

**LITCHFIELD WATER POLLUTION CONTROL AUTHORITY  
REGULAR MEETING  
Remote Meeting by Live Internet Video Stream and by Telephone  
February 11, 2021 ~ 7:30 p.m.**

**CALL TO ORDER:** Chairman David R. Wilson called the remote meeting to order at 7:36 p.m.

**ROLL CALL**

Present: William Buckley, Christian Bratina, Thomas Waterhouse, David R. Wilson, David Geiger, and Sky Post. Also present were Ted Donoghue, Plant Superintendent, Ann Combs, Recording Secretary, Raz Alexe, Public Works Director and First Selectman Denise Raap, who hosted the Zoom meeting.

Absent: James Koser

**SEATING ALTERNATES:** Chairman Wilson appointed S. Post and D. Geiger to be seated as regular voting members.

**Motion:** D. Geiger moved to have Christian Bratina act as a consultant for this meeting so that he could participate, although he could not vote, as his reappointment had not yet been made. S. Post seconded, all voted aye, and the motion carried.

**MINUTES**

**a) 1/14/21 Regular Meeting: Motion:** D. Geiger moved to approve the minutes including C. Bratina's redlined suggested changes. W. Buckley seconded, all voted aye, and the motion carried. C. Bratina abstained from all votes.

**BUSINESS**

**1. Update of Torrington Inter-Municipal Agreement:** D. Wilson announced that in their talks with Torrington, they agreed with several of the changes we requested. When those are made, he will meet again to approve and then move on to the areas where there is disagreement. There is a map showing shared facilities. He will send out the copies of the draft after that, sometime in March.

**2. Public Request and or Comment:** Kate Honan asked if the WPCA hired DPC to install five flow meters in Bantam, and D. Wilson say they had.

**3. Selected RFQ Engineering Firm Interviewing Schedule:** D. Wilson reminded the group that Ted sent out the guidelines for the State's QBS procedure. The five firms have been contacted and would like 3 weeks to prepare for their respective interviews. We need to prepare the questions and ask them all the same ones to properly follow the QBS process. They agreed an hour should be allotted to each firm. W. Buckley thought they should conduct the interviews all in the same day so all can be fresh in their minds. They agreed on this method, with 3 in the morning, a break in the middle, and then continue in the afternoon with a discussion thereafter. Questions will be sent to D. Wilson and he will put together a list. They will schedule interviews the week of March 15, with C. Bratina and W. Buckley conducting the interviews. Questions must be scored as they go along, and Ted showed them a sample sheet. Ted suggested they indicate in a letter to the firms that the standalone facility plan is a priority for them to prepare. There was discussion that they should conduct interviews first and develop the scope after that, but it was agreed that if all firms are told the same thing, it will be fair. Ted will draft the letter next week.

**4. Sewer Rate Study:** D. Wilson said 30% of the customers do not have meters. In prior discussions they thought maybe they should meter just the restaurants. The water meter data has not changed much since it was looked at about ten years ago, but he will have Sandy update the spreadsheet, listing whether they are residential, commercial, industrial or public. D. Wilson said he would like to spread our cost among users relatively equally. There are about 20 customers billed by gallons: schools, car washes and laundromats. W. Buckley would like to determine if it is being done now and will give them his input for the report.

**5. 2021 Flow Monitoring Study:** T. Donoghue said DPC is coming next week for the fourth week download. They moved one meter due to lack in velocity the second week of the study, due to poor pitch in this manhole. He will ask DPC for its update on trending data, and he will share it with the Commission.

**6. FY 2022 Operational Budget:** T. Donoghue said he has made some adjustments to the draft budget. Under revenue he has raised current usage from 94% to 96% for discussion, and they decided to stay at 94%. S. Post spoke about the 2020 Plant Report and how well it was done and so readable for the layman. Ted said he has reached out to four and spoken with two audit firms. One has given him a rough estimate of \$12,000 to \$15,000, although these firms do need more specifics on what we are looking for. It is highly unusual to do a separate audit from the Town, but they would like to be looked at specifically as a WPCA. It was agreed they should be an enterprise fund. Ted will adjust the revenue and put money in a special reserve fund called "revenue from fund balance."

**7. Collection System Work:** T. Donoghue reported no work done, but there have been some trouble calls, so they will be busy in March. The talked to New England Geosystems on the new app they are using. He needs a performance report to be generated.

## **8. Plant Equipment Updates**

**a) UV System:** T. Donoghue reported that Michael from Suez will be coming to the plant to look at the system to see what needs to be done to be up and running in May.

