

LITCHFIELD WATER POLLUTION CONTROL AUTHORITY
SPECIAL MEETING MINUTES
Town Hall Annex, 80 Doyle Road, Bantam, CT 06750
Thursday, May 18, 2023 ~ 6:00 p.m.

CALL TO ORDER: David Wilson called the regular May Special meeting of the Litchfield WPCA to order at 6:08 PM.

ROLL CALL

Present: Members present were, Christine Harding, Christian Bratina, Dave Wilson, William Buckley, Sky Post and James Koser. Also present was Ted Donoghue, Plant Superintendent and Raz Alexe, Public Works Director.

Absent: David Geiger, and Raz Alexe, Public Works Director

MINUTES: Motion: C. Harding put forth a motion to adopt the 3/9/23 WPCA Regular Meeting Minutes, as amended by C. Bratina. J. Koser seconded and there was no discussion. All members voted “aye” and the motion was passed

BUSINESS

S. Post began the meeting by mentioning reading the letter from Attorney Perley Grimes-from Concerned Citizens of Litchfield, in regards to Woodridge Lake Sewer District (WLSD) and the Bantam Lake TMDL study. D. Wilson stated that they were “completely right” in their position in challenging the data used to calculate the possible nutrient loading from WLSD into the Bantam Lake watershed. D. Wilson said that the “DEEP jumped the gun and they are now on the hook” in regards to the study, as they were sampling before the furrow system and they should have sampled just before the river. D. Wilson had issues with our plant’s discharge, which should have went to the Naugatuck River and not into the Shepaug Watershed. W. Buckley concurred and share that by putting this plant’s discharge into the Bantam River, it prevented the Shepaug from being used as a possible drinking water source, although pumping effluent from our plant to Naugatuck River more than likely was cost prohibitive. B. Buckley went onto to state that regardless of the study’s credibility, WLSD does not need to come to Litchfield and can still go to Torrington WPCF. He went on to say that he does not want to waste the Commission’s time arguing about this study, as it does not change our current position if we ever decide to negotiate with WLSD, it seems that the town of Goshen is trying to enter into the discussion, as WLSD has pulled in a bunch of elected official to pitch building a new treatment plant. W. Buckley stated it makes more sense to consolidate into a smaller plants into a bigger plants. D. Wilson thinks they may have received some sort of commitment to build a new plant. C. Bratina shared that the issue is if we would save money and be able to handle the flow from WLSD. W. Buckley says that WLSD would have to buy into our current plant upgrade and any future work we need to do at the Litchfield plant to accommodate 150,000 GPD. When Boise Cascade did the project they decided that the Rich Furrow system was their best option- as they are often used out west, but they never checked if it actually worked, as the elevated water tables levels prevented it from working properly. Harding asked “can the letter stop the project?” D. Wilson said no. They are saying we should not talk with WLSD. She stated that we have to wait and see what possible benefits could be for our users. C. Bratina is not sure what the issues of Concerned Citizens are. C. Harding has heard that residents on Beach Street are concerned about the safety of the line and of future development on Beach Street-if a sewer line was installed. She has also heard that the new hotel at the old Court House will be geared toward very high end customer is the grease separator be able to handle this business. T. Donoghue said that the unit will be sized to handle the expected business, and more than likely the preventative maintenance will be key, and more than likely they will have a third part vendor that will maintain it. The Commission made a decision to be situational with the developer. Going back to WLSD C. Harding asked is the Beach Street route is the final

route. W. Buckley said that nothing has been planned just yet, and engineers can solve any potential problems. She said residents are asking for her to be vigilant in asking questions and understand what their real concerns are. C. Bratina agreed. W. Buckley feels that some residents feel that the WPCA have already made up our minds, which we have not, in regards to WLSD. T. Donoghue shared that the issues with the Bantam Lake TMDL study are outside the Commission's responsibility and that we do not need to be dragged into it. Many of the issues that Litchfield may have to deal with our erosion control. D. Wilson stated that a former farm up in Goshen could be having more of an impact on the lake then what is revealed in the study. The Commission then decided to end this discussion and move onto the agenda.

