

**WINDHAM WATER POLLUTION
CONTROL AUTHORITY**

MINUTES

NOV. 24, 2015

The Windham Water Pollution Control Authority held its meeting on November 24, 2015 in the Windham Wastewater Treatment Facility Conference Room located at 2 Main Street, Willimantic, CT. Vice-Chair Mary Burnore called the meeting to order at 6:30 P.M. Members in attendance were Stanley Morytko, Mary Burnore, and new members Charles Kratt, Andrew Carey and Victor Rayhall. Also present was Plant Superintendent David Garand, who welcomed new members to the W.P.CA,

I) Public comment

There was no public comment.

II) Correspondence

There was no correspondence

III) Approval of Minutes

No action taken.

IV) Election of chairman

Victor Rayhall nominated Andrew Carey to serve as Chairman and Charles Kratt seconded the motion. The motion carried unanimously.

V) Town of Mansfield Sewer lines

Charles Kratt questioned the status of the sewer lines in the Town of Mansfield. Plant Superintendent Dave Garand said we presently have a contract with the Town of Mansfield. We maintain the Mansfield sewer lines twice a year and Mansfield pays its portion of costs. We have come up with a good agreement that is working well, said Garand.

VI) Reports

Chairman's Report

The Chair had no report

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Barbara McKinney
WINDHAM TOWN CLERK *Jeplety* 1

Plant Superintendent Report

Plant Superintendent Dave Garand reported on the following:

a) Plant Performance

All permit requirements were met for the months of September & October. Mr. Garand said the BOD, TSS and Nitrogen discharges are all below permit requirement and the plant is doing extremely well. He then went on to review the Effluent Quality Reports for September and October.

For the benefit of the new members, Mr. Garand went on to explain the Nitrogen Exchange Program. He said this is a trading program with the State of Connecticut and Windham is presently paying .15 on the dollar. He said the State anticipates making changes to the program, and it appears they will not be putting anymore into the nitrogen program. He said the State needs to look at all the facilities. The proposed change would affect the people who sell credits to the state, but it will have little effect on Windham, said Garand.

b) Administration and Finance

Monthly Budget Report for September. Revenue totals \$798,315.00. This is 23% of revenue collected with 25% of the year complete. **Adjusted expenditures** total \$740,163. This is 21% of budget expended with 25% of the year complete.

Monthly Budget Report for October. Revenue totals \$1,159,827. This is 31% of revenue collected with 33% of the year complete. **Adjusted Expenditures** total \$1,043,229. This is 29% of the budget spent with 33% of the year complete. Mr. Garand then went on to review line items on both reports.

Customer Summary

Plant Superintendent Garand explained the process for new haulers coming into the Plant. The haulers are assigned identifiable gate keys and enter the sewer facility through an electric gate. He added that haulers rates are scheduled to be increased 5% every 5 Years. The current septage tipping fee is \$ 0.084 per gallon.

Customer A/R Aging Summary Report

Mr. Garand reviewed the A/R Aging Report as of November 24, 2015. He said C&J Septic Services made payment in the amount of \$5,000.00 on November 24, 2015. Stonegate Manor owes connection fees totaling \$6600, and the Town of Mansfield owes \$39,175.04. Plant Superintendent Garand said he is working on collecting these accounts.

Significant Non-recurring Expenses

Mr. Garand reviewed Significant Non-recurring expenses for **September 23, 2015 – October 27, 2015**. These expenses include: Septage/Grease receiving forms, Bredel pump Buna hose, Auto sampler/junction box, Reimbursement to David Garand for attending the WEFTEC conference, Engineering costs/ construction-CH2MHill, BPC batteries for computer, Manhole frames/risers and meter billing upgrades.

Non-recurring expenses for **October 28, 2015 – November 24, 2015**. These expenses include Employee safety shoes, Construction – Nickerson and Engineering services – NIC

Sludge Storage Upgrade

Plant Superintendent Garand gave an update on the sludge storage upgrade. He said the upgrade is on schedule and should be operational the last week in December, 2015.

Collection System – Increase sewer bond from \$1,000 to \$2,500.

