LITCHFIELD WATER POLLUTION CONTROL AUTHORITY
REGULAR MEETING
Town Hall Annex, 80 Doyle Road
Bantam, CT 06750
Thursday, December 9, 2021~ 7:30 PM

CALL TO ORDER: Chairman David R. Wilson called the regular meeting to order at 7:32 p.m.

ROLL CALL
Present: Members present were David R. Wilson, William Buckley, Sky Post, Christian Bratina, and Christine Harding. Also present were Ted Donoghue, Plant Superintendent, and Ann Combs, Recording Secretary
Absent: David Geiger, James Koser, and Raz Alexe, Public Works Director

SEATING ALTERNATES: Chairman Wilson seated Sky Post as a regular voting member.

MINUTES
a) 11/18/21 Regular: Motion: C. Bratina advised that he had emailed some corrections and moved to approve the meeting minutes of 11/18/21 as amended with a missing “4” added to Mattabesset on Item No. 8. W. Buckley seconded, all voted aye and the motion passed.

BUSINESS

1) Public Request and or Comment: Don Lafayette, Beach St., said he understood from the last discussion that Woodard & Curran could sign a contract with Litchfield and a month later sign a contract with Woodridge Lake. D. Wilson thanked him for his comment.

2) Update on Torrington Inter-Municipal Agreement: D. Wilson said he will sit down with Ray Drew next week. The sticky point remains the method of billing. The way it reads is they want us to calculate the EDU’s and they will bill us for the maintenance portion of their user fee (about 45%). W. Buckley questioned the legality and said if we pass a law to say we will only pay half of what they pay in Torrington, that won’t be fair either. C. Bratina said we are not using their full collection system and suggested talking to DEEP about the contract before talking to Ray and then negotiate. D. Wilson noted that what Torrington is asking for is what was in the draft IMA their City Council approved for Woodridge Lake. He will call DEEP. Mr. Post noted that it does not seem right that they can charge whatever they want. Mr. Bratina advised that DEEP requires that they have a basis for what they charge.

3) Scope of Work & Contract Negotiations with Woodard & Curran: D. Wilson said he reviewed the packets submitted for the interviews, and Woodard & Curran had indicated 3 projects they had with Woodridge Lake, so they were not sneaking anything by us. Answers to the chronology of work done and when they were last paid (9/2019) was presented in a memo from Mike Head of Woodard & Curran dated 12/8/21 and relayed by D. Wilson. A letter dated 10/13/21 from M. Head on the David Prickett response was also received. D. Wilson spent time going through the WLSD minutes and is confident there is no conflict of interest. They also did not try to run something by us, and he covered all the items Mr. Grimes alluded to. D. Wilson said he is satisfied that: 1) there is no conflict of interest, 2) they did not “try to put something by us”, and 3) they understand that once we sign a contract with them it would be a conflict of interest for them to sign with Torrington or Woodridge Lake. Mr. Buckley asked when they were last paid by one of the other parties. D. Wilson said the last invoice was September 2019. C. Bratina advised the firm’s hourly rates are comparable to the other firms’, reasonable, when we interviewed all the applicants, we thought they were one of the best companies to...
and would meet our needs, and there is an advantage to their having worked for Woodridge Lake as they will have a lot of knowledge about their facility. Thus he felt we should go ahead with them as our plant is overloaded and has some issues that require design work. D. Wilson added that he reached out to them to apply for the Clean Water Fund program, and they said they would just fill out the forms without charge. D. Wilson has them and noted this was just a placeholder that enables us to get funding if it comes available. He also noted he would ask Woodard & Curran to accelerate the initial portion of the flood study so we will have an idea if something might have to be replaced to meet the TR-16 flood elevation requirements. **Motion:** C. Bratina moved to negotiate with Woodard & Curran to hire them to provide the engineering services that we outlined in our RFQ and per the revised scope. S. Post seconded. T. Donoghue said we should be sure they understand they should not address issues Woodridge Lake until they have finished our part of the facilities plan. C. Bratina also would like a monthly summary from them in order to give them direction and to ensure they do not waste money. W. Buckley felt uncomfortable that he just got the answers to his questions today. Upon voting, C. Bratina, S. Post, C. Harding and D. Wilson voted aye; W. Buckley voted nay, and the motion carried.

4) **Sewer Rate Study:** D. Wilson said Sandy will get the total water usage for the last 10 years and we can pick which years we want broken down individually, adding in Hunters Chase. W. Buckley asked if we could get water metered for Circle Drive.

5) **American Rescue Plan Funds - Sewer infrastructure:** D. Wilson reported that there was a meeting Tuesday, and the WPCA is still in position to receive money. The UV project was pushed out to the second tranche of money.

