

LITCHFIELD WATER POLLUTION CONTROL AUTHORITY

**Regular Meeting
29 Stoddard Road
Bantam, CT 06750
July 11, 2013 ~ 7:30 PM**

CALL TO ORDER: Chairman David R. Wilson called the regular meeting to order at 7:44 p.m.

ROLL CALL

Present: James Koser, David Geiger, David R. Wilson

Others Present: Plant Superintendent Ted Legendre, Ann Combs, Recording Secretary. J. Healy arrived at 8:15 p.m.

Absent: William Buckley, Christian Bratina

MINUTES: **6/13/13 Regular Meeting: Motion:** D. Geiger moved to approve the regular June 13, 2013 minutes, correcting the omission of David R. Wilson to the roll call. J. Koser seconded, all voted aye and the motion carried.

OLD BUSINESS

1. Public Requests

a) Forman School Application – 54 Norfolk Rd. (Youngling Property Purchase) Sewer Capacity:

T. Legendre presented a letter from Forman School and explained that they want to use the house for the headmaster and the barn for a dormitory. The house will also be used for meetings with parents of perspective students. They currently have a septic system at the house that is backing up. They are asking if there is capacity in the system to handle that extra property, as the purchase of the property is contingent upon tying into the sanitary sewer. D. Wilson said there is capacity at the plant, but the question is how to get there. They confirmed the area is in the sewer service area on the map and then discussed different possible solutions including a possible pump station near Brook Hill Road. D. Geiger thought this would be a good time to suggest Forman School pay for part of the road work if a pump station went in. D. Wilson will compose a draft a letter that says the plant does have capacity, but the house is currently serviced by an on-site septic system, and connection to the sanitary system would require a lot of review, as they would have to address future expansion.

b) Litchfield Athletic Club Sewer Fee (2) 626,000 gal. = 15.6 X \$6,178.00: D. Wilson said their water usage doubled this year and they're only being charged 2 units, and Sandy questioned this. Restaurants pay for 3 units; should Sandy increase them to 3 based on the restaurants? D Wilson suggested switching to gallonage and the commissioners agreed. D. Geiger asked if it was wise to make a decision on this now when the whole system may change later. D. Wilson thought the charge would be about the same. *[JH arrived here at 8:15.]* D. Wilson said they will check the Athletic Club against the other gallonage users. If it's close, Sandy can bill by gallons.

2. Safety: T. Legendre reported one issue of a hit to the hand by a spinning handle that was reported to the Town.

3. Commissioners Requests: None

4. Succession Plan: Copies of five resumes were received from the Selectman's office. D. Wilson and D. Geiger wanted to check references, and J. Healy said in the past they have called references after they find someone they're interested in. D. Wilson confirmed the new hire would get the new defined contribution plan. J. Healy said they should try to schedule 3 candidates for interviews next week with J. Healy and D. Wilson attending.

5. Public Works/Treatment Plant Report

a) Easements: J. Healy said he will get back to work on them next week as there has not been time this week. D. Wilson wanted to find an experienced attorney who can work aggressively on this. He doesn't want this to affect their ability to get new easements.

b) SCADA: T. Legendre met with Mr. Bergeron yesterday and did a walk-through, giving him information on the system, the program and books, and licensing information. They took a lot of pictures. The electrician will come in next week. Mr. Bergeron will have a timeline prepared to start moving this forward. The simplest way to pay is to close out the old purchase order from the last fiscal year and cut a new one for this fiscal year, and Mr. Legendre said this has been done in the amount of \$127,570.00.

c) EDU Definition: D. Wilson said the trials have been run. There are 128 commercial connections with meters and 16 without meters. The biggest gain will come from using the buy-in price at 42,500 gallons at \$396. On the other hand, using the base fee of \$95/yr/customer up to 10,000 gallons of flow, with flows over 10,000 gallons per year being billed at \$.009318 per gallon, the predicted income may not be there but it would be much fairer to spread the cost with meters. D. Geiger added it would also be a selling advantage if it is revenue neutral. D. Wilson agreed to proceed with the 10,000 gallon plan as it would be a better sell and would produce little difference in net revenue.

d) Equipment: T. Legendre reported that nothing broke down this month. He did pursue the trash pump purchase, has been getting prices and will decide on one with J. Healy. J. Koser favored buying from a local company.

e) Septic: T. Legendre reported gallonage came down a little. Northwest has been getting some large jobs. Shipping has increased, so we should be within budget.

f) Energy: J. Healy negotiated through the Town and locked in the following prices from Dime Oil: \$.03 higher on diesel, \$.04 higher on fuel oil and \$.02 higher on gasoline. They are close to the end of the contract on electricity. He is looking at a new vendor, Ambit, and will meet with them in Aug. after submitting a month's statements.

g) Operational: T. Legendre reported the application for analyzers is almost complete. He met with Mr. Joseph Higgins of the DEEP to review the SCADA system, and he keeps Mr. Higgins updated. He was happy to learn there was a purchase order done. The plant is running extremely well. There continues to be infiltration on the Chin property. House laterals need to be replaced which is a big problem. D. Wilson asked Ted to get a list of the top 10 problems. J. Healy reported he is still talking with the DOT about the East Street problem. Our test shows total chlorine in the water and the DOT's showed no free chlorine. Further tests will be done. T. Legendre reported the grass is coming in well n the corner of Tollgate Road and he will check the cover. J. Healy has not yet signed off on it. He said the manholes on 202 look okay, but a couple may be a problem.

6. Financial Report

a) Budget Report 2012-13 Operating Budget: They discussed the year-to-date and flexible period reports. Chairman Wilson prepared a memo to Finance Director Rose Bouchard dated 7/11/13 with several items of concern discussed on June 28th. He asked her to trace encumbrances for the past two years to see where the entries are.

b) Morris Payments and Agreements: D. Wilson said Morris indicated there was a payment for the user fee and a payment for the treatment plant upgrade, which was incorrect. Morris has not paid last year's user fee. The settlement amount of \$151,946.43 has been paid and, that money will go back into capital non-recurring where it was borrowed from. **Motion:** D. Geiger moved to place the \$151,946.43 into the Capital Non-Recurring account. J. Koser seconded, all voted aye and the motion carried. Sandy applied \$76,087.15 to their user bill. The write-off will be \$391,174.49. Morris will get the meter up and running. Overall they've paid 90% of what was billed.

c) Collectibles Report: The report was reviewed.

7. Quarterly Goals and Objectives: J. Healy said the Plant Superintendent transition is the current goal. They need to work on finding a replacement and training. SCADA and easements are also high priority. In view of J.Healy's reduction in WPCA pay to 10% instead of 20% for FY 2013, D. Geiger suggested cutting his weekly hours in half in order to keep him for the whole year, rather than having no help for six months.

8. Adjournment: Motion: D. Geiger moved to adjourn at 9:34 p.m. and J. Koser seconded. All voted aye and the motion carried.

Respectfully submitted,

Ann D. Combs
Recording Secretary