

**MINUTES**  
**LITCHFIELD WATER POLLUTION CONTROL AUTHORITY**  
**REGULAR MEETING**  
**29 Stoddard Road, Bantam, CT 06750**  
**February 11, 2016**

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

**ROLL CALL**

Present: Christian Bratina, William Buckley, David R. Wilson, Ted Donoghue, Plant Superintendent, Raz Alexe, Public Works Director, and Ann Combs, Recording Secretary

Absent: James Koser, Robert D'Andrea, David Geiger

**SEATING ALTERNATES:** none present

**MINUTES**

**a) Regular January 14, 2016: Motion:** The approval of the minutes was postponed until the next meeting.

**BUSINESS**

**1) Public Requests: Forman School New Auditorium:** Dennis McMorrow, Berkshire Engineering and Surveying, was present to explain the application. Robert Scodari was also there from Forman School. They want to build a new visual performing arts center and a fabrication lab added onto the Olson Outdoor Center. Currently they have five lines coming into the pump station and a force main. They are not increasing teachers or student population, so the flows should remain the same. The capacity of the pump station should be adequate. Mr. Scodari created a spread sheet with data. There is a meter for 54 Norfolk Rd., the new dorm. They found a leak because Williams jumped dramatically, so Aquarion will investigate. The average daily flow was calculated at 10 gal/min. Standard peaking was 30-50 gal/min. Pumps are providing 98 gal/min. at 88 ft. of total dynamic head. This is all a private line. It becomes the WPCA's once it gets to its manhole. They will relocate the force main from under the main building. They need a letter from the WPCA before P&Z can make a decision. They will not increase the flows; it's operating correctly now. A 6" line will come from the theater to the new manhole. D. Wilson said this is a community system by statute, so if it collapses, it's the WPCA's responsibility. It is wired for a generator. D. Wilson asked for even more detailed info on the collection system and asked them to number the manholes. The map used was done by Berkshire Engineering titled "Forman School Visual & Performing Arts Center and Fabrication Laboratory – Overall Site Layout Plan." They want a site plan change. Mr. Wilson said the average water usage over the last ten years has been 93 units of flow, and usage has increased by 15%. Mr. Scodari said the number of students has increased over the years, and is at the maximum now. Mr. Wilson said they need to recalculate the assessment. W. Buckley suggested putting that on a separate agenda item for next meeting. He also said that there should be a stand-alone generator dedicated to the system. **Motion** W. Buckley moved to report back to the town that they have reviewed Forman School's proposed building project and have the capacity to serve it. C. Bratina seconded, all voted aye and the motion carried.

**Motion:** C. Bratina moved to add to the agenda under Public Requests 1a), "Sewer Extension Plan for 273 and 277 Goshen Rd." W. Buckley seconded, all voted aye and the motion carried.

**1a) Sewer Extension Plan for 273 and 277 Goshen Rd:** Dennis McMorrow, Berkshire Engineering and Surveying, said this is a 660 ft. sewer extension from Tallmadge Lane north on Route 63 to serve 273 and 277 Goshen Road properties that are currently on septic. They want to extend the public utility (8-24 referral). Land Use Administrator Dr. Tobin said the Town is technically applying for this. The WPCA will apply for the 8-24 with WPCA the applicant, then it goes to the Selectmen, then to P&Z. This will be an extension of the public sewer that the two applicants will pay for. There is no developer's agreement. There are two properties across the street. Commissioners agreed to put in stubs and a cap to plan for the future. They will discuss the details at the next meeting. Mr. McMorrow asked if the two property owners could get a waiver for the connection fee since they are installing the main. D. Wilson said they will have to investigate to see if the properties were part of 17 or 18. W. Buckley did not think an extension off a system impacts any previous assessments, so he thought they should pay the connection fee. He said there is no mechanism in the ordinance to wave the fee, so Mr. Wilson will have to research to see if it applies. This will be put on the agenda for next month.

