

LITCHFIELD WATER POLLUTION CONTROL AUTHORITY
Regular Meeting
29 Stoddard Road
Bantam, CT 06750
January 10, 2013 ~ 7:30 PM

CALL TO ORDER: David Geiger called the regular meeting to order at 7:33 p.m.

ROLL CALL

Present: Christian Bratina, William Buckley, James Koser, David Geiger

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

Absent: Chairman David R. Wilson

MINUTES: 12/13/12 **Motion:** C. Bratina moved to approve the 12/13/12 minutes, and D. Geiger seconded. The typo pointed out by Mr. Bratina on Item 2 had previously been corrected and filed correctly. Upon voting, all voted aye except W. Buckley and J. Koser who abstained because of absence. Motion carried.

OLD BUSINESS

1. Public Requests

a) Charles Smith, 65 Hickory Hill Road, will call Ted to set up date to inspect: T. Legendre inspected the property to help determine the EDU's. There is a complete bathroom, kitchen sink and bedroom, so it therefore would be considered a separate dwelling unit. They will now charge 2 EDU's for his home. They will charge retroactively to the beginning of the fiscal year in July, 2012.

b) Kim and Ed Fischer, North Lake Street: Kim and Ed Fischer were present to explain their letter of request. As owners of contiguous properties 114 and 108 North Lake Street, they would like to run the sewer to the barn at 108 in the rear of the property at the same time they dig for underground utilities. Several scenarios were discussed, but it was agreed it would be much better to have two separate laterals. An easement could be written into the deed for the lateral, and they must get a permit. A contractor should present a plan with a drawing to Mr. Legendre to be approved.

2. Safety: J. Healy said there was a finger cut on the door of the generator but no lost time. The sharp edge tab was removed to correct the situation.

3. Commissioners Requests: None

4. Public Works/Treatment Plant Report

a) Easements: J. Healy said he will have all the easements drafted and ready to go out by next meeting.

b) SCADA: The \$67,700 from last year's budget has been audited and needs to be put into Capital Non-Recurring for the purpose of SCADA, which is important because of the communications problems with it. **Motion:** W. Buckley moved to transfer an allocation into Capital Non-Recurring, the amount contingent upon final reconciliation by the Finance Director, but approximately \$67,700. C. Bratina seconded. All voted aye and the motion carried. J. Healy wants to use the money to get the

SCADA up and running. There will be about \$87,000 in CNR after the transfer. Mr. Healy said details will then be finalized, before the order is placed for SCADA, the first phase costing about \$60,000. **Motion:** W. Buckley moved to authorize the expenditure of \$60,000 to be used for the first phase of SCADA, subject to C. Bratina's review of Mr. Healy's proposal with details identified. C. Bratina seconded. C. Bratina asked for an assessment at the next meeting of additional costs necessary to complete the SCADA work, and to know what the balance is of the Capital Non-Recurring account. All voted aye and the motion carried.

c) EDU Definition: J. Healy recommended inserting the Torrington definition, or slight variation, into the rules and regulations. It defines a dwelling unit as "a single unit providing complete independently owned living facilities for one (1) or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation." Then he proposed use of our current EDU definition of 42,500 gal/EDU/residence. He would advise simply going to a meter for restaurants. For residential, each connection (separate lateral) must have a minimum of 1 EDU. Special conditions were discussed such as adding "separate entrance" to the definition. J. Healy will tweak the language for the next meeting. **Motion:** W. Buckley moved to use the same meter system of billing for residential as proposed for restaurants. C. Bratina asked first for a written proposal at the next meeting, and W. Buckley withdrew his motion. J. Healy will define for the next meeting. Different scenarios were further discussed, such as a discount to allow for non-sewer-related uses. C. Bratina said he will also need to get water consumption figures for the past five-ten years from Aquarion to see the impact on revenue. J. Healy will bring back a new proposal next month.

d) Treatment Plant Report

1. Equipment: T. Legendre referred to his "Out of Service Equipment List" which shows the status and remarks on each item taken out of service. He also produced a sample page of the "Equipment Inspection and Service Report" that shows the history of all repairs and spare parts available for each piece of equipment. C. Bratina questioned the mixer being back but not installed. He would like it in service, and if it fails, it will get replaced. T. Legendre said the generator transfer switch is being looked into. There is a problem with Kinsley whether they can they fix it or not. It will cost \$6,000 to replace. C. Bratina said he should go out for quotes if they decide to get a new one, and J. Healy agreed they should. Mr. Bratina said he should prioritize the list for Capital spending.

2. Septic: T. Legendre said they are down by 47% from last month because of the cold weather. The Commissioners asked for a yearly comparison. They are, however, getting closer to 60,000 gallons from increased septic receiving.

3. Energy: J. Healy said there is nothing new to report as the bill just came in.

4. Operational: Mr. Legendre reported the plant did well in December, and thinks the nitrogen credits cost will be zero this year. They are running better because of the increase in septic waste; they can maintain solids and have good operation when months are warmer. There is a blockage at 70 East Street where there was a sump tied into the system and it backed up into the toilet on the first floor. He will send a letter to the East St. location to disconnect, along with the rules and regulations. Then it can be inspected. American Rooter came to check the main for roots there and found the whole line needed to be cleaned with a root cutter, which they will do. The line is old and should be replaced soon. They are still finding sumps and notifying people they need to be removed. J. Healy wants to draft a form letter to send to people who need to fix their laterals.

5. Financial Report

a) Budget Report: The report was reviewed. J.Healy had a point to take note of. The \$50,000 budgeted as Capital is not identified as a line item. It is under line 317-101-58104 for \$300,492. It is not broken out, so it cannot be seen there. The concern is that two of the items in that account pay reimbursements. They will have them get the \$50,000 out of there. T. Legendre said that if they encumber the cost of Contract 16 and the upgrade, \$254,092, it will show they have a \$50,000 balance, so it can be seen. C. Bratina asked for separate line items, but T. Legendre said Finance will not do it that way. J. Healy said the report isn't perfect, but they agreed it is getting better.

b) Morris Payments and Agreements: T. Legendre said he has the most recent bill, but it hasn't been approved yet.

c) Collectibles Report: No discussion on report.

6. Quarterly Goals and Objectives: J. Healy said they've been working on the list entitled, "Superintendent Deliverables for 2012-2013." They should all be done very soon. A 20-year plan is being drafted.

7. Adjournment: Motion: W. Buckley moved to adjourn at 9:00 p.m. and C. Bratina seconded. All voted aye and the motion carried.

Respectfully submitted,

Ann Combs, Recording Secretary