

**WINDHAM WATER POLLUTION
CONTROL AUTHORITY**

MINUTES

November 25, 2014

The Windham Water Pollution Control Authority held its regular meeting on November 25, 2014 in the Windham Wastewater 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

There was no public comment.

II Correspondence

Plant Superintendent David Garand announced that Patti Lein has submitted her resignation from the WPCA citing personal reasons. He and WPCA members expressed their regrets over her resignation. Mr. Garand thanked Ms. Lein for her valuable service to the WPCA and also to the Town of Windham. He said she was certainly an asset to the WPCA and will be sorely missed.

III) Approval of Minutes

The minutes of October 28, 2014 were approved on a motion made by Mary Burnore and seconded by Stanley Morytko. The motion carried unanimously.

IV) Reports

a) Chairman's Report

The Chairman had no report.

b) Plant Superintendent

Plant Superintendent Dave Garand reported on the following:

Plant Performance

Plant Superintendent Garand said all permit requirements were met for the month of October. He then reviewed the October 2014 Effluent Quality Report. He said we are performing Nitrogen, BOD and TSS removals exceptionally well. We are far exceeding the permit requirements, he added.

Administration & Finance

a) Monthly Budget Report

Mr. Garand reviewed the Monthly Budget Report. **Revenues** total \$1,107,000. This is 30% of the revenue collected with 33% of the year complete. **Expenditures** total \$1,282,300. This is 34% of the expended budget with 33% of the year complete.

b) A/R Aging Summary

Mr. Garand reviewed the A/R Aging Summary as of November 24, 2014. He said all haulers are current with the exception of Wentworth Septic Service who owes \$256.72 and fall into the 61-90 day category. Shoreline Sewer & Drain has a balance of \$25.92 and falls into the over 90-day category. They are presently locked out of the system.

c) Significant Non-recurring Expenses

Mr. Garand reviewed the significant non-recurring expenses October 28, 2014 to November 24, 2014. These expenses include: Operator 4 employment ad, root treatment, repairs to WILO internal recycle pump and ext. ring with risers.

d) 2015 WPCA Meeting Schedule

The Windham Water Pollution Control Authority shall hold its regularly scheduled meetings in the Windham Water Pollution Control Facility Conference Room located at 2 Main Street, Willimantic, Connecticut. The meetings will be held on the fourth Tuesday of each month at 6:30 P.M. Stanley Morytko made a motion to approve the 2015 meeting schedule as presented and Mary Burnore seconded the motion. The motion carried unanimously.

e) New Position Update

Plant Superintendent Garand said he will advertise for an Operator 1 position and will train the individual selected to become a CT Class 3 Operator.

f) N.E.W.A. Annual Conference.

Mr. Garand expressed interest to attend the N.E.W.A. conference to be held January 25, 2015 through January 28, 2015 in Boston, Massachusetts. He said this is a valuable opportunity to meet with equipment manufacturer executives to discuss specific site

equipment issues and negotiate warranty resolutions. It is also an opportunity to see and learn about new equipment and technology being introduced

Mary Burnore made a motion to authorize Plant Superintendent Garand to attend the N.E.W.A. Conference with a spending allowance not to exceed \$1500.00. Stanley Morytko seconded the motion. The motion carried unanimously.

g) Plant Year-End of Year Party.

The Plant End-Of-Year Party will be held on December 23, 2014 at 11:30 AM. Food will be purchased with personal donations from the WPCA members and the Plant superintendent.

As there was no other business to come before the W.P.C.A. the meeting was adjourned at 7:00 P.M. The motion to adjourn was made by Mary Burnore and seconded by Stanley Morytko. The motion carried.

The next meeting will be held on December 23, 2014.

Respectfully submitted,

Lillian Murray, Clerk