6) **Bio-solids Disposal Changes and going out to Bid:** The Biosolids Disposal bid, due January 11th, was advertised. There are proposals in two time periods: one in for 24 months and one in for 36 months. Ted said Mattabassett and H.I. Stone offered a lower intermediate biosolids disposal price than Synagro, so they began shipping biosolids to Mattabassett this week, and he will follow up with them tomorrow on the trip. Synagro will bid for the longer contract and H. I. Stone will bid as well. The bids are published but not mailed out yet. We’re saving about $75/load by going to Mattabassett, but if the solids are thicker, the loading time will be longer, and we will be penalized with the Synagro agreement’s flat rate. C. Bratina asked Ted to take a look at the capacity of our sludge loading pump, if we need to replace it with a larger one we can. T. Donoghue advised 150 GPM at 5-6% solids, but it drops to 40 GPM when it gets up to 8%, and rags can also reduce it.

7) **Collection System Work (Jetting/Cleaning & CCTV Work):** T. Donahue said the sewer study files were put into the GIS as a manhole analysis, but there were issues with the company that set up the GIS database. Today he began inputting later studies and once done... C. Bratina will run modeling on replacement costs and depreciation on the collection system.

8) **Plant Equipment Updates:** This was tied into the ARPA plan.
   a) UV system
   b) Mechanical Bar Screen

9) **Safety:** T. Donoghue reported no issues with safety. They have done some required training and are studying for required classes with 6 contact training hours to maintain their operator’s licenses.

10) **Commissioner’s Requests:** D. Wilson said the Litchfield Country Club wants to move one pickle ball court and install a second one. This one, however, is in line with our sewer easement. They now have 2 courts 16 ft. apart. They have agreed that the aluminum walkway portion will have to be removed for any sewer repairs. Mr. Wilson contacted Attorney Rybak about a three-party easement agreement between the Country Club, White Memorial and us. We will grant the right to encroach on the easement
if they will remove the walkway at their expense. Or they could give us the initiative to take it apart if needed. They can use the standard easement.

D. Wilson advised that after the last meeting he reached out to Woodard & Curran for a not to exceed price for Seeonee, the Clean Water Fund application, which they advised that they will not charge for the application. There would be two cost numbers. The total cost, for the solids handling is was estimated at $6.5 million, and $3.5 million for the other. We need to get this in to get in line for the money. **Motion:** C. Bratina moved to authorize D. Wilson to sign and submit two separate clean water fund applications. W. Buckley seconded, all voted aye and the motion carried.

D. Wilson announced today is Ted’s 8th anniversary with the Town. Under the supervisor’s union contract, a satisfactory performance review must take place in order to get a bonus. It is done once a year and is signed by the First Selectman. D. Wilson proposed forming a personnel subcommittee from the WPCA that works on Ted’s performance biannually or quarterly and sets objectives. It would help us and it would help Ted. He said Raz Alexe and Denise Raap have supported that kind of idea. Two of us could comprise the subcommittee. S. Post suggested Ted submit a quarterly report, and Ted said his monthly report is detailed and should suffice. T. Donoghue said there is a two page document that he filled out rating himself and listing his accomplishments and goals. He said further that his Town performance review is very specific about his goals, successes and challenges and he would be happy to share it with the Commission. He was concerned that Mr. Wilson is proposing something outside the collective bargaining agreement. D. Wilson admonished him for using the term “facilities plan” instead of “engineering study.” in his report. Ted asked him to be professional and come to him first with his irritations for a sidebar discussion. He reports directly to Raz Alexe and ultimately to Denise and the Board of Selectmen. He is a Town of Litchfield employee. He said further that Liz Callahan has explained to them several times that the Commission is volunteers; they are not the employer. Mr. Wilson said he would put this off, as this is not the direction he wanted to go. S. Post suggested Ted submit a quarterly report, and Ted said his monthly report is detailed and should suffice.