- 1) **The FY 24 Budget:** D. Wilson we had to update some numbers in regards to the plant upgrade payment. FY 23 is the last big payment and for FY 24 we will only owe \$18,424, so that will free up close to \$200,000 in the operations budget for FY 24. D. Wilson recommended that we put it all into Fund 66, the Commission agreed. D. Wilson spoke that this proposed FY 24 budget reflects how we spend and he spoke about the work Green Mountain has done over three days this year- which has totaled 23 manholes. It was decided that we should invest more in grouting and concrete work in FY 24 if the wet conditions exist to properly identify and conduct the work either in late fall or next spring. D. Wilson spoke about possibly relining the 6" VCP that run from Prospect St to West St. If we can reline, then it is much easier on getting permission from home owners to do in their back yards. C. Bratina suggested we look at other areas for lining-as the set up cost is high. T. Donoghue suggested more of the same sized 6" VCP running from the municipal parking lot south to Westover Street. T. Donoghue mentioned there is some CCTV video we have shot, but C. Bratina mentioned that the building laterals would be located too. W. Buckley suggested that we have the vendor do all the CCTV work, so that the responsibility is all on them. S. Post asked about the technology to reline. The groups shared that is called trenchless technology. There are different methods that can cure or attach the material needed. W. Buckley used a cotton candy machine metaphor, as the product is blown up in the sewer line, then it hardens up. S. Post asked how long the relining last, C. Bratina would mentioned that it typically last 20 years. T. Donoghue mention if we do work on these lines, we should offer a buying in price for the homeowner owner to replace part of their building connection. The group agreed and we should discuss it further. C. Bratina mentioned that we should do more smoke testing, the WWCF staff does have the proper equipment to do it. D. Wilson next mentioned that the Rosehaven project will replace the entire 6" VCP going through their property, as they believe part of the existing line goes under a corner of the building. They would install two new manholes and upgrade the line to 8" PVC, and this would be close to 350 ft. of new line-which will help reduce I & I. W. Buckley offered that we should just replace the building connections ourselves, as trying to convince the homeowners if they should buy into a lateral upgrade. C. Bratina suggested we always smoke test if we are replacing any sewer line. T. Donoghue mentioned how we discovered significant ground water coming down from a house building connection, in this section .T. Donoghue shared that they are working with the homeowner and she will have the building connection CCTV'ed. C. Bratina mentioned that we should surcharge customer who knowingly have known I &I issues with their building connection. We have done this in the past with a customer who had curtain drains on a tennis court that were connect to our collection system. S. Post asked what happens if we have too little water in the collection system? T. Donoghue said that can add to other issues, such as a possible blockage. W. Buckley shared that engineers ensure that there is a scouring velocity flow rate in our sewer line, typical 2 ft./sec. C. Bratina suggested we make the decision to start chasing this I & I issues now, and not put it off. This can help reduce upgrade costs if we are able to lower flows from doing this type of work. The conversation ended with the decision to have some of these possible relining projects be put forth to Woodard & Curran, W. Buckley asked if the Clean water project items would impact this budget, D. Wilson said it would not and that Woodard & Curran has taken care of it for us. Back to the FY 24 budget C. Bratina inquired if we should do our own audit for FY 23? D. Wilson commented we never have had a "real audit" and his concerns is how finance moves around money. W. Buckley asked if we have a rate increase in this budget-which we do not. T. Donoghue mentioned that the electricity cost are very high for FY 23, as we have been paying \$0.23 per kWh for the last four months.

