

LITCHFIELD WATER POLLUTION CONTROL AUTHORITY
Regular Meeting
29 Stoddard Road
Bantam, CT 06750
December 13, 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: Christian Bratina, David R. Wilson, David Geiger

Others Present: Plant Superintendent Ted Legendre, Fred Morse, Asst. Plant Operator, Jack Healy, Director of Public Works and Ann Combs, Recording Secretary

Absent: William Buckley, James Koser

MINUTES: November 15, 2012: **Motion:** C. Bratina moved to approve the 11/15/12 minutes, correcting “regular” meeting to “special.” D. Wilson seconded, all voted aye except D. Geiger who abstained because of absence, and the motion carried.

OLD BUSINESS

1. Public Requests

a) Alvord, 40 Vanderpoel Avenue: They have closed their business and questioned why they are still being charged for two units. It is an existing non-conforming business, with an apartment and retail space, both with facilities. It is on the market now, so she decided not to pursue a change at this time.

b) Telman, 448 Torrington Road: Mrs. Telman said she sent in her check prior to the end of September, but it was not received. She sent another check and was looking for relief from the late fee. To avoid setting a precedent, it was agreed to adhere to the rules and charge the late fee. **Motion:** C. Bratina moved to deny waiving the late fee, and D. Geiger seconded. All voted aye and the motion carried.

c) Federal Square, Route 202: The Food Shop is now vacated and they wanted to know if there is a policy for charging for empty space. They want to pay one unit instead of three, but without removing the kitchen, it was agreed they still should pay for three. T. Legendre will inspect before down-rating if the kitchen is removed.

d) Smith, 65 Hickory Hill Road: They renovated the basement by adding a bedroom and a kitchen but no toilet facilities. By EDU definition it is not an independent living space without the toilet, but T. Legendre will inspect.

2. Safety: J. Healy said there were no accidents or injuries to report. He said the Safety and Health Committee meeting scheduled for December was canceled.

3. Commissioners Requests: The group reviewed the 2013 meeting schedule. **Motion:** D. Geiger moved to adopt the 2013 meeting schedule as presented and C. Bratina seconded. All voted aye and the motion carried.

4. Public Works Director's Report

a) Easements: J. Healy said he has the standard language for the easements and by next report they should all be done.

b) SCADA: Mr. Healy said he is holding off on writing the purchase order to make sure they have the funding in place, which he expects in January.

c) EDU Definition: The definition will cover everyone and is needed for the metering issue as well.

NEW BUSINESS

1. Financial Report

a) Budget Report: The report was reviewed. They have spent \$62,009 YTD. D. Wilson said the report is starting to show performance, with half the money spent at the half-year point.

b) Morris Payments and Agreements: T. Legendre said they have received a little over \$22,000 so far from Morris on the annual upgrade. Michael Doyle of Morris requested documentation which T. Legendre will give to D. Wilson to send along to them. By now they have paid 90% of what was billed, based on the average of the two meters. When paid, they will be billed on the Palmer Bowlus meter reading.

c) Collectibles Report: Cash receipts are now at 79.65%, 3% below last year at this time. The delinquent list includes assessments and users listed. There are about 50 who have not yet paid. The true value of the list is \$328,000. Sandy submitted the report, suggesting several large accounts to pursue. Collecting could provide revenue to help with the SCADA work. They will pursue the top five delinquents. Nancy Southard uses the Marshal to collect the money, adding his fee, and the people pay the bill.

2. Treatment Plant Report: The plant ran well in November. They accepted 91,450 gallons of septic for a billable income of \$7,010. Now each hauler must call ahead only if they have over 6,000 gallons in a day. Septic is now up by 39%, increasing income. They have four haulers now and will look for others. T. Legendre said Traver Electric informed him that the mixer should be ready by Monday if it passes the water test. Work on the SCADA and VFD system was postponed until later in the fiscal year when funds should be available after the payment by Morris of their outstanding balance has been received. Belts have been changed on the generator. T. Legendre presented the out-of-service equipment list, and D. Wilson asked him to keep it current. Repair parts for the RAS pumps have been received and the system is back on line. In energy, J. Healy prepared a chart showing the kilowatt hours used and the cost and averages per month.

3. Quarterly Goals and Objectives: J. Healy gave D. Wilson the list they've been working on entitled, "Superintendent Deliverables for 2012-2013."

4. Adjournment: Motion: C. Bratina moved to adjourn at 9:40 p.m. and D. Geiger seconded. All voted aye and the motion carried.

Respectfully submitted,

Ann Combs, Recording Secretary