C. Bratina said Ted has been helping him get nameplate data in order to value assets for the audit. There are errors and holes in the GIS data. We also need to validate the data in Hach WIMSims before it goes to Woodard & Curran. He would also like to work on with Ted on a more detailed maintenance program. They can set up data in a spreadsheet for all equipment and Preventive Maintenance data. He has some, but not all nameplate data he has, but he needs the PMs. Ted said that he had that, but C. Bratina clarified that he had asked several times but what he has provided is the maintenance performed, not that which is required. He recommended hiring would like to hire a college student over the Christmas break to gather and enter all the data. Ted said he has the manpower to enter the data and does not need to hire someone. W. Buckley said that C. Bratina seems to be asking for a list of all the equipment we have and the PM that is required for each. Ted said he has workbooks and spreadsheets that has been maintained on all the equipment, although the PMs are very generic. W. Buckley said that what C. Bratina is recommending is not what you have. T. Donoghue said that when they get a new piece of equipment, there will be recommended maintenance. W. Buckley said he should have been a politician. T. Donoghue said he is not going to go through this where you make it seem like he is not doing his job, with your sarcasm. W. Buckley said we are asking you a question and you don’t want to answer it. W. Buckley said he is looking for a total list of all the equipment at the plant with the recommended PM on each piece of equipment. T. Donoghue said that for some of the equipment he has basic O&M manuals but as far as the preventive maintenance that we do, he has that in he also has preventive maintenance that they do on a digital database. He will send it again tomorrow to C. Bratina as requested. What C. Bratina is asking for is more data, which we put in a new spreadsheet. C. Bratina said there is still more name-plate data to be gathered, and Ted is saying that there is some PM data but not detailed data. Ted said that out of the 7 items he requested, he only has yet to send him the Northfield data. When asked if he had PMs on the Northfield PS, he said he does and he will send
it tomorrow. Mr. Bratina said that he has been asking for all the PMs for several years but has never gotten them to help him set up a PM program. Mr. Donoghue said that he has sent them in the past, but C. Bratina said that he had only sent them for a couple items and they were incomplete. They disagreed on PMs that were sent to Mr. Bratina, and Ted said he would send him everything he has tomorrow.

C. Bratina then said he finds it hard to believe that everything is in the GIS because there are a lot of inaccuracies in the collections system spreadsheet and it does not include everything. Ted said the layer map is the basis of the GIS layer. The manhole details and pipe segments, the majority came from the '94 sewer study. He offered to show it to everyone next week, but it is not a perfect system. C. Bratina said that his goal is to get all the data in it, they need a college student to fill in the holes in the data. T. Donoghue said that it is not about the data, the company that was chosen had never worked with a sewer system so there are challenges and it is not as ideal as we would like, but we did digitize the system and we do use the apps to import all the preventive maintenance. They can generate the reports needed for CMOM. C. Bratina asked if the errors in the '94 study were corrected in the GIS. T. Donoghue said they had not had that discussion. C. Bratina said that as-buils should include accurate invert and manhole elevations. In the spreadsheet there were a lot of errors and missing data, so now is a good time to go through the database and verify the data. T. Donoghue said that is going to be a longer project to do, there are over 600 manholes and what D. Wilson brought to his attention this morning, he has already added another 100 manholes based on contracts 17 and 18. He said he is doing what C. Bratina is asking but he doesn't appreciate that you make it seem like I am hiding something. Mr. Bratina said that we are not saying that you are hiding something, but that your database is not accurate or complete and we are offering you a way to get that done. T. Donoghue said that this needs to be a component of Woodard & Curran's project. W. Buckley said that in the negotiations with W&C on their contract, we told them not to include the collection system. They talked about setting a date to meet at the plant on Monday or Tuesday to go over the GIS program.

C. Bratina said we still have Hach WMS that someone needs to go through and validate the entries, is that something that you can do. T. Donoghue asked him what he meant by errors. C. Bratina said that he had sent him emails with a number of probable errors and missing data, and when he set up the program, he explained that after the you enter all the data for the month, you print out a summary and go through every data entry form to be sure that all the numbers are correct because we all make typos. Ted said one of the issues with Hach Wims WMS is that C. Bratina set it up where he can't put in "non-detectable". C. Bratina said it is against the law to put in ND and said he has been saying that for 5 years, and you keep doing it. Ted is doing it wrong. T. Donoghue said that he showed him the lab work from EML and how they report it. C. Bratina said he showed Ted on the EML report what the ND is equal to for each item. T. Donoghue said he talked to DEEP who said that you enter whatever is on the lab report. C. Bratina explained that you enter the number, not ND. T. Donoghue said it is not on the permit, but C. Bratina stated that it is on the permit, you don't enter ND because the detection limit varies with the parameter and the lab procedure; you enter it less than the detection limit number. He wants all these issues cleared up, if he can do it, great, but we are offering you help within a month. Ted said he is not sure if that information is correct and would like to confirm it will follow up with Susan at the DEEP. C. Bratina said you don't need to follow up when you disagree. S. Post said it would take a while to get a college student up to speed, and 2 weeks may not cut it. C. Bratina said it can be done with someone who knows spreadsheets and databases. T. Donoghue said it will be hard to find someone at this late date, but if there are things Christian wants, we will provide it.

