

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

CALL TO ORDER: Acting Chairman David Geiger called the meeting to order at 7:37 p.m.

ROLL CALL: Present: William Buckley, David Geiger, James Koser, Christian Bratina, David R. Wilson (7:38 p.m.). Also present were Jack Healy, Public Works Director (7:44 p.m.), and Ann Combs, Recording Secretary

Absent: Robert D'Andrea

SEATING ALTERNATES: Mr. Geiger seated Christian Bratina as a regular member for Robert D'Andrea.

MINUTES: Motion: W. Buckley moved to accept the regular meeting minutes of December 11, 2014 and C. Bratina seconded. All voted aye and the motion carried. Chairman Wilson arrived here, and Mr. Geiger turned the chairmanship over to him.

BUSINESS

1. Public Requests: None

- 2. Safety:** Ted Donoghue reported that they are participating in the CIRMA training. Bob Capell and Bob Kent attended a defensive driving class this week at MDC. He will be attending this at a later date, and all three will be attending a class on blood borne pathogens later in the month. B. Capell and B. Kent also attended wastewater training at MDC in the summer.

3. Commissioner's Requests: None

4. Capital Plan Review

- a) Authorize transfer of expenditure from Fund 66 in totaling up to \$5,726 to Account 3202-51202, repair to equipment, for overhaul of one KSB nitrate return pump and one KSB submersible mixer:** D. Wilson said the Town's audit report came out, and the numbers were fairly close in assessments, operating, and capital accounts pending closing out of all entries. He listed priorities as safety, efficiency and comfort. Ted then summarized the WPCA Capital Plan FY 14-15. The first page lists projects that are committed. The second page is a maintenance page he has created with items that should come out of the operating budget. The capital plan for the current fiscal year is listed on page 3. The last page shows vehicles and equipment. There is currently a balance in Fund 66 of \$407,588. They discussed the nitrate return pump and work done on the mixers as preventative maintenance. D. Wilson said that nothing had been put into Capital Nonrecurring this year, and they are trying to build the fund. He said there are some line items that could be used for maintenance items, and he was not in favor of using Fund 66 for maintenance items. They discussed the collection system and the need to do rehabilitation every year. They need to identify manholes and problem areas in the collection system before dropping flow gauging units in and doing camera work. They would like to scan the collection system map so they could send it as a PDF. Ted will follow up on the energy audit. Regarding the financial audit, D. Wilson asked about how interest is calculated, what the rate is, and who gets it. C. Bratina said the Town invests money and the

interest should be prorated as it comes in to the Town. We have a line item in the budget for interest with only \$300 in it now. D. Wilson said they should determine what it costs to manage our funds.

- b) **2003 GMC pick-up has 151,815 miles on it. Presenting recommendation to go out to bid to purchase a new 4X4 utility truck.** The truck is needed for plowing and running the easements and has reached the end of its use without costing money. They would like to have a utility body. The Board urged Ted and Jack to take a look at whether they can hold onto the truck a little longer. Jack mentioned using the State bid as a resource for purchase. C. Bratina asked Ted to define the needs and how long it will last and come back with a plan for six months from now.

5. Public Works/Treatment Plant Report

- a) **Easements:** J. Healy said no easements were filed. George Simoncelli is out of the office for about a month. D. Wilson asked him to go after the top two or three.
 - b) **Operational:** Ted Donoghue said the plant ran well in December with permit compliance maintained. The flows more than doubled from November. They removed 52,000 gallons of sludge for December. Nitrogen removal was good at 21.8 lbs/day. BOD removal was strong at 97% and TSS removal at 98%. Ted attending the CT Warn training which is a volunteer program where public and private utilities share assets. He noted the benefits of participation. A rain event on 12/9/14 caused flows to jump up to over 1400 GPM. They turned off the aeration for five hours to settle the solids and prevent them from being washed out.
 - c) **Equipment:** Blake Equipment installed one Muffin Monster, and they will have to now do some SCADA programming. Addison Electric helped to install the second Muffin Monster and to install two knife switches for each grinder.
 - d) **Septic:** Ted reported processing a total of 90,750 gallons of septage in December, with year to date 23% ahead of last year.
 - e) **Energy:** Ted will call to see how the audit is going. Usage is dramatically lower, doing better than last year, and they have saved \$1,100.
 - f) **10-month operating training program for Bob Capell:** Ted said it would be a great opportunity for Bob to be in this program, although he could not get his Class 3. It costs \$500, with one class day a month for 10 months. W. Buckley said he is concerned about the cost and protecting the rate payers. It was suggested to perhaps pay half and then the rest upon successful completion. D. Wilson and D. Geiger thought they should pay the whole \$500 and address the practice differently if it doesn't work out this time with successful completion. The result was that the Board supported Bob Capell's application by consensus.
6. **Financial Report:** Ted reported having used 50% of the budget year-to-date. D. Wilson wanted to see year-to-date and the current month in the report. W. Buckley asked Ted not to use colors on the report. Bolding or italics could be used instead for emphasis. It was noted that some figures were wrong, but perhaps that was because of more than one month charge combined. Ted will speak to Rose in Finance about it. The cash receipts report shows the WPCA strong on collections. Labor expenses have been put in a new chart showing overtime costs and straight time costs. So far they have used 53% of budgeted money for 3201-50103. Overtime will come in about 81% with overages to go to the maintenance account. Ted then presented the A/R Aging

Summary showing the top 20 delinquent receivable accounts. C. Bratina said we need to actively collect and come up with a plan. W. Buckley said in the past he has painted white paint on the road for shut-offs to increase payments.

7. **Quarterly Goals and Objectives:** D. Wilson asked Ted to look at Capital and begin to plan further out, putting a life expectancy on equipment.
8. **Adjournment: Motion:** D. Geiger moved to adjourn at 8:55 p.m. and W. Buckley seconded. All voted aye and the motion carried.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Ann D. Combs".

Ann D. Combs
Recording Secretary