

LITCHFIELD WATER POLLUTION CONTROL AUTHORITY
Regular Meeting
29 Stoddard Road
Bantam, CT 06750
May 9, 2013 ~ 7:30 PM

CALL TO ORDER: Acting Chairman David Geiger called the regular meeting to order at 7:32 p.m.

ROLL CALL

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

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

Absent: David R. Wilson

MINUTES: **4/16/13 Special Meeting:** **Motion:** J. Koser moved to approve the special meeting minutes of 4/16/13. C. Bratina seconded, all voted aye and the motion carried.

OLD BUSINESS

1. Public Requests: None

2. Safety: Jack Healy reported no injuries and said they are going to schedule training with CIRMA. C. Bratina suggested something brighter for the gate cable across the pillars by the road, as it could be a hazard for a bicyclist. T. Legendre said he could replace the white pipe that was there and add some reflective tape.

3. Commissioners Requests: None

4. Succession Plan: The job description for Sewer Plant Superintendent has been reviewed by Leo Paul and the attorney. It will be posted for internal review for five days and then can be advertised outside. They preferred it not go to the newspaper, but rather to professional magazines, the WPCF websites and the Water Environment Federation website, which will go nationally. **Motion:** C. Bratina moved to not advertise with newspapers and W. Buckley seconded. All voted aye and the motion carried. J. Healy is still holding the advertisements to go with the proposals for contracts pending the Commission's request. He will speak to D. Wilson regarding legal ramifications with the union. They will continue to pursue a dual path with the contract proposals and advertising for the Superintendent position.

5. Public Works/Treatment Plant Report

a) Easements: J. Healy said he sent 13 letters out, and one has been completed. One person denied it, but he has had mostly favorable comments back. He tries to meet with everyone to explain the language on the easement.

Mr. Healy said the Town has several roads that are not functional. The portion at the end of South Lake Street was designated as a discontinued road in 1982, but the Town has been maintaining it from the stop sign to the bridge. There are neighboring residents who are concerned about cars and people in the area

accessing the boardwalk, and the Town has told four of them that they are not turning that portion of the road over to them. He will write an easement with all four parties involved to insure WPCA access, and a gate will be installed to discontinue public access to the area.

b) SCADA: Jack Healy reported circulating the proposal. With the transfer, there is money in the Capital Non-Recurring fund.

c) EDU Definition: J. Healy has he has met several times with D. Wilson. The cost of a meter and installation would be about \$350 - \$400. They will stay with the current definition. They discussed different ways to bill commercial accounts and are close to a decision. The first plan involved the fee per 1,000 gal., but there was a concern on the fixed cost. The second plan was charging one EDU plus the rate for over 46,000 gal. C. Bratina liked that method. Residential has not yet been agreed upon. W. Buckley saw nothing wrong with charging a base rate, but did not think it should be an EDU, then a per-gallon charge after that. C. Bratina encouraged conservation by using the minimum gallonage instead of 46,000. They need to trend 10 years to get the base rate correct.

d) Equipment: T. Legendre said nothing broke down and the sludge mixer that was out of service is back on line. The 42-year-old draining pump may be broken beyond repair and should be replaced. T. Legendre will get pricing for next month. He is also checking on updated quotes for parts for the Mono-Flow grinder and is looking into prices for a new grinder. He is also looking at a fine screen system that removes rags rather than grinding them back into the system. Further, he is working on a new application to DEEP for reimbursement for the purchase of analyzer equipment for the denitrification process.

e) Septic: T. Legendre reported receiving 88,600 gallons of septic, for an income of \$6,615. There is a new hauler that should be starting soon.

f) Energy: J. Healy did a graph on energy consumption showing so far this year to be below the average kilowatt hours for last year by 2500 KWH per month.

g) Operational: The plant ran well in April, achieving BOD and suspended solids removals of 95 percent and 99 percent respectively. Nitrogen effluent levels were also met. He put together several years of flow data in response to questions on anomalies from Mr. Wilson.

6. Financial Report

a) Budget Report 2012-13 Operating Budget: J. Healy reported the budget was finalized and published in a newspaper separate from the Town budget. Rose will now put it into the Munis format. The Capital Non-Recurring account has a problem with the \$87,000 transferred from it into operating. The auditor said \$42,000 was already encumbered at the time of the transfer, so they should have only transferred \$45,000. The decision was made to leave it in Capital NR for now. There was some speculation as to what the encumbrance included.

b) Morris Payments and Agreements: T. Legendre said the most current invoice has been sent, but nothing has been received yet from Morris.

c) Collectibles Report: T. Legendre referred to the report that shows all outstanding accounts. Some are on a payment plan. Sandy will be working on the list with Town Tax Collector Nancy Southard. C. Bratina asked that those who have been in arrears for years should be priority. Since the chart does not

show that information, W. Buckley asked Mr. Legendre to list the number of years in arrears on each account, and he said he would work on it with Sandy. Everything is liened.

7. Quarterly Goals and Objectives: J.Healy said he will be working to finish the current identified goals.

8. Adjournment: Motion: W. Buckley moved to adjourn at 8:13 p.m. and J. Koser seconded. All voted aye and the motion carried.

Respectfully submitted,



Ann D. Combs
Recording Secretary