Next they discussed the Arethusa surcharge data, and Ted said getting data from Chris has been slow. He said any talk about changing the surcharge should be put on the agenda. We need to give Chris the courtesy of coming to a meeting and hearing about it first. C. Bratina said that anything exceeding their permit should be surcharged, as Ted had done before, but we first need the data and we don't have it in
HachWIMS. T. Donoghue said we have not asked Chris to test for ammonia nitrate. C. Bratina said that he wanted to see Chris’s data and the data the plant is doing for its own analyses. T. Donoghue said they are a significant user and one of the largest paying customers in our system. We have had challenges with Arethusa’s loading but they have made improvements, and we pushed them into being a significant user without giving them the courtesy of inviting them to a meeting first. C. Bratina asked him why he didn’t do that. T. Donoghue said that if C. Bratina wanted to change the surcharge he should talk to Dave and put it on the agenda. C. Bratina said he would do that when he got the data. D. Wilson asked when the last time was, we tested it. T. Donoghue said it has been a couple months. D. Wilson said we bought a sampler so you could do it monthly. T. Donoghue said there is a cost associate with it. C. Bratina said that cost should be covered by the surcharge that should be around $50,000 per year. What he asked for several months ago was what’s last year’s data so we can evaluate it and bring it to the board. We do not have recent data for TSS or FOG. T. Donoghue said that we need to stay focused on one task at a time, first it was an evaluation of the collection system, then Dave says he wants to do a review of Ted that supersedes the collective bargaining agreement. C. Bratina said that Ted advised he needed to be evaluated and that should be by the board. T. Donoghue said that since he was a town employee, the board does not supervise him. D. Wilson and C. Bratina disagreed, they thought they had settled that. T. Donoghue and Ted said TSS and FOG and said Ted was not following the proper sampling protocol. Data on monthly comparison is all wrong.

C. Bratina said that one reason he was concerned about Arethusa and their surcharge is that the monthly influent BOD and TSS is well over 200 mg/l again. T. Donoghue and Ted explained that they are loading the septage mixed in with the raw influent again. C. Bratina said he should not do that. T. Donoghue and Ted said the SVIs are the lowest they’ve been all year long and the plant is running very well now. C. Bratina said that because of this, the influent data supplied to us and DEEP is wrong, and they cannot use it to evaluate what plant upgrades we need. We bought another sampler so you can sample upstream. T. Donoghue said that he changed this recently. Mr. Wilson asked why they can’t use the septage receiving tank. T. Donoghue said that in the winter it is cold, the rags will freeze on the bar rack. D. Wilson asked if they don’t clean the rags off after they dump. T. Donoghue said we are taking in septage and whether it is sampled in grit sampler or mixed in raw influent. C. Bratina reiterated that you have to know what is coming into the plant before you add the septage. He said further that he will report this to the DEEP, saying Ted is not following the proper sampling protocol. T. Donoghue said he made this process decision in July, that we are taking in over a million gallons of septage per year, we take in $90,000 in revenue, the mandate has been to take in septage. D. Wilson said the mandate is not for you to make money off septage, the mandate is to get the data so we can design the plant properly. T. Donoghue said in wastewater rule number one is that you can’t control what comes into the plant. He tried to explain, but they disagreed, and C. Bratina said this is why we need an evaluation committee.

11) Public Works / Treatment Plant Report
   a) Easements: None

   b) Operations: Permit compliance has been maintained since the last report. Routine operations and maintenance work continues. For the month of November the total flow was 20.485 MG and the daily average flow was 0.683 MGD. We removed 78,000 gallons of biosolids for final disposal during the month of November.

   • We processed a total of 117,500 gallons of septage during the month of November a 4% increase over last November. YTD we are up 24%.

