

LITCHFIELD WATER POLLUTION CONTROL AUTHORITY
REGULAR MEETING MINUTES
Town Hall Annex, 80 Doyle Road, Bantam, CT 06750
Thursday, June 8, 2023 ~ 7:30 PM p.m.

CALL TO ORDER: David Wilson called the regular June meeting of the Litchfield WPCA to order at 7:38 PM.

ROLL CALL

Present: Members present were Dave Wilson, William Buckley, Sky Post and James Koser. Also present was Ted Donoghue, Plant Superintendent and Raz Alexe, Public Works Director. S. Post was seated as a regular member.

Absent: David Geiger, Christine Harding, and Christian Bratina.

MINUTES: Motion: None presented.

BUSINESS

1) Public Request and or Comment: None presented.

2) Update on Torrington Inter-municipal Agreement: D. Wilson reported that we should hold off until the November election to formally negotiate. W. Buckley asked when the next bill will be coming out, W. Wilson said it arrives in late July or early August. W. Buckley asked what the difference would be between the “old” bill at 150,000 gallons a day reserved, and the “new” bill at 50,000 gallons per day (GPD) reserved capacity.. D. Wilson said they would not be that different in the total payment. The Capitol costs will be lower, but the usage part of the bill is expected to be higher than what we currently pay. For the usage charge we pay on actual flow to the Torrington WPCA. W. Buckley asked would not the Capital cost be only a third of what we are paying now- if we have the new IMA at 50,000 GPD. W. Wilson answered “yes” by the Torrington City Council passed an ordinance that Litchfield and other towns would pay equal cost as Torrington users. R. Alexe asked how much was the Torrington upgrade. W. Wilson said around \$70 million dollars. W. Buckley stated that this should not have any impact on the usage part of our bill. He also stated that Woodridge lake Sewer District was turned away by the higher costs per user that the Torrington WPCA wanted to levy. This was also stated by Nisha Patel of the Ct DEEP. D. Wilson disagreed with that assessment. Buckley suggested we should hold off on paying our next bill, to help encourage the Torrington WPCA to actually negotiate with us. We should send the bill to the Town Attorney and hold the payment in escrow. There was no formal consensus that we should do that at this time.

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) NPDES Permit Update: T. Donoghue saw Chris Falk-from CT DEEP, earlier in the day at a work conference but he had to leave early, and the two did not speak. The Water Quality group is

reviewing the stipulation of a minimum 5.0 mg/l on the final effluent. We should set up a meeting after they review the proposed changes we submitted.

- 5) **WPCA Tax Collector:** D. Wilson announced that the Acting Tax collector- Sandy Mitchell, is retiring at the end of the month. Her final day would be July 15, 2023. He shopped around at other towns that typically have one person perform one day of work to handle the tax receivables. We could find a candidate who could do this work, but the preference moving forward is to have everything up on the Town's Tax Collector's website. S. Post asked if Karen Ackerman was still a viable candidate. D. Wilson said she was not. S. Post suggested that we write her a letter informing her of the boards' decision. The group agreed. D. Wilson shared that the last time we had a vacancy was back in 1999- Carol Goslee was the previous person, and S. Mitchell took on the responsibilities as a favor to D. Wilson and she has performed all the work ever since. S. Mitchell has used QuickBooks® for all the accounting invoicing, data storage and management. D. Wilson previously had approach Nancy Southard- when she was the tax collector, but she wanted to hire another full time employee. To have Helen Bunnell take over it will cost about \$2,000 to convert QuickBooks® to "Q" Public" which is what the town uses. About 90% of municipalities in CT use this software, and it will easily interface with the Munis Accounting systems. In the future the Town Ordinances will have to be changed, as the WPCA Chairman is the WPCA Tax Collector. H. Bunnell will be the "Acting" tax collector for the Litchfield WPCA. S. Post asked how much the WPCA will have to pay. D. Wilson expects it to be around \$18,000 per year. As he mentioned previously \$2,000 for the conversion of our record and \$3,000 for the annual software fee. Postage should be lower moving forward. We expect \$10,000 charge for H. Bunnell and \$3,000 for her assistant. H. Bunnell would like to control the money and maybe change the billing P.O. Box. T. Donoghue could take on the septage billing. It is expected that our usage bills will go out one month late-in September later this year. D. Wilson also shared that the current Assessment bill just went out, and there only 100 customers left still paying on them.
- 6) **2022 Annual Report:** D. Wilson would like to table this as he feels the current draft does not address "who we are" and "how much we have grown". The group will review the draft and it will be discussed at a future meeting.
- 7) **Commissioner's Request:** Jeff Zullo was here to talk about the need to address the issue of connecting the array to the treatment plant's transfer switch. Verogy is suggesting that we lower our current service from 1,000 AMPs to 800 AMPS, which the group was very skeptical about. It is the easiest way to connect the array, A J. Zullo pointed out the contract does stipulate that Verogy may need to install a new ATS switch, this is required so that the generator runs, and there will be no back feeding to the solar array. R. Alexe will run point on this, and W. Buckley suggested that we get Woodard & Curran involved to recommend our best options.

8) Public Works/Treatment Plant Report

- a) **Easements:** No report
- b) We processed a total of 145,700 gallons of septage during the month of May a 25% increase over last May. YTD we are up 36%.
- c) For May effluent BOD removal percent was 98% and TSS removal percent was 98%. The minimal removal rates per our NPDES permit is 85%.
- d) The daily average of Total Nitrogen lbs. /day discharged into the Bantam River was 2.1 mg/l or 11 lbs. /day. Our daily limit is 24 lbs. /day.

- e) The daily average for Total Phosphorous discharged in the Bantam River was 1.9 mg/l. or 9 lbs. /day. The monthly average cannot exceed 3.7 mg/l and our daily maximum cannot exceed 7.43 mg/l.
- f) On 5/1/23 plant flow reached 1.35 MGD. No issues to report.
- g) On 5/8/23 Green Mountain began two days of grouting a concrete work, which was very productive.
- h) On 5/9/23 installed new polymer mixing station platform.
- i) On 5/19/23 Eric DiLaurenzio passed his Class 1 Wastewater exam, with a score of 865.
- j) On 5/25/23 Pereira Surveyors began working at the WWCF.
- k) On 5/30/23 a brief treatment plant power outage at 3:26 PM. No issues to report.
- l) **Collection system:** Green Mountain performed about 20 hours of grouting and concrete work on numerous results, including several brick manholes on the Circle Drive line and the work-as well as results in I & I, looked promising. It was agreed that we continue to do type of this work in FY 24, as any I & I flow we can remove from the collection system will only help us in future upgrade work.
- 11) **Financial Report:** T. Donoghue reported that we are more than likely going to exceed our budget for FY 23. This is due to high electricity and bio solids removal and processing costs and items he was authorized to spend for under plant supplies and professional services. He estimated that he may be over by \$60,000 against the FY 23 budget, but will have updated numbers next month... S. Mitchell has over collected so we will have excess reserves, and we have funds available in the Fund Balance to cover any shortfalls.

12) Adjournment:

Motion: W. Buckley moved to adjourn the meeting at 8:51 PM. S. Post seconded and there was no discussion. All members voted “aye” and the motion passed.

Terrence Donoghue
Interim Recording Secretary