Denise Rapp switched us into this new agreement for generation but it only went into effect for one month. T. Donoghue mentioned that we are almost ready to do start up with the new polymer mixing station, hopefully we will see a cost savings in chemical usage. C. Bratina that we increase 3202-51106 Supplies to \$70,000, as this will reflect what we historically spend on this line items. With this adjustment expenditures and revenue are balanced. D. Wilson had concerned were the last Morris payment of \$22,000- which they prepaid two years ago. T. Donoghue will check with finance on if that prepayment was put into the Fund balance. D. Wilson wants to make sure it is where it is supposed to be. W. Buckley asked where the expenses was for Woodard & Curran comes out of. T. Donoghue explained they come out of Fund 66. C. Bratina suggested we also need a spreadsheet to track all invoice and spending by Woodard & Curran. T. Donoghue will create this. T. Donoghue said there was no rate increase on this budget-we did increase revenue from other sources. C. Bratina asked when the last rate increase was. T. Donoghue shared it was 2017. The group had no other comments for the FY 24 budget.

Motion: C. Harding put forth a motion to adopt the proposed FY 24 Litchfield WPCA budget- totaling \$1,244,895. C. Bratina seconded and there was no discussion. All members voted “aye” and the motion was passed.

2) Update on Torrington Inter-municipal Agreement: D. Wilson reported that he had spoken to R. Drew but no major discussions. W. Buckley wanted to get together with T. Donoghue to find out when our next payment would be, and he was concerned that we are not in negotiations with Torrington and maybe we should put our August payment in escrow. R. Drew’s advice was wait until November until the next election. D. Wilson and W. Buckley will draft the proposed IMA. R. Drew has explained that they want us to pay the same as their users- a position we disagree with. There was brief discussion about why the deal between WLS and Torrington IMA fell through, W. Buckley understood it from the CEEP meeting that it had to do with the user unit fees they wanted WLS to pay for, D. Wilson said it was not that but the fact that they did not get enough money from USDA to fund the connection project.

3) Woodard & Curran Update: D. Wilson reported that we had a kick off meeting at the plant, with three of their staff, C. Bratina, R. Alexe and J. Carey- who gave a detailed plant tour in Ted’s absence. They have started the wetlands survey, but they flagged more than what was needed. D. Wilson passed on this observation to T. Schwartz. The next step is to do the cross sections and get us the 500 year flood levels. D. Wilson asked what we need to do. Nameplate data was needed. We have done the motors but C. Bratina needs all the plant equipment-which T. Donoghue believe they have already complied that list-but will check.. C. Harding asked how many days the engineering study would take. D. Wilson stated 270 days. C. Harding asked how many days have passed so far, T. Donoghue estimated 30 days have passed. Buckley asked if Woodard & Curran has reapplied to put us back on the Priority List for Clean Water Funding-as the deadline was fast approaching D. Wilson shared that the two applications were sent in yesterday by Woodard & Curran.

4) Commissioner’s Request: D. Wilson began by sharing that the Acting Tax Collector- Sandy Mitchell will be retiring at the end of the current FY. July 15, 2023 will be here last day. D. Wilson looked around at other towns that have person doing similar tax collection work. Generally this person works one day a week. D. Wilson is also considering using the Litchfield Tax Collector for this work as well. H. Bunnell has a program called “Q”-which the town tax records are using. Many towns in Connecticut use this program as well. The “Q” allows all the work, including online bill payments, to be done and can easily interface with the Munis system the Finance department uses. “Q” can also upload all the data that S. Mitchell currently has in QuickBooks. C. Harding asked “do we have someone in place?” D. Wilson responded that one person is currently handling, Goshen, Warren, and Morris, and he would like to speak with this person. H. Bunnell will put together some numbers for D. Wilson to review to include startup costs. This could

include on new PT employee- who would not receive any benefits and would be expected to work on average 10 hours a week. S. Post shared that he may have possible candidate who might be interested in the position as well. He will reach out to her and find out if she is interested. D. Wilson shared that S. Mitchell is making less than \$10,000 per years and that will pay about \$2,600 in postage. The “Q” system has lower mailing costs and the cost to convert would be \$2,500, and the annual version would be around \$2,000. That he will have a working proposal to present at that next meeting.

