

**LITCHFIELD WATER POLLUTION CONTROL AUTHORITY
REGULAR MEETING
29 Stoddard Road, Bantam, CT
September 11, 2014 ~ 7:30 PM**

CALL TO ORDER: Chairman David R. Wilson called the meeting to order at 7:40 p.m.

ROLL CALL: Present: David R. Wilson, David Geiger, James Koser (7:44 p.m.) and Robert D'Andrea
Absent: Christian Bratina and William Buckley. Also present were Chief Plant Operator Ted Donoghue, Public Works Director Jack Healy and Recording Secretary Ann Combs.

SEATING ALTERNATES: None present

MINUTES

- a) **August 14, 2014: Motion:** D. Geiger moved to approve the meeting minutes of 8/14/14 and R. D'Andrea seconded. D. Wilson requested they postpone the adoption of the minutes until the next meeting, as Mr. Bratina had comments. Messrs. Geiger and D'Andrea withdrew the motion and second.

BUSINESS

1) Public Requests

- a) **Dr. Sullivan – Northwest Properties:** Dr. Sullivan was not present but sent a letter explaining that he has three buildings. He questioned the charges for his third building, the office, which has no bathroom or shower and only two sinks and a prep area. **Motion:** D. Geiger moved to respond by letter respectfully turning down his request but offering him the opportunity to remove the plumbing to the sewer system. J. Koser seconded, all voted aye and the motion carried. D. Wilson said he would have Sandy write the letter.

2) **Safety:** J. Healy reported no accidents and no training since the last report.

3) **Commissioner's Requests:** None

4) **Executive Session:** None

5) **Definition of an EDU:** D. Wilson said that Sandy has asked for the definition. D. Wilson said it is in the regulations at the end in the Revenue section. It has not been changed. An EDU is equivalent to 42,500 gallons per year.

6) Public Works / Treatment Plant Report

Ted Donoghue reported a quiet month at the plant with permit compliance maintained. Effluent BOD removal was 99%, TSS removal was 98% and the daily average of nitrogen released was 10.25 lbs./day. The right-of-way along the East Street line was cleared and material put down where eroded with the help of Public Works. The annual mowing of rights-of-way and easements is almost complete for the season. Flusher truck maintenance was done on Old South Road. A trouble call at 65 South Street resulted in a blockage in the customer's private lateral. Mr. Donoghue reviewed the monthly comparison report.

- a) **Easements:** J. Healy reported that Attorney Simoncelli has the easements on CD's and is working on updated them.
- b) **Equipment - Influent Channel Grinder Completed:** Mr. Donoghue reported that further investigation on the JWC pair of Muffin Monster channel grinders yielded good references, and it was agreed that it was good to have two units. They recommend maintenance every 3 – 5 years, but he thinks he can get more than that out of the cutters. JWC also offers an exchange program. T. Donoghue said he has been using Addison for the electrical and is pleased with their prices and experience.
- c) **NIC/ DEEP Denitrification Instrumentation Project Completed:** Ted reported he just submitted the second invoice.
- d) **Septic:** T. Donoghue said they processed a total of 108,650 gallons of septage during August. He expected an increase would come at the end of the season.
- e) **Energy:** Mr. Donoghue reported that JK Muir will conduct an energy audit for the whole plant this month. CL&P will pay the \$7,500 cost through the Energize CT program. The Litchfield Energy Task Force canceled its presentation again this month, but they want to attend the next meeting. They will be meeting with Jack Healy and Dave Wilson on October 3rd, and will come to the October WPCA meeting to present.
- f) **Morris Flow Meter Update:** D. Wilson said he got enough information to get back to Morris. He got a price on the demo and new meters and will put that together and go to Mr. Mack, the salesman for New England Environmental. We never had a lease agreement, as we worked with New England Environmental. Morris should get the new meter and we will send the old one back.
- g) **Operational:** Ted reported high flow numbers on the Torrington Road meter. He replaced the tubing and will check it tomorrow. He can replace it with a shorter tube if issues continue. J. Healy said the Plant Superintendent position has been posted, but they will not post the newly-created position if not filling it. Leo Paul and the labor attorney prefer staying with the existing jobs and not adding another position until it is needed. They also spoke with the Present of the Union. Discussions will continue.

7) Financial Report

- a) **Closing of the Fiscal Year:** After some discussion it was agreed to use \$223,000 for the year-end fund balance number. **Motion:** D. Geiger moved to transfer \$223,000 out of end-of-year fund balance for year end 2013 from Fund 31 Sewer Operations to the Capital Reserve Fund. R. D'Andrea seconded the motion. All voted aye and the motion carried. D. Wilson said the end result was that revenues and expenditures were met, and he wants to continue to manage expenditures against the budget. Ted said he had to make some necessary large expenditures in the first two months of the fiscal year, but going forward spending will drop dramatically. It will help that sludge hauling has been bumped up. D. Wilson said he is pleased with the progress.

T. Donoghue presented his report on a 12-month capital plan which he said was a template to consider. Under preventative maintenance, the three sets of nitrate return pumps and anoxic mixers will need to have the 10,000 hours preventative maintenance performed by an outside vendor and will be done in stages. More camera work will be done on I&I issues. He will contact Green Mountain, a company that has a tractor cam. He then listed small equipment needs under \$3,000 and the need for updating the sump pump control panel in the sludge thickening room.

Capital suggestions included updating PLC controls, improved alarm system for the plant, mechanical bar screen for the head works, new ultrasonic meter for Torrington Road, repairing fencing along north side of the plant, modernizing the three manual air valves on aeration tanks and possible replacement of composite samplers. Other considerations included JK Muir Energy Audit, USDA grant/low interest loan program for collection system work, putting third treatment basin on line, well house update, begin removing grit pile, and installing a stairway to safely access the storage area above the garage. D. Wilson asked Mr. Donoghue to plug this data into a spread sheet for Capital planning.

Motion: D. Geiger moved to send the International tractor to the surplus auction. R. D'Andrea seconded, all voted aye and the motion carried.

8) Quarterly Goals and Objectives: No report

9) Adjournment: Motion: D. Geiger moved to adjourn at 9:06 p.m. and R. D'Andrea seconded. All voted aye and the motion carried.

Respectfully submitted,

Ann D. Combs
Recording Secretary