

Approved 5/11/17

**LITCHFIELD WATER POLLUTION CONTROL AUTHORITY
REGULAR MEETING
29 Stoddard Road, Bantam, CT
April 13, 2017 ~ 7:30 PM**

CALL TO ORDER: Chairman David R. Wilson called the meeting to order at 8:00 p.m.

ROLL CALL

Present: David R. Wilson (7:58 p.m.), David Geiger, James Koser, Robert D'Andrea (8:17 p.m.), Ted Donoghue, Plant Superintendent, and Ann Combs, Recording Secretary

Absent: William Buckley, Christian Bratina, and Raz Alexe, Public Works Director

SEATING ALTERNATES: David Geiger was seated as a regular member.

MINUTES: The 3/9/17 minutes were not acted upon, as there were not enough members present to vote who attended that meeting. The special February 16th minutes were not voted either.

BUSINESS

1. Public Requests: None

2. Stop & Shop- Pustola & Associates Presentation: Scott Pustola and David Hughes, PE and Registered Land Surveyor, were present. They reviewed the design criteria and requested a maintenance schedule to provide to the client. They are working on the pump chamber. United will do installation of the system, and Pustola will do the field work. Regarding the basis of design for the pump chamber, Mr. Hughes apologized, saying he had the cart before the horse, but there was another design firm involved and they didn't answer all the questions in a timely fashion. However, it's all together now. There is half a day to address a problem after an alarm. They will put an elapsed time meter on each pump. A 2,500 gal. grease trap is being used. He will send Ted a number for the predicted usage. D. Wilson advised them to tell clients to pump when it is 25% full, and he asked for an ongoing maintenance schedule once this is done. He also said wax floor strippers are caustic and not good for the system. They can get more friendly products. It was determined the design criteria meets all requirements.

3. Assessments: D. Wilson said once a project is completed we bond the loan amount. That gives the total cost of the project and divide by those who benefit from the project. This is called benefit assessment. Users can pay the assessment amount or pay over the life of the contract on an installment plan at the rate of interest we are paying on the bond. He discussed the refinancing on the bond in 2002, and presented a sheet showing debt summary. He did calculations and found that by adding what is outstanding to what is collected, there is a surplus of \$170,000, not counting the \$500,000 which was the savings on the bond. He wants to be in agreement with Amaechi Obi, Finance Director, to see what information we need to start taking surpluses out to transfer into capital.

4. Fund Balance Transfers: Motion: David Geiger moved that this is resolved, so that now and going forward, once the accounts are audited, the fund balance in the operating account (31) for the prior year should go into the capital reserve account (66). James Koser seconded, all voted aye and motion carried.

5. Torrington WPCA plant upgrades costs and the necessity for future rate increases: The State will issue 3 bonds as construction progresses. They are looking at a \$70 million plant. We need to determine how much capacity to reserve. Annual payment will be much larger than the \$17,000 we just finished paying. David Wilson suggested moving for a rate increase at this time so the rate is not so high at the end. **Motion:** Robert D'Andrea moved to increase the sewer usage fee to \$408/EDU from \$396, a \$12 increase/yr. James Koser seconded, all voted aye and the motion carried.

6. Fuss & O'Neil Flow Dilution Study Review: Ted said data was put into the Ipad as they worked. They picked the best time to go out, and found 51 deficiencies. The worst areas were Bantam on the Case Rd. side, and the area between South St., Russell St., and Gallows Lane. A lot of water was running down the west side of South St. A day more of work would be good to do, and Mr. Wilson encouraged him to do so. A visual deficiencies list was made.

7. 2017-2018 Budgets-Operating and Capital: Ted Donoghue reported being where we should be year to date. He got his adjustments made with Stacey in the Finance Department. We will get \$4,108 back from the State for the nitrogen credit program. **Motion:** David Geiger moved to approve the 2017/18 budget as presented. James Koser seconded, all voted aye and the motion carried.

8. Audits: D. Wilson told Leo Paul they want to do their own audit. They will find a firm that does other WPCA's and is familiar with them.

9. Internship for 6-8 weeks during the summer: Ted said Raz Alexe has a proposal for an intern that will be paid, non-union, at say \$15/hr. for 10-20 hrs/wk for 6 weeks to cover for vacations. Ted will wait until Raz speaks to Leo Paul.

10. Greenskies update: David Wilson said the contract from Greenskies protects us if we don't get the necessary permits. **Motion:** Robert D'Andrea moved to refer this contract to Town Counsel Michael Rybak to make sure it protects us to the satisfaction of the Board of Selectmen, and then move ahead with requirements to get it signed. David Geiger seconded, all voted aye and the motion carried.

11. Safety: Jim and Bob Kent were certified last month as traffic flaggers.

12. Commissioner's Requests: None

13. Public Works / Treatment Plant Report

a) **Easements:** No report

b) **Operational:** The average daily flow for March was 540,000 gallons. They removed 32,500 gallons of sludge. BOD removal was 99% and TSS was 98%. Nitrogen was 4.2 mg/L, or 20.8 lbs/day, and year to date was 19 lbs. Preventive maintenance was done on Circle Drive and West St. They flushed a line at the Village Restaurant due to complaints of odor. They had to replace a dead battery in the generator at Wells Run. On 3/29/17 they reported a partial treated bypass of 600,000 gallons due to high flows and a rain event. On 3/30/17 Ted and Jim began working with Fuss & O'Neil on the I&I field work.

c) **Septic:** They processed 36,500 gallons of septage in March, a 56% decrease over last March. Year to date they are at 15% decrease over last year.

d) **Equipment:** Ted will set up a service evaluation on the UV equipment.

e) **Energy:** No report

14. Financial Report: Sandy is 92% collected with two months to go. Brandywine and Litchfield Inn are behind according to D. Wilson. Ted said YTD 79% of the budget has been spent, so they are in good shape. Ted reviewed the projects on the Ten Year Capital Plan sheet.

15. Adjournment: Motion: David Geiger moved to adjourn at 9:43 p.m. and James Koser seconded. All voted aye and the motion carried.

Respectfully submitted,

Ann D. Combs, Recording Secretary