5) Public Works/Treatment Plant Report

a) Easements: No report

b) Operations: Permit compliance has been maintained since the last report. Routine operations and maintenance work continues, and for the month of April the total flow was 16.619 MG and the daily average flow was 0.554 MGD. We removed 52,000 gallons of bio-solids for final disposal during the month of April.

- We processed a total of 124,300 gallons of septage during the month of April an 11% increase over last April. YTD we are up 37%.
- For April effluent BOD removal percent was 98% and TSS removal percent was 97%.The minimal removal rates per our NPDES permit is 85%.
- The daily average of Total Nitrogen lbs. /day discharged into the Bantam River was 2.6mg/l or 11 lbs. /day. Our daily limit is 24 lbs. /day.
- The daily average for Total Phosphorous discharged in the Bantam River was 2.3 mg/l. or 4.8 lbs. /day. The monthly average cannot exceed 3.7 mg/l and our daily maximum cannot exceed 7.43 mg/l.
- On 4/4/23 power outage at 5:56 PM due to brush fire at transformer station. Ted Responded and no issues to report.
- On 4/10/23 we began annual preventive jetting.
- On 4/12/23 Joe, Eric, and Jay attended CONN OSHA training in Norfolk.
- On 4/14/23 engineering meeting and plant tour with Woodard and Curran at the plant.
- On 4/24/23 put diversion tank online for 90 minutes. No issues to report.
- On 4/26/23 EJS Testing performed PM on transfer switch.
- On 4/28/23 starting composite samples at Arethusa Dairy.

c) Collection system: The team has gotten a great jump on the CMOM work, this included hiring Green Mountain for three days to perform grouting and concrete work on 23 manholes. The results of the work have been promising in regards to the flows, but more data need to be collected. So far the team has jetted over 10,000 linear feet or about 8% of our 20% goal. We have inspected over 60 manholes and that is about 10% of the 20% goal. The team will continue to push hard to exceed our

goals for this current year. We are also using Diamond Maps, which is an online software that allows better CMOM management, as the current system has limitation. C. Bratina asked if we have the road map. We have to get the GIS map from New England Geosystems to upload. R. Alexe has a meeting scheduled in which T. Donoghue will ask and discuss how the two may be interfaced. C. Bratina asked if our CMOM schedule is based on the calendar year or FY. T. Donoghue shared it is based on the calendar year, and will note that on the summary report. We are paying \$20 a month starting this week for the service and Ted will provide an update and presentation at the next meeting. T. Donoghue shared that they have had the composite sampler at Arethusa and have been collecting great data-with a couple outliers so far. They will also enter all the flow data into Wims as well. D. Wilson requested that they continue to collect data through the next WPCA meeting. Next step is to talk to the Baker's at the Litchfield Distillery about setting up the composite sampler there. At Arethusa we are using our spare composite sampler, instead of the YSI and it works so much better and provides consistent samples.

- 11) Financial Report:** T. Donoghue reported that we are doing very well entering the last six weeks of the current FY. In regards to Sandy's' report, she has collected \$1.181, 373 and for sewer usage alone she has collected nearly \$972,000. There is still nearly \$213,000 in outstanding sewer usage fees. The Munis report does not reflect the bond payment of \$199,000 which finance will enter soon. Based on my report we are at 71% of the operation budget spent. We did have to pay \$6,600 for another ZREC for the solar project, a fee we have already paid once about three years ago. It will be reimbursed once the project is completed. For electricity we spent \$9,729 for one month at the plant as we are still paying \$0.23 per kWh, which is hurting us as we will over spend this line item significantly. The group had no questions.

12) Adjournment:

Motion: W. Buckley moved to adjourn the meeting at 7:55 PM. C. Bratina seconded and there was no discussion. All members voted "aye" and the motion passed.

Terrence Donoghue
Interim Recording Secretary