

LITCHFIELD WATER POLLUTION CONTROL AUTHORITY

**Regular Meeting
29 Stoddard Road
Bantam, Ct 06750
April 12, 2012 ~ 7:30 PM**

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

ROLL CALL

Present: Chairman David R. Wilson, David Geiger, and Christian Bratina; C. Bratina was seated as a voting member.

Absent: James Koser, William Buckley

Others Present: Plant Superintendent Ted Legendre, Jack Healy, Director of Public Works and Ann Curtis, Recording Secretary.

MINUTES

a) Regular 3/8/12 Minutes: C. Bratina asked to include the following requests he had made under No. 6 – Budget:

There had been a discussion of the combined salaries of the Public Works Director and Superintendent, and it was requested that the O&M Budget include an additional column for the actual YTD expenditures for 2011-2012. C. Bratina requested that:

- The O&M budget include an accounting of the fund balance for the last two years
- There be a Capital Non-Recurring account budget, with the prior fiscal year's balances and revenues/expenditures as well as those projected for the next year.
- We begin receiving a monthly YTD financial report by budget account codes so we can track how we are doing financially every month, as had been requested last year.
- The proposed budgets be provided to the board members the Friday before the Board meeting.

Motion: C. Bratina moved to approve the minutes of 3/8/12 with the above-mentioned additions. D. Geiger seconded, all voted aye and the motion carried.

OLD BUSINESS

1. Public Requests

a) Marc Campanelli, 69 Westwood Lane: T. Legendre said this is a two-family house that had mold and Mr. Campanelli took our walls but the facilities are still available. He asked for relief because he's being charged for a service he's unable to use. **Motion:** D. Geiger moved to continue to charge for two units as is past practice. C. Bratina seconded, all voted aye and the motion carried.

Motion: C. Bratina moved to add under Public Requests, b. Stephanie Rizos, and D. Geiger seconded. All voted aye and the motion carried.

b) Stephanie Rizos: Ms Rizos asked that her late fees be waived, as her check was sent on time. The envelope was postmarked Oct. 1st and the payment must be postmarked by Sept. 30th to be considered on time. She also tried to leave a voice message, but the mailbox was full. T. Legendre said he would ask

Sandy to clear it. **Motion:** C. Bratina moved to decline the consideration request, and D. Geiger seconded. All voted aye and the motion carried.

2. Safety: J. Healy said there were no injuries to report. They are working with the spread sheets and sending employees for training as necessary. CONN OSHA training has its benefits by not citing personnel if there is a problem, but it must be fixed.

Motion: C. Bratina moved to add under Executive Session, 4a) Personnel Issues. D. Geiger seconded, all voted aye and the motion carried.

3. Commissioner's Requests: None

4. Morris Meter/New Meter and Assessment Cost and Invoice: D. Wilson attended the public hearing in Morris to levy the assessment for the upgrade cost. They are satisfied with the numbers. They asked if they could pay over two years instead of one year, and they may as long as they pay the 2% interest on the unpaid balance. This revenue will go into the Capital account. For the budget, the \$23,030 will be added into the operating budget for the annual bill, and the upgrade cost will go into the revenue portion. Usage bills were mailed out last week for the last two years with final adjustments made. They will continue to check the meter once a week.

5. I & I

a) Sheldon Lane: T. Legendre said he talked with J. Healy about another option of running a line from the new manhole up to Mr. Casselli's house through the existing sanitary so they could connect to his lateral, breaking the pipe where the brook is so the inflow can flow out. J. Healy said they looked at several different options. They will TV camera it and take some elevations. T. Legendre said they have cleaned all the manholes on Hart Drive. They will open and do manhole inspection of frames on Toll Gate Hill. Twenty-eight out of 32 seals have to be replaced.