- 2) **Request for Qualifications Submissions:** T. Donoghue said the RFQ's are due by Feb. 26<sup>th</sup>. Nine companies have asked for a copy, and eight are interested.
- 3) **Stop & Shop Project Update:** Mr. Greenberg paid past due fees and is ready to demo in March. There is an easement and we own the two pipes. The WPCA will stop billing once they cap their pipes. C. Bratina asked if we can bill for time and inspections. W. Buckley said we could require them to hire a third-party engineer and require them to provide an as-built drawing. Mr. Bratina asked them to research the Sewer Use Ordinance to see if we can bill for inspections. Ted has a list of all the calculations he requires. Raz and Ted are working on it. W. Buckley said they should have a flow meter.
- 4) **Informational Handout for Customers:** The first draft was reviewed. Ted said it will be posted on the website and sent with bills in August. D. Wilson asked him to groom it up and get it going.
- 5) **Update on J. K. Muir Energy Investigation:** Investigation shows the whole system can be saved and they will put together a proposal. The key to maintaining the system includes yearly preventive maintenance. They are separating the plant water system as a separate ACM and will have information by next meeting. Downsizing two 25-hp motors will have a good yield on investment.
- 6) **FY 16-17 Budget:** Ted said everything is flat but wage increases. D. Wilson spoke to Leo Paul about putting 52111 (Finance and Raz) in professional services so it doesn't go into salaries. Electricity generation contract has been set with Constellation for one year at 6.83 cents/KW. There is savings in fuel costs. Septic dumping fees was increased by 5%. Ted decreased Capital Non-Recurring slightly. D. Wilson said we know more about what we're doing, so the numbers are looking better. Ted said the big thing for this spring is to drain both the tanks and look at the diffusers. They can be tested for efficiency. D. Wilson said to carry this report as a draft and they will approve later. C. Bratina asked about having our own audit done. The fund balance money (including Fund 66) has not automatically been transferred each year as voted on. Ted will get the amount so they can make a motion.
- 7) **Safety:** Ted said there were no incidents to report. Jim will attend sexual harassment training.
- 8) **Commissioner's Requests:** None
- 9) **Public Works / Treatment Plant Report:** Ted said they had a very strong month. They removed 32,500 gallons of sludge. The effluent BOD removal was 99% and TSS removal 99%. Daily average

total nitrogen lbs/day discharged was 2.2 mg/L or 8.5 lbs/day. They have an issue with filamentous bacteria, and they are pretty sure it is coming from Arethusa. They have used a 60-day treatment program that is helping. They have not yet sent a notice to Arethusa about the FOG. C. Bratina suggested sending a written letter. They are way over their design capacity. We can also bill for that per C. Bratina for additional costs. W. Buckley suggested inviting them to the next meeting. Ted said he found most of the I&I Study from 1994 except for the locations of all the manholes in order with inverts. He's hoping the DEEP archives have a copy with the manhole elevations and listing of manholes with rim elevations, invert elevations, etc.

- a) **Easements:** Ted said he has everything on his desk and Mr. Wilson said to divide up the list at the next meeting and go out.
- b) **Operational:** There were two calls to homes with blockages. Twice they reported a partially treated bypass of 0.427 MGD to the CT DEEP. On Jan. 12 Karina Hart of JK Muir pulled the data loggers of the blowers and plant water system. She has 30 days of data to work on.
- c) **Septic:** They had an increase of 39% over last January in septage processing.
- d) **Equipment:** On Jan. 20 they turned up the nitrate return pumps to 55Hz to improve the nitrate removal. On Jan. 25 the anoxic mixer in the east tank bearings began to fail, and they switched it with the spare unit. It was refurbished and only lasted one year.
- e) **Energy:** No report.

**10) Financial Report and Year-End Audit Results:** Ted reported being in good shape with the operational budget. He is putting the brakes on supplies. Electric looks very good; 64% is spent, so they are a little over, but they will make it up this month. D. Wilson would like to see the fringes listed each month. Ted will clarify. Sandy collected 100% of the 92% budgeted. He noted he did not pass the Class IV exam, so he will be taking it again in July. They will save on the salary that was budgeted if he passed.

**11) Quarterly Goals and Objectives:** No report

**12) Adjournment: Motion:** W. Buckley moved to adjourn at 9:03 p.m. and C. Bratina seconded. All voted aye and the motion carried.

Respectfully submitted,

Ann Combs, Recording Secretary