assign wages.
- c) **Easements:** R. D’Andrea said he and Jack are going to resume going out to talk to people.
- d) **Equipment – Influent grinder(s) going to bid:** Ted said Jack is going to help him write the bid to publish for the grinders. He submitted the denitrification grant application.
- e) **Septic:** Ted said they processed over 76,000 gallons last month. Someone will be out there to inspect when the haulers come in. W. Buckley said they could calibrate from a sight glass. They also discussed coming up with a metering system for the future.
- f) **Energy – tracking of energy consumption and costs:** Ted reviewed his electricity chart broken out with CL&P and Transcanada.
- g) **Operational:** Ted reported a trouble call at 112 West St. about sewage coming out of the ground. It was an illegal sump pump connection. They dug it up and both ends of the pipe were capped and reburied. He is pursuing grant money available to begin studies with I&I. Flushing was done in areas of the collection system. Regarding Arethusa, D. Wilson said to give Sandy the calculation and let her bill. A new flow meter was installed. The totalizer has been interfacing with the PLC, and there have been communication errors where it’s not uploading the data correctly. They hope to correct on Monday.

**7. Financial Report**

a) **Budget Report 2013-2014:** See discussion above.

**8. Quarterly Goals and Objectives:** They are starting to look at I&I issues more.

**9. Adjournment: Motion:** W. Buckley 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