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**WINDHAM WATER POLLUTION
CONTROL AUTHORITY**

MINUTES

July 28, 2015

The Windham Water Pollution Control Authority held its meeting on July 28, 2015 in the Windham Waste Water Treatment Facility Conference Room. Chair Rene Goss called the meeting to order at 6:30 P.M. Members present were Stanley Morytko, Mary Burnore and Rene Goss. Also present was Plant Superintendent David Garand.

I) Public Comment

No public present.

II) Approval of Minutes

The minutes of June 23, 2015 were approved on a motion made by Mary Burnore and seconded by Stanley Morytko. The motion carried unanimously.

III) Reports

a) Chairman's Report

The chair had no report.

b) Plant Superintendent's Report

Plant Superintendent David Garand reported on the following:

Plant Performance

Plant Superintendent Garand said the Plant process is running extremely well. All permit requirements were met for the month of June, 2015. He said BOD and TSS are both below permit limits. He then reviewed the June, 2015 Effluent Quality Report.

Administration & Finance

a) Monthly Budget Report

The Plant Superintendent said the **Revenue** collected through June 30, 2015 was \$3,893,804. This represents 94% of the budgeted revenue collected.

He said the 2014/2015 revenue yet to be collected totals \$101,665. This represents 97% of budgeted revenue due. The total amount of the 2014/2015 revenue is \$3,995,460.

Expenses through June 30, 2015 totaled \$4,033,455. This represents 97% of budget expended.

b) Significant Non-recurring Expenses June 19th through July 27th, 2015 include:

a) Nickerson & Co. (construction - June 2015) \$370,626., b) Vent Boxes (major equipment) \$540.00, c) Camera hose kit 500' (vehicle repair parts) - \$10,843., d) Hach Benchplus-DR3900 service plan (service contract) -\$785.00, e) CH2MHill June 2015 (engineering services for construction - \$10,500., f) South Park Street – repair 8” sewer line - \$3,846. g) Walnut/USPS parking lot excavation to remove camera in collection system - \$9435.

Mr. Garand said we recently developed a policy prohibiting the use of our camera in 6 inch sewer mains. Only high pressure flushing is allowed. This policy has been established due to wedging the camera in the 6 inch main and not being able to retrieve it without digging up the street and cutting into the sewer main to do so. Documentation of the 6 inch mains will be contracted out when due.

c) A/R Aging summary

Plant Superintendent Garand reviewed the A/R Summary as of July 28, 2015.

Shoreline Sewer & Drain LLC has a small balance in the over 90 day category. This balance is comprised of interest from a past due payment. The revenue collector's office has been instructed to “write off” this debt as an uncollectible account. Mr. Garand said he would continue to contact all haulers that are over 90 days past due for payment.

d) Sludge Storage Upgrade

Plant Superintendent Garand gave a brief update. Nickerson & Co. is on site and performing contract work as scheduled. CH2MHill is providing engineering work as contracted.

d) Banning Contractor from Pulling Sewer Permits.

Mr. Garand referred to the “call before you dig policy”. Shoreline Sewer & Drain LLC was replacing a sewer line for a property owner on South Street. The line was being replaced from the sidewalk to the house. He said they did not follow the “Call Before You Dig” regulations, nor are they following O.S.H.A. standards. An Eversource utility

representative has threatened to shut the job down until all utilities are properly marked. This contractor chooses not to follow outlining work requirements. Plant Superintendent Garand feels it would be in the Windham sewer use's best interest to prohibit Shoreline Sewer & Drain, LLC from performing sewer work in Windham

Stanley Morytko made a motion authorizing the Plant Superintendent to prohibit issuing any sewer permits to Shoreline Sewer & Drain, LLC and Mary Burnore seconded the motion. The motion carried unanimously.

e) F.O.G. Annual Exemption

Jean's Market, 1071 Main Street, Willimantic, CT is seeking a F.O.G. exemption. Mr. Garand said they sell sandwiches, hot dogs, etc and produce minimal F.O.G.

Mary Burnore made a motion to grant the F.O.G. exemption to Jean's Market and Stanley Morytko seconded the motion. The motion carried unanimously.

Customer Relations

There were no blockages in our lines through 7/28/15.

The meeting was adjourned at 7:10 P.M. Motion made by Mary Burnore and seconded by Stanley Morytko. The motion carried unanimously.

The next meeting is schedule for August 25, 2015.

Respectfully submitted,

Lillian Murray, Clerk