

**WINDHAM WATER POLLUTION  
CONTROL Authority**

**Minutes**

**October 28, 2014**

The Windham Water Pollution Control Authority held its regular meeting on October 28, 2014 in the Windham Wastewater Treatment Facility Conference Room. Chair Rene Goss called the meeting to order at 6:30 P.M. Members in attendance were Patti Lein, Stanley Morytko, Mary Burnore and Rene Goss. Also present was Plant Superintendent David Garand.

**I) Public Comment**

There was no public comment.

**II) Correspondence**

There was no correspondence.

**III) Approval of Minutes**

The minutes of September 23, 2014 were approved on a motion made by Mary Burnore and seconded by Stanley Morytko. The motion carried unanimously.

**IV) Reports**

**Chairman's Report**

Chairman Rene Goss referred to the End-Of-Year party usually held in December at the Wastewater Treatment Facility. Members agreed to hold the gathering again this year. Each member will contribute \$25.00 to cover expenses. The date of the party will be determined by the next meeting in November.

**Plant Superintendent's Report**

**Plant Superintendent Dave Garand reported on the following:**

**Plant Performance**

All permit requirements were met for the month of September. Mr. Garand reviewed the September 2014 Effluent Quality Report. He said the BOD, TSS and Phosphorous numbers were phenomenal.

## **Administration & Finance**

### **a) Monthly Budget Report**

Plant Superintendent Garand reviewed the Monthly Budget Report ending October 27, 2014. **Revenues** are \$806,255. This represents 22% of revenue collected with 25% of the year complete. **Expenditures** are \$831,914. This is 22% of the budget expended with 25% of the year complete.

### **b) A/R Aging Summary**

Mr. Garand reviewed the A/R Aging Summary as of October 28, 2014. He said all haulers are current, or in the 1-30 Day category, with the exception of Shoreline Sewer & Drain LLC. They owe \$27.92 which falls in the over 90-day category, and are presently locked out of the system and not allowed to dump at the facility, said Garand.

### **c) Significant Non-recurring Expenses**

Plant Superintendent Garand reviewed the Significant Non-recurring Expenses covering September 24, 2014 to October 27, 2014. These include MH rings, risers, and frames, WEFTEC conference expenses and replacing the septage recirculation pump motor.

### **d) Multi-Bank Securities**

Plant Superintendent Garand reviewed the confirmation report pertaining to a new security purchased recently. The interest rate at maturity (4/22/15) will be 0.4%.

### **e) Finance Dept. Update/Rich Cody opinion.**

Plant Superintendent Garand explained that we submit our bills to the town's Finance Dept. for payment once they have been approved for accuracy, but our bills have not been paid in a timely manner, and consequently this has resulted in late charges. Mr. Garand has since met with the finance director Chris Johnson and is now confident the problem issues will be corrected in the near future. At the last meeting, the WPCA asked Mr. Garand to contact Attorney Rich Cody and ask him for his opinion whether the Town Charter authorized the WPCA to seek financial services from a firm outside the Town Finance Department. Attorney Cody said he did not wish to render an opinion at this time since possible changes to the Town Charter affecting the WPCA are up for vote. It would be more efficient to wait until after the November 4, election to render a decision on the newly approved Town Charter.

**f) CAWPCA Meeting** will be held on November 14, 2014 in Cromwell, CT. Members planning to attend are Rene Goss, Mary Burnore and Stanley Morytko. Patti Lein agreed to notify Mr. Garand if she is able to attend.

**g) Temporary F.O.G. Exemption: ADA Market/La Sabosita Food Truck.**

Plant Superintendent Garand said that per the Health Dept. there shall be no washing of anything except for hands in the food truck. All washing of pans, pots and utensils is to be done in the ADA Market. In addition, the used oil will be recycled by placing the oil in plastic containers provided by Northeast Recyclers Company. Any oil residue still left on the pots and pans will be wiped down with paper towels.

Rob Meduna, who oversees the Fats, Oils and Grease Program, said if they follow the procedure outlined, there should be minimal F.O.G. produced. As this is a new application, he recommends issuing a temporary exemption waiver based on a condition of quarterly audits. If during an audit, the inspector finds that significant F.O.G. is being generated, the owner would be required to install an automatic Grease Retrieval Unit, or install an outdoor, in-ground grease tank.

Stanley Morytko made a motion to grant a temporary waiver to ADA Market/La Sabosita Food Truck based on the requirements listed above and also based on the quarterly audits. Mary Burnore seconded the motion. The motion carried unanimously.

**h) Regulated Waste Tanks: Pump out Requirement.** Mr. Garand referred to a letter which will be sent to Regulated Waste Haulers regarding Windham's Receiving Requirements for Trucked in Regulated Waste. Effective December 1, 2014, all regulated waste transported to the Windham Wastewater Treatment Facility shall require a copy of a pump-out report documenting that the Oil Water Separator influent chamber has been cleaned within the previous 365 days.

Patti Lein made a motion to require all regulated waste haulers to submit a copy of the pump-out report as required and Mary Burnore seconded the motion. The motion carried unanimously.

**Customer Relations**

Mr. Garand said there were no sewer blockages in our lines through October 27, 2014.

As there was no further business, the meeting was adjourned at 7:20 P.M. A motion to adjourn was made by Mary Burnore and was seconded by Stanley Morytko. The motion carried unanimously.

The next meeting will be held on November 25, 2014.

Respectfully submitted,

Lillian Murray, Clerk