6. Budget: T. Legendre said he will check to see how Karl Fisher calculated the numbers for wages, as they don't match the wages in the spread sheet for year end. Under Electric, it was requested to add a column for degree days. C. Bratina asked that the big energy users be broken out to understand the cost. He also said they should look at the demand charge and how significant it is, and should come up with a plan to cut power consumption. It was agreed not to transfer money from Capital to Operating. It is confusing because we do not have that money. There is only \$9,050 in the fund balance, so they cannot take \$72,000 out. One option is to take the \$50,000 and add the \$23,030 coming from Morris after October. Another option is to increase rates. Under Revenue, they discussed a rate increase. D. Geiger was in favor of raising the user rate 6% to \$396/EDU per year to cover Capital Non-Recurring. C. Bratina thought 6% increase was a lot. The \$50,000 will stay in Capital and the sewer usage fee will increase. J. Healy said they really need to get the homeowners to upgrade their laterals to reduce inflow. On No. 6 Connection Fee, D. Wilson will get the annual number from Morris. The \$4,612 excess after increasing the user rate will be put into Contingency to balance the account. The whole budget is up .90%.

Motion: C. Bratina moved to approve the 2012-2013 budget as noted and discussed, and D. Geiger seconded. All voted aye and the motion carried.

7. Public Works Director Priority List of Items

a) Easements: J. Healy will meet Mr. Simoncelli next Tuesday and go through his files, taking map to cross reference. In response to the letters that were sent out regarding the contract easements, only a few have come back. They cannot find the construction easements.

b) **FEMA:** J. Healy reported checks are starting to come in from FEMA for storm Irene. Storm Alfred money will come later. The expenses for running the generator have been submitted, but he didn't think reimbursement would come this year.

c) **EDU Definition:** Mr. Healy said he did not work on it this month.

d) **SCADA:** He met with Ron of NIC Systems Corp. and has received an updated proposal with total job estimate of \$123,000 for the long-term upgrade, itemized by task.

e) **Well System:** J. Healy said he is holding the purchase order for this until the budget is set for this year.

f) **Bids – West Street, Route 202 Manholes:** J. Healy reported the final bid will be held tomorrow. He explained the purchasing guidelines with the bidding process and said that he and Karl Fisher will rewrite the policy as it is old and in need of updating.

NEW BUSINESS

1. Treatment Plant Report

a) **DEEP Compliance:** Arethusa Farm has installed a Ph meter, and the Ph is running 4.3 – 4.8. The permit application is complete and Mr. Legendre will review it.

b) **Nitrogen:** Nitrogen was missed by only two pounds in March.

c) **Grease Trap:** T. Legendre said they are doing grease traps on a regular basis.

There was a problem with the meter on Torrington Road. They took it apart, cleaned it and put it back in. They will use the data from the previous weeks and eliminate the problem data. The bills were sent out by certified mail after he and J. Healy reviewed them. The mixers are back installed but not in service. They changed to a digital starter and ordered new relays because they were bad.

2. Setting Quarterly Goals and Progress Review: D. Wilson said he had a discussion with J. Healy and Leo Paul. They are now paying \$115,000 to manage the plant, and it is not running as well as other plants. They will devise quarterly objectives and there will be a review of progress on the objectives. C. Bratina said they should graph by month on kilowatt hours and should do an annual evaluation of staff.

3. Delinquent accounts: Delinquent accounts total \$140,000. They decided to publish the top 10 delinquents in order, with the exception of Wells Run.

4. Executive Session –To Discuss Pending Litigation Negotiation

a) Personnel Issues

Motion: D. Geiger moved to go into executive session at 10:00 p.m. to discuss both the pending litigation negotiation and the personnel issues with D. Wilson, D. Geiger, C. Bratina and J. Healy present. C. Bratina seconded the motion. All voted aye and the motion carried. They came out of executive session at 10:30 p.m. and announced no action was taken on either item.

5. Adjournment: Motion: D. Geiger moved to adjourn at 10:30 p.m. and C. Bratina seconded. All voted aye and the motion carried.

Respectfully submitted,



Ann Curtis, Recording Secretary