

MINUTES
LITCHFIELD WATER POLLUTION CONTROL AUTHORITY
REGULAR MEETING
29 Stoddard Road, Bantam, CT
August 14, 2014 ~ 7:30 PM

CALL TO ORDER: Chairman David R. Wilson called the meeting to order at 7:42 p.m.

ROLL CALL: All commissioners were present: David R. Wilson, David Geiger, James Koser, Robert D'Andrea, Christian Bratina (7:50), and William Buckley. Also present were Chief Plant Operator Ted Donoghue, Public Works Director Jack Healy and Recording Secretary Ann Combs.

SEATING ALTERNATES: None needed

MINUTES

- a) **April 10, 2014:** Approval of minutes was postponed until after C. Bratina arrived.
- b) **July 10, 2014: Motion:** D. Geiger moved to approve the meeting minutes of 7/10/14 as sent, and R. D'Andrea seconded. All voted aye except W. Buckley, who abstained because of absence, and the motion carried.

BUSINESS

- 1) **Public Requests:** None
- 2) **Safety:** Ted Donoghue reported no incidents.
- 3) **Commissioner's Requests:** D. Wilson asked for the status of grease traps. They need to make sure Mockingbird Restaurant puts one in before they open in Bantam. Ted will reach out to them.
- 4) **Executive Session-Negotiations and Personnel: Motion:** W. Buckley moved to postpone this item until later in the agenda after C. Bratina arrives. D. Geiger seconded, all voted aye and the motion carried.
- 5) **Public Works / Treatment Plant Report**

Ted Donoghue gave his plant operational report, saying permit compliance had been maintained since the past report. He highlighted events that occurred with the July 2nd alarm at the Northfield pump station due to the rain event. The manhole was pumped out the next day. On July 9th and 15th they responded to trouble calls on Circle Drive and cleared both blockages with the flusher truck. On July 24-25 Ted responded to two generator alarms at the plant. He only had to restart the grinder, and set the septage pump to "auto." He then discussed the results of the monthly comparison report.
[Christian Bratina arrived here.]

- a) **Easements:** One was signed today. They expect to get five this week. J. Healy straightened out the background reasoning for the three addresses for Zuraitis.
- b) **Equipment- Influent grinder(s) bids received:** T. Donoghue summarized the results of the bids received. Franklin Miller Option 1 was \$38,925; JWC Option 1 Channel Monster was \$36,699; JWC Option 2 Muffin Monster was \$32,243, which includes two influent twin shaft grinders. He will do more follow up on these bids and for references.

c) Authorize Expenditure from Fund 66 Totaling up to \$38,925 for the New Comminutor/Grinder Chosen from the Three Submitted Bids:

Motion: W. Buckley moved to authorize up to \$40,000 from Capital Non-recurring to fund this expense. J. Koser seconded, all voted aye and the motion carried. There should be a hard number of what's in Fund 66 at the next meeting.

d) NIC/ DEEP Denitrification Instrumentation Project has Begun: Ted said they started the work today and will continue into next week, when the programming work will begin.

e) Septic: D. Wilson asked that all receivables be handled by Sandy so she can track. A total of 103,250 gallons of septage was processed during July.

f) Energy: Ted says they are doing pretty well, coming in under what was allocated for electricity for last year. The Energy Task Force plans to report at next month's meeting.

g) Morris Flow Meter Update: Ted read an email from Mr. Doyle in Morris. The understanding was that Morris would buy a new meter, but there is confusion with where responsibility lies with that and the meter rental. C. Bratina asked that David Wilson write a letter to clarify and straighten this out, including all documentation. Ted will draft the information that Mr. Wilson will need. Ted reported high flows on Torrington Road and testing will be done tomorrow.

h) Operational: see above

6) Financial Report

a) Closing of the Fiscal Year: Ted said we are up \$60,000 against budgeted and came in \$108,500 ahead. They gave Sandy credit for being aggressive with a good collection rate. There seems to be a payment plan set up for most of the delinquent accounts, with only a few difficult accounts.

7) Quarterly Goals and Objectives: Easements are moving along. Ted will come in next month with a capital plan. J. Healy wants to get the comminutor ordered.

MINUTES

a) April 10, 2014: (postponed from above) **Motion:** J. Koser moved to approve the meeting minutes of 4/10/14 and C. Bratina seconded. J. Koser, C. Bratina and D. Wilson voted aye and the motion carried. The others abstained because of absence at the meeting.

4) Executive Session-Negotiations and Personnel: Motion: W. Buckley moved to go into executive session at 8:38 p.m. for the above purpose with all Commissioners and T. Donoghue and J. Healy present. J. Koser seconded. T. Donoghue requested that the portion of the discussion related to his personnel status be held in open session. They agreed to add it as a separate item after coming out of executive session. All voted aye to go in, and the motion carried. The group came out of executive session at 9:06 p.m. with the following action.

Motion: W. Buckley moved to authorize the negotiating committee to add to the union contract an additional job description and adjust the existing job descriptions that are in the Highway Workers Union Contract. J. Koser seconded the motion. D. Wilson said he will supply a narrative for negotiations. Upon voting, all voted aye and the motion carried.

Motion: W. Buckley moved to add to the agenda as Item 7a) “Superintendent Position Discussion.” D. Geiger seconded, all voted aye and the motion carried.

7a.) Superintendent Position Discussion: D. Wilson said that Ted Donoghue has been Chief Plant Operator for seven months now, and they would like to post the Plant Superintendent job so that Ted could apply for it. Mr. Wilson was concerned that they offer him a salary within the range so that he is not poachable by other firms or plants and reward him with a salary bump if he earns his Class 4 license. He would like to go to the Supervisor’s Union to make a provision in the contract for salary plus a bump for the Class 4 license. Mr. Donoghue acknowledged he needs 10 years of managerial experience before he could think of marketing himself to a larger position. J. Healy said he and the First Selectman were in favor of offering the bump when he gets his Class 4 license.

Motion: W. Buckley moved to ask the Town when negotiating with the Supervisors Union to see if they would be amenable to an offer including a salary offer plus a bump. J. Koser seconded. J. Healy asked to add the salary and bump figures into the motion, but discussion was not in favor. Upon voting all voted aye and the motion carried.

Motion: W. Buckley moved to post the position with the range. J. Koser seconded. D. Geiger felt it should not be posted until they are clear on what the job is, with or without the bump. C. Bratina suggested talking to the Union next week and posting it the week after, which was agreed upon. Upon voting all voted aye and the motion carried.

Adjournment: Motion: W. Buckley moved to adjourn at 9:35 p.m. and D. Geiger seconded. All voted aye and the motion carried.

Respectfully submitted,

Ann D. Combs
Recording Secretary