Plant Superintendent Garand introduced a proposal to increase the sewer bond from \$1,000 to \$2,500. He said \$1,000 will not cover the Sewer Facilities cost to hire a contractor to repair a failed sewer connection road opening. Mr. Garand explained that construction bonds will be held for a period of 1 year after job completion. The bond money will be returned after final inspection and approval by the W.P.C.A.

Victor Rayhall made a motion to increase the sewer bond from \$1,000 to \$2,500 as requested and Mary Burnore seconded the motion. The motion carried unanimously.

Ct. D.E.E.P. Updated FOG Regulations

Plant Superintendent Garand said that the D.E.E.P. has revised the State FOG Regulations. He reviewed the new FOG regulations allowing for a super-capacity Grease Interceptor. Mr. Garand strongly recommends restaurants in Willimantic be required to have an automatic grease retrieval unit or a passive outside 1,000 gallon (minimum) unit. He said the new State FOG permit authorizes Sewer Authorities to manage and regulate their own Fats, Oils and Grease programs.

After some discussion, Charles Kratt made a motion to not allow the use of a passive grease interceptors less than 1,000 gallons. Victor Rayhall seconded the motion and the motion carried unanimously.

Letter to Town Council regarding the non-reappointment of Rene Goss

Plant Superintendent Garand referred to his letter of October 26, 2015 addressed to the Windham Town Council. He stated that he was extremely disappointed with the Town Council's decision not to reappoint Rene Goss to the Water Pollution Control Authority. He said that over the last 10 years Rene Goss committed his time, care and support for

promoting an efficient business like operation at the Wastewater Facility. The Council's removal of Rene Goss from the W.P.C.A. had much more significance than simply removing an individual from a board. His non-appointment effectively ceased the W.P.C.A. from operation and it no longer had enough members required to obtain a quorum. Without a W.P.C.A., the operation of the Wastewater Treatment Facility was crippled.

He went on to say that he found it very troublesome that neither Rene Goss nor I were informed of Rene not being reappointed to the W.P.C.A. on 9/15/2015. The W.P.C.A. held a September meeting on 9/22/2015. Rene chaired the meeting and actions were taken.

He concluded by asking the Town Council to consider reappointing Rene Goss to the W.P.C.A.

2016 Meeting Schedule

The Windham Water Pollution Control Authority will hold its regularly scheduled monthly meetings in the Windham Pollution Control Facility Conference Room located at 2 Main Street, Willimantic, CT. The meetings are to be held on the fourth Tuesday of each month at 6:30 P.M.

A motion was made by Mary Burnore and seconded by Victor Rayhall. The motion carried unanimously.

Special Sewer Rate Applications

Plant Superintendent Garand explained the W.P.C.A.'s policy regarding special sewer rate requests. If any customer to the Town of Windham Water Pollution Control Facility wishes to provide data that will illustrate the totals from water usage and sewer usage are consistently different due to a constant measurable means of water usage, they may present this data for consideration to be granted a special sewer rate status by the Windham Water Pollution Control Authority at any scheduled meeting.

Should a special sewer rate request be approved, a document stating the conditions of the reduced rate shall be issued, and an annual renewal will be required.

Special Sewer Rate Application – Windham High School

Windham High School is requesting to eliminate sewer use charges for water being used to irrigate the football/baseball fields by installing a water meter on the irrigation to the fields.

Plant Superintendent Garand said Windham High School's request is consistent with the W.P.C.A.'s policy and recommended approval.

Stanley Morytko made a motion to grant Windham High School a special sewer rate as requested and Mary Burnore seconded the motion. The vote was unanimous.

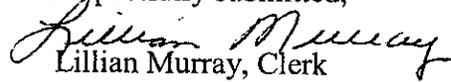
Customer Relations

There were no sewer blockages in our lines through 11/24/2015.

As there was no further business, the meeting was adjourned at 8:35 P.M. Motion to adjourn was made by Mary Burnore and seconded by Stanley Morytko. The motion carried unanimously.

The next meeting will be held on December 22, 2015.

Respectfully submitted,


Lillian Murray, Clerk