**b) Mechanical Bar Screen:** This is on the back burner now. C. Bratina said they must resolve the question of screenings disposal, as the State required it to be compacted. Ted will follow up with the State to find out what we need to do so that the grit can be considered non-hazardous municipal waste. D. Wilson suggested visiting some places to see the bar screen outside in action. C. Bratina will send Ted a list of places.

**9. Safety:** Ted said there were no incidents and no training to report.

**10. Commissioner's Requests:** D. Wilson said there was a billing problem with the laundry operation in Village Green. They were billing by water separately. They are not doing well, and Mark Greenberg is moving them out. We cannot lien them because they do not have real property, but Mr. Greenberg said he will pay the past due fees. We will not do this type of billing as a courtesy to the property owner any longer. All bills must go directly to the property owner. Secondly, the CT Assn. of WPCAs has proposed a bill to impose a limit of \$10,000 on a past due amount prior to being able to foreclose. D. Wilson said this bill does not work for us and asked if they should send a letter. Ted said he would forward the email he received. W. Buckley asked Ted to contact the CT Waterworks Assn. to see if we have support from them.

**11. Public Works / Treatment Plant Report:** Permit compliance has been maintained since the last report, except for an equipment failure, for loss of sampling ability, on 1/7/21. Routine operations and maintenance work continues. For the month of January, the total flow was 22.440 MG, and the daily average flow was 0.549 MGD. We removed 52,000 gallons of sludge for final disposal during the month of January.

- We processed a total of 26,750 gallons of septage during the month of January, a 45% decrease over last January. YTD we are down 52%.
- For January effluent BOD removal percent was 99% and TSS removal percent was 99%. The minimal removal rates per our NPDES permit is 85%.
- The daily average of Total Nitrogen lbs. /day discharged into the Bantam River was 1.8 mg/ or 8 lbs. /day. Our daily limit is 24 lbs. /day.
- The daily average for Total Phosphorous discharged in the Bantam River was 0.4 mg/l. The monthly seasonal average, between May to October, cannot exceed 3.7 mg/l or 9.97 lbs. /day.
- On 1/6/21 Rob Taylor passed his Grade 1 Wastewater Operator exam with a score of 74%.
- On 1/7/21 report an equipment failure for loss of sampling ability on the influent sampler, due to a program failure. It was repaired on 1/11/21.
- On 1/12/21 Jim Hill passed his Grade 3 Wastewater Operator exam, with a score of 71%.
- On 1/13/21 a generator run alarm occurred at the plant at 4:47 PM. Ted had just left and responded.
- On 1/14/21 DPC Engineering installed 5 flow meters in the Bantam sub-system, two being on the main interceptor.
- On 1/25/21 we helped DPC Engineering move one flow meter from MH A103 to MHA104, due to the lack of velocity in the pipe.
- On 1/29/21 we had a phone meeting with New England Geosystems to discuss the issues of not being able to generate performance reports.

Ted explained that there was a misspelling on the cover of the 2020 WPCA Annual Report, and D. Wilson noted that paragraph 2 on page 2 should be made clear that we are self-funded and charge users. He suggested adding, "With most major upgrades, bonding is required. If borrowing is needed, it is bonded by the Town." Shorten the end to say bond is paid by sewer users. Discussion then went to whether the plant performance was enhanced by less incoming septage. W. Buckley said that the loss of septage revenue is offset by the extra nitrogen credits. D. Geiger said it is okay to have less septage, and C. Bratina said we try to make it, so it pays for itself. They discussed other aspects of the report and commended Ted for a great job.

- a) **Easements:** No report
- b) **Operations:** discussed above

**12. Financial Report:** T. Donoghue said revenue is slightly above last year, and they have made up the gap. Charges for the health insurance was put on the spreadsheets. With DPC, they are paying for the monitoring in 4 quarterly payments, and he thanked Christian for helping him enter it into the system.

### 13. Old Business

- a) **Second Vehicle:** No report

b) **FY 19 Audit/Selecting Potential Firms:** Ted had an email from O'Connor and Davies saying they estimate services at \$12,000 - \$15,000 but would need more information. He also had a response from King,

King and Associates who talked about the depreciation list and making sure it is correct. Sandy also sent an email asking why the users must pay to get someone we are paying to do a job explain it to us. He will forward the email. C. Bratina said they did meet with Dave from Clermont Associates, and there were monies he could not explain, even more reason we should have our own auditor.

**14. Adjournment: Motion:** W. Buckley moved to adjourn at 9:05 p.m. and S. Post seconded. All voted aye and the motion carried.

Ann Combs, Recording Secretary