

**WINDHAM WATER POLLUTION
CONTROL AUTHORITY**

MINUTES

November 27, 2012

The Windham Water Pollution Control Authority held its meeting on November 27, 2012 in the Windham Wastewater Treatment Facility Conference Room. Chair Rene Goss called the meeting to order at 6:30 P.M. Members present were Patti Lein, Stanley Morytko, Mary Burnore and Rene Goss. Also in attendance was Plant Superintendent David Garand.

1) Public Comment

RPM Technologies representatives accompanied by three UCONN engineering students were present to discuss their design of a portable “Brown Grease” processing unit. The UCONN students gave a power point presentation to the board explaining the different components necessary to transform the “Brown Grease” into a useable material to convert to biodiesel. After the presentation the WPCA members and RPM representatives discussed possible business arrangements. Patti Lein stated she did not favor any type of partnership with RPM. WPCA members were in agreement they wanted to be investors (Stockholders) in RPM similar to the investors currently investing capital into the company. The WPCA would not invest cash into RPM they would be investing “In Kind Services”. This would include a site for RPM to conduct business, Brown Grease (used to manufacture Biodiesel) and technical support. Mr. Garand was directed to discuss the required specifics of this arrangement with Town Manager, Neal Beets and Town Attorney, Rich Cody.

2) Correspondence

There was no correspondence

3) Approval of Minutes

The minutes of October 23, 2012 were amended as follows; Page 1, 1...Mary Burnore made a motion **asking** that WPCA members contribute. Page 2, **Construction**...Garand said **the Town** is being paid. Mary Burnore made a motion to approve the minutes of October 23, 2012 as amended and Patti Lein seconded the motion. The motion carried unanimously.

4) Reports

All four members of the WPCA attended the Fall Workshop for the Connecticut Association of Water Pollution Control Authorities on 11/1/2012.

a) Chairman

The chairman had nothing to report.

b) Plant Superintendent

Construction

Lakeside: The housing has a split in the stainless steel on the bottom of the tank. A warranty correction is being negotiated.

Washpactor warranty repair. Garand said the unit has been returned to Schloss for warranty repair. He said their spare unit was installed. Schloss has been notified the shaft seal is leaking on the spare unit.

Plant Performance

All permit requirements were met for the month of October. Garand then reviewed the October 2012 Effluent Quality Report. Garand said everything at the plant is operating well. The estimated Nitrogen Credit purchase for 2012 is figured to be around \$7,000. This represents a substantial savings of \$37,000 over last year.

Administration & Finance

a) Monthly Budget Report

Garand reviewed the Monthly Budget Report. Revenues are \$957,437. This is 28% of the revenue collected with 33% of the year complete. Expenses are \$1,276,163. This is 37% of the budget spent with 33% of the year complete. Current expenses are 4% over budget primarily due to paying construction obligations after the Interim Funding Obligation (Interest only loan) was converted to a Permanent Loan Obligation. Revenues are expected to catch up to projections as the year progresses.

b) A/R Aging Summary (as of November 20, 2012)

All hauler accounts are in good standing.

c) Significant Non-recurring Expenses October 24, 2012 to November 20, 2012:

Garand reviewed the non-recurring expenses. They include **professional services**; NIC Systems performed SCADA modifications. **Collection system**; 6,658 feet of Root Treatment applied to collection system sewer mains. **Emergency line work**; Mansfield Ave & Rt. 195 Flow meter calibration.

d) Data Plan Purchase.

Two data plans were purchased through Verizon to enable the Superintendent and on call operator to access the sewer facility SCADA system through Town issued lap top computers.

e) Mansfield Flow metering & Billing. The replacement flow meters at Mansfield Ave and Rt. 195 have been properly calibrated and verified. The data collected and used to bill Mansfield will be adjusted based on measured flows from November 1, 2012 through May 31, 2013. Mansfield will be issued a credit back to the replacement flow meter install date based on the new data.

f) 2013 WPCA Monthly Meeting Schedule. The WPCA will meet at the Water 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 PM with the exception of December, which will be held on the third Tuesday. The dates are as follows: 1/22/13, 2/26/13, 3/26/13, 4/23/13, 5/28/13, 6/25/13, 7/23/13, 8/27/13, 9/24/13, 10/22/13, 11/26/13, 12/17/13.

g) WPCA Recommendation to Charter Revision Committee. The WPCA identified an area of concern to be looked at in the current Charter. Chapter VII subsection VII-4. Town Attorney, paragraph 3. The concern is the Town Council does not have the authority to arbitrate or overrule the decision of the Town Attorney, even when the Town Council seeks an additional legal opinion. The WPCA feels the Town Council should have the authority to choose the legal opinion they see fit. The WPCA would like to be identified as being given the same considerations.

h) Sewer Facility Holiday Party. The Holiday Party will be held Thursday 12/20/12 at 11:30 AM at the Windham Wastewater Facility.

Customer Relations

There were no blockages in our lines through 11/27/12

There being no further business, the meeting was adjourned at 8:25 P.M. Motion made by Mary Burnore and seconded by Stanley Morytko. The motion carried unanimously.

The next meeting will be held on December 18, 2012 because of the Christmas holiday.

Respectfully submitted,

Lillian Murray, Clerk