   • For November effluent BOD removal percent was 99% and TSS removal percent was 99%. The minimal removal rates per our NPDES permit is 85%. C. Bratina said this is misleading because
there are false influent numbers, you do not have 99% removal because those are not the influent numbers. He said Ted is falsifying data and needs to do his job. W. Buckley agreed with C. Bratina, and said he you can't add the septage in and then get a better percentage. Ted said that W. Buckley had said you, Ted, run the treatment plant, you are the licensed operator. W. Buckley asked if the license allows you to add the septage in and then take a sample that you say is your influent? T. Donoghue said that is a subject for DEEP. W. Buckley told him to ask DEEP that question. T. Donoghue said that ideally, they want it separate, but he has problems with the filaments in July. So he decided we had been loading the septage separately and he wanted to try it differently, so he made a decision to do it differently to help with the filaments, and he loaded the septage differently. So we have been doing it since the end of the summer and we have seen he made a decision to do it differently to help with the filaments, and he loaded septage differently. They saw an improvement in the settling and in the sludge. The SVI's are under 150 right now. W. Buckley said he should report the influent independently of dumping the septage in, you are taking your influent sample after the septage. D. Wilson said we got a memo from DEEP that said several plants are sampling in a way to make their output look better, and this is a particular example. T. Donoghue said the true loading that is coming into the plant C. Bratina is not happy with because whatever we have to do, we may need to pay more money because that is the true loading that is coming into the plant now. C. Bratina said that is not correct, the true loading is the influent. C. Bratina said we bought there is another sampler so you can sample for the true influent. You have then another sampler to measure the combined influent and septage. He and Ted said that sampler is after an aeration tank. C. Bratina said no it is a grit chamber, it does not have mixed liquor in it; then disagreed on the aeration effect. Ted said Christian is biding his time to try to find mistakes that he may make or question his professional judgment and try to continuously embarrass him in front of this group. C. Bratina said he is frustrated; he is trying to help him do his job. With continued argument, C. Harding interjected at this point, to point out that they need to work together as a team to focus on the common goal of having a well-functioning water treatment facility. All egos must be put aside and avoid pointing fingers and placing blame. If Ted needs guidance or help, Ted needs to be receptive to it. If the Commission's commission's goal is to get Ted out of that position, then they must tell him they don't think he is the right person for the job. However, it is not their decision to make; that is for his bosses to decide. W. Buckley said that the board hired him, and Ted disagreed. Christine said she is from the outside, but implored them to work together. Ted said we have worked together. C. Bratina has very high standards that he expects from him and his team and he does not disagree with that, but he is not professional and not clear and not trustworthy. C. Bratina said that Ted made the changes in September and he is telling us in December, that is not keeping us up to date. Ted said he is held to a standard and could lose his license and be arrested for falsifying records. C. Harding repeated the need to move forward and work together. Ted continued with his report.

- The daily average of Total Nitrogen lbs. /day discharged into the Bantam River was 2.1 mg/ or 11 lbs. /day. Our daily limit is 24 lbs. /day.

- The daily average for Total Phosphorous discharged in the Bantam River was 1.2 mg/l or 9.3 lbs. /day. The monthly seasonal average, between April and October, cannot exceed 3.7 mg/l or 9.97 lbs. /day.

- On 11/2/21 installed a new manhole frame at the upper parking lot at Center School.

- On 11/4/21 Jim and Rob put in 38 manhole inserts, and over 150 since then.

- On 11/5/21 repair work performed at 48 Woodruff Lane which was a line that was partially collapsed. D. Wilson said the information on this last month was somewhat misleading, the data
was inconclusive, the dye test. T. Donoghue said that when the American Rooter was hired by the customer, their jetter got stuck in a blockage in the collapsed pipe, but there was no indication that sewage was leaching into the ground. D Wilson said that when we were trying to determine if we’re going to do any kind of repair work and where each house goes. T. Donoghue said that we know that now, there are four houses that share one lateral, we don’t own this line. D. Wilson said that we need to know everyone who uses that private line so if we disconnect somebody, we don’t create a problem. T. Donoghue said we did dye testing at each house and it took awhile to understand what was happening.

- On 11/12/21 we put the diversion tank online for rain event-2.25”. No issues with plant performance.

- On 11/15/21 we pumped out the wet wells at Well’s Run and Northfield. No issues.

- On 11/18/21 installed new level sensors in BST and FST. However they still need to be calibrated, they are not accurate yet. C. Bratina noted that the low level alarm should be 2 to 3 feet above the top of the mixers.

12) Financial Report: T. Donoghue said we are where we should be at this time of year. Stacie did put in the plant upgrade debt and the $28,000 payment for Town services in this past month. Ted needs to talk to Amaechi about lump sum payments causing a seesaw effect. Perhaps they can be broken up over two or three payments. C. Bratina asked about the status of the audit. D. Wilson said they are still working on it. We have had problems with the audit, an example is a charge for depreciation, so we can’t tell where we really are. C. Bratina added that they have not reconciled our approved budgets, and the numbers in the audit did not match the approved budget and MUNIS. C. Harding said that she would try to help resolve this as she wants to be an advocate for the town.

13) Old Business – Second Vehicle: on back burner

- Easements: A lot of the old sewer right of ways never had a sewer easement. D. Wilson said we are trying to do a few at a time. C. Bratina noted that if there is not an easement recorded, people buying a house may not know it is there.

14) Adjournment: Motion: W. Buckley moved to adjourn at 9:28 p.m. and S. Post seconded. All voted aye and the motion carried.

Ann D. Combs
Recording Secretary