

LITCHFIELD WATER POLLUTION CONTROL AUTHORITY

Regular Meeting

29 Stoddard Road

Bantam, CT 06750

March 14, 2013 ~ 7:30 PM

CALL TO ORDER: Chairman David R. Wilson called the regular meeting to order at 7:37 p.m.

ROLL CALL

Present: Christian Bratina, William Buckley, James Koser, David Geiger, David R. Wilson

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

Absent: None

MINUTES: 1/10/13 **Minutes:** **Motion:** W. Buckley moved to approve the 1/10/13 minutes, and C. Bratina seconded. Upon voting, all voted aye except D. Wilson who abstained because of absence. Motion carried.

OLD BUSINESS

1. Public Requests

a) Mark Greenberg (Village Green Dr. – Rainbow Restaurant) EDU Charge: The EDU's increased from 2 to 3 because of full service with seating. Mr. Greenberg maintained he should not be charged for empty units within his properties and submitted an email request to review all the units for possible relief. T. Legendre did inspect the properties and reported there has been a reduction from 32 to 30 units that are charged now. It is in the ordinance to charge a minimum of one unit per building hooked to the sewer whether or not it is occupied. **Motion:** Christian Bratina said this is the standard practice so a minimum of one EDU should be charged, but it should be included in the ordinance. William Buckley seconded. Mr. Buckley cited Section D of the Ordinance. All properties connected should be charged. Upon voting, all voted aye and the motion carried.

b) North Lake Street (Fischer Connection Fee): A manhole was put in at the property line with a lateral to 114 and another lateral from the manhole to 108 North Lake. The barn in the back was hooked in. They are currently being charged for two properties but only one lateral. They discussed the added cost of maintaining a new manhole and whether they should charge the \$4,000 connection fee for the additional building. **Motion:** William Buckley moved to not charge a connection fee for the additional building on the property. James Koser seconded the motion. In discussion Ted Legendre pointed out that Ed Ryle has a manhole on his property and wants to be able to hook his barn to it at a later date, and they have already paid two connection fees, but it was noted that the situation was different. Upon voting, all voted aye and the motion carried.

c) Kim & Paul Griffen – 53 Bantam Terrace Rd. (Waiver of Late Charge): Ted Legendre explained how the Griffens had a very small balance on their bill because of a late postmark which grew to \$9.00 with late fees. **Motion:** William Buckley moved to waive the late fee of \$9.00 and James Koser seconded. All voted aye and the motion carried.

2. Safety: Jack Healy reported no injuries and said there was a Safety & Health meeting scheduled for Wednesday. Fred Morse said they need a safer access to the storage area of the garage.

3. Commissioners Requests: D. Wilson announced that Ted Legendre will retire in September and Fred Morse will retire in December. They need to start the process of transition, reviewing staffing needs and operations. There was a discussion on becoming a contract operation and the need to explore it.

Motion: William Buckley moved go out for request for qualifications from firms, review and short list them for interviews, advertising the position for Plant Superintendent concurrently. David Geiger seconded. Christian Bratina thought the request for proposal should be done first, but the requirements would have to be listed so all candidates would be quoting the same. For qualifications, they must also carefully define what is wanted. Jack Healy thought they could fast-track the qualification process to cut down on time lapse. Mr. Bratina asked if the union would agree to the current employees being taken over with the same contract, and they would have to figure out how to handle this. David Geiger favored the request for proposal over the request for qualifications. Vote: Upon voting, all voted aye and the motion carried. Jack Healy will draft the criteria for request for qualifications.

4. Public Works/Treatment Plant Report

a) Easements: J. Healy reported that Ed Ryle, Toll Gate Hill Road, was concerned that only two houses could be served now, but Mr. Healy said there was adequate capacity for more. Reimbursements to Mr. Ryle for the 6" line he paid for, were brought up, but Mr. Healy declined because Mr. Ryle paid for the extension so he could tie in his lateral. The extension now belongs to the Town.

b) SCADA: Jack Healy explained that \$87,000 can be moved into Capital Non-Recurring from the operating budget's fund balance from FY 2012. **Motion:** William Buckley moved to transfer \$87,000 into Capital Non-Recurring from the operating budget's fund balance from fiscal year 2012. David Geiger seconded the motion, all voted aye and the motion carried. **Motion:** William Buckley moved to transfer the current charge for the manhole raising project, \$32,000 plus or minus, from the current year operating budget to Fund 66 Capital Non-Recurring, and put the State reimbursement in that same account. Christian Bratina seconded the motion, all voted aye and the motion carried.

c) EDU Definition: It was agreed that all food service businesses would need a meter, and one EDU would add \$.009 per gallon. The business would pay for installation and calibration. There are about 15 restaurants that would need meters. They agreed to work on commercial first, with an eye toward residential. It was agreed by consensus that the minimum would be 20,000 gallons/EDU, which is about 55 gallons/day.

d) Equipment: T. Legendre said there was one equipment failure, the mixer on the blended sludge tank, which has gone out for repair. They are trouble-shooting with GE Energy to diagnose the problem with the emergency transfer switch. The third mixer has been installed and they are watching it to make sure it does not leak.

e) Septic: Septic waste for February is down, but they picked up another hauler.

f) Energy: J. Healy said he has been working on plotting charts.

g) Operational: The plant ran well in February, achieving BOD and suspended solids removals of 96% and 98% respectively and nitrogen effluent levels of 29 lbs. A letter went out to Rachel Baird requesting her to remove the connection from her sump pump to the collection system. He is also pursuing properties who are using the system but do not have a certificate of occupancy.

5. Financial Report

a) Budget Report 2012-13 Operating Budget: Referring to the 3/8/13 revised budget, D. Wilson noted the \$40,800 in accumulated vacation and sick leave that is due the Plant Superintendent upon his retirement in September. C. Bratina questioned how they would pay it, and suggested using Capital Non-recurring. He said the total management rates are too high for the operation, and they would have to raise the rates or consider contract operations. Mr. Geiger suggested budgeting 10 percent less for the Chief Plant Operator. Mr. Morse said he may have another 33 days in sick leave added if his Workers Comp. case rules favorably for him. They noted a \$9,000 saving on nitrogen credits. There were some blanks under the actual expenses on page 3 that T. Legendre said he would get filled in. Supplies were expensive because Sandy needed to order necessary forms.

b) Morris Payments and Agreements: There was no revenue listed for the Morris user fee on the budget because Mr. Legendre did not yet have the firm numbers.

c) Collectibles Report: No discussion.

d) Draft Operating Budget 2013-14: Discussion included above.

6. Quarterly Goals and Objectives: No discussion.

7. Adjournment: Motion: W. Buckley moved to adjourn at 10:00 p.m. and J. Koser seconded. All voted aye and the motion carried.

Respectfully submitted,

Ann D. Combs
Recording Secretary