

**LITCHFIELD WATER POLLUTION CONTROL AUTHORITY**  
**Regular Meeting**  
**March 13, 2014 ~ 7:30 p.m.**  
**29 Stoddard Road, Bantam, CT 06750**

**CALL TO ORDER:** Acting Chairman J. Koser called the regular meeting to order at 7:32 p.m.

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

**SEATING ALTERNATES:** J. Koser appointed Alternate Christian Bratina to be seated as a regular member.

**MINUTES: Motion:** C. Bratina moved to approve the special meeting minutes of February 27, 2014, incorporating corrections made by him and D. Wilson. R. D'Andrea seconded, all voted aye and the motion carried.

**BUSINESS:**

1. **Public Requests:** None
2. **Executive Session – Discuss Pending Legal Action: Motion:** C. Bratina moved to go into executive session at 7:39 p.m. and R. D'Andrea seconded. All voted aye and the motion carried. Mr. D'Andrea then recused himself from the discussion, and he and A. Combs left the room. **Motion:** C. Bratina moved to come out of executive session at 7:47 p.m. A. Combs and R. D'Andrea returned and Mr. D'Andrea seconded the motion. All voted aye and the motion carried. No action was taken. Mr. D'Andrea emphasized that although he seconded the motion, he was not present for the discussion.
3. **Safety:** Ted Donoghue reported one employee slipped on packed snow but was not injured. It was documented and reported.
4. **Commissioner's Requests:** R. D'Andrea thanked Ted and staff for the plant tour today.
  - a) **Forman School:** R. D'Andrea recused himself from participation as he is retained by Forman School. Ted explained that Forman is building three houses near the tennis courts and will tie into their own lateral. The Youngling project will also tie into this lateral. He will be getting more updated maps prior to inspection. C. Bratina said it will be a good opportunity to also look into any I&I that may be in the system and correct it. It will also be a good time to check for roof drains and sump pumps.
5. **Public Works / Treatment Plant Report:** Ted summarized two Incident Reports. One was power outages 2/22/14 and 2/23/14. Although the generator operated normally, the VFD's had to be rebooted. Solids built up in one of the clarifiers, so they had to get them out. The second Incident Report involved the partially treated bypass of de-nitrified solids over the weir in secondary clarifier #2. Corrective action was taken.
  - a) **Budget FY 2014-15:** Ted reviewed the changes to the budget. Estimated Expenses for 13/14 have been adjusted to reflect a true estimate for the rest of the year. Under Revenue Sources, No. 5, he lowered the Morris Assessment to 0.0936. C. Bratina noted that under 50103, two

Plant Operators have 2080 hours, and the third should be 2080 also, instead of 2240. Ted will correct and update the calculations. C. Bratina asked about Revenue Sources, No. 2 and 2a. Ted will check with Chairman Wilson on the percentage he wants to use for sewer usage. C. Bratina then mentioned CNR and Fund Balance. The monies have been comingled and need to be recovered. Ted will send commissioners a report done by Finance to clarify. It also has an interest line item, and Mr. Bratina asked if the interest is monies on the revenue. He also asked for a projected budget on CNR, and Ted said there is \$50,000 in there now.

- b) **SCADA:** NIC has finished the VFD/SCADA project. All alarms are functioning. Ted said he has upgraded the license and bought a new printer to work with Windows 07. Next he will seek proposals for an auto dialer for the plant so they can distinguish where the alarms are coming from.
- c) **Easements:** R. D'Andrea has been speaking with people and some want to see the area first. He thinks a lot of them just have a paperwork issue but have agreed to comply.
- d) **Equipment:** Ted said the polymer pump on the sludge thickener died after 11 years, and a new one was ordered Monday. He will have a report next month with details on extra sludge trucks they had to get. The blower is being diagnosed for \$300, and hopefully it can be repaired economically.
- e) **Septic:** February was a light month but Ted budgeted for a 20% increase.
- f) **Energy:** They are working with Energize CT on solar array research. The Town earned a \$5,000 grant to pursue energy efficiency at the plant, and the First Selectmen is behind them.
- g) **Operational:** Despite the cold, they were under 24 lbs. for the nitrogen removal for the first week of March. C. Bratina suggested added columns to the WPCF Monthly Comparison Report to track additional items.
- h) **Mission Statement Final Revision:** Ted made some editing changes based on comments from the commission. They would like to put it on the website. R. D'Andrea suggested a do's and don't's list to be sent with the bill as to what not to flush down the drain and why.

## 6. Financial Report

- a) **Budget Report 2013-2014:** Ted explained the report and said it helps compare revenue against expenses.

## 7. Quarterly Goals and Objectives: Discussed above.

- 8. **Adjournment: Motion:** C. Bratina moved to adjourn at 8:28 p.m. and R. D'Andrea seconded. All voted aye and the motion carried.

Respectfully submitted,



Ann D. Combs, Recording Secretary