

**WINDHAM WATER POLLUTION  
CONTROL AUTHORITY**

**MINUTES**

**December 20, 2013**

The Windham Water Pollution Control Authority held a special meeting on December 20, 2013 in the Windham Wastewater Treatment Facility Conference Room. Chairman Rene Goss called the meeting to order at 10:00 A.M. Members present were Patti Lein, Stanley Morytko, Rene Goss and Mary Burnore. Also present was Plant Superintendent David Garand.

**Public Comment**

Bob Rath ; president/CEO of Our Piece of the Pie and John Reilly 832-842 Main Street construction project manager were present to request a sewer connection fee waiver. They stated the building was connected to the sanitary sewer for many years and was only recently disconnected when the building was slated for demolition. Bob stated the existing building is being used and this project represents a total facility renovation and not a facility replacement. They maintain the water usage of the new property will be less than that of the former tenant. Bob Rath explained they expect to pay for all expenses to reconnect the building to the sewer.

**I) Approval of Minutes**

a) Approval of the October WPCA minutes was done due to the fact only two members attending the October meeting were in attendance at the November meeting. Patti Lein made a motion to approve the October Minutes and Stan Morytko seconded the motion. Voting in favor of the motion were Patti Lein, Stan Morytko and Rene Goss. Mary Burnore abstained as she was not in attendance at the October meeting.

b) The minutes of November 26, 2013 were amended on Page 3, item g to list Mary Burnore as attending the CAWPCA meeting on November 1, 2013. Mary Burnore made a motion to approve the minutes as amended and Patti Lein seconded the motion. Voting in favor of the motion were Mary Burnore, Patti Lein and Rene Goss. Stanley Morytko abstained as he was not in attendance at the November meeting.

**II) Reports**

**a) Chairman**

Chairman Rene Goss had nothing to report

**b) Plant Superintendent**

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

### **Construction**

Lakeside – Plant Superintendent Garand said he is working through all the issues which will be warranted by Lakeside. He said he is making progress, and repairs are continuing.

### **Plant Performance**

All Permit Requirements were met for the month of November.

Odor issues were raised by Stan Morytko. He has had some odor complaints presented to him by some of his neighbors. I asked Stan to give my business card to anyone who detects odors and have them call me so we can determine if the odor is coming from the treatment facility or from neighboring farm land fertilization. We will do everything we can to virtually eliminate all foul odors arising from the treatment facility.

### **Administration & Finance**

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

Plant Superintendent David Garand reviewed the Monthly Budget Report ending 11/30/2013. **Revenues** total \$1,451,618. This represents 39% of revenue collected with 42% of the year complete. **Expenses** total \$1,305,736. This represents 35% of the budget spent with 42% of the year complete. He said we will most likely encounter some engineering expenses for the process building upgrade design in 2014 which are currently built into the current budget. He added that he continues to update the revenue and expense figures he receives monthly from the finance department to more accurately reflect the actual month's revenues and expenses.

#### **b) A/R Aging Summary as of December 18, 2013**

Garand said that all the haulers are in the less than 60 days overdue category.

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

There were no significant non-recurring expenses for November 19, to December 16, 2013.

#### **d) Process Building Upgrade**

We are still working with Wright Pierce on the preliminary design & cost.

#### **e) Multi Bank Purchases**

Garand reviewed the MBS Settlement Instructions Report. He said 2 securities yielding 1.9% & 2.25% were sold at a premium. He said he purchased a 9-year security and if we hold it until maturity it will yield 3.25%.

**f) Mansfield Flow Monitoring**

Garand said he is working with the Town of Mansfield to draft a request for a proposal to get prices to hire a company to perform a flow study at selected manhole locations in the Windham/Mansfield interceptor. The cost will be split between Windham and Mansfield.

**g) 832-842 Main Street Connection Fee Waiver**

After listening to the public comment and discussing the merits presented, a motion was made by Mary Burnore to waive the Connection Fee for the property located at 832-842 Main Street. Patti Lein seconded the motion. The motion carried unanimously.

**h) WPCA 2014 Meeting Schedule**

Members were in agreement to maintain the same schedule and continue to meet on the fourth Tuesday of each month.

Patti Lein made a motion to approve the proposed 2014 WPCA meeting schedule. Mary Burnore seconded the motion. The motion carried unanimously.

**i) Stonegate Manor**

Mr. Garand was asked to investigate further into the Windham Airport potential expansion plans interfering with Stonegate Manor being able to completely sewer their entire manufactured home property. Mr. Garand agreed to do so and report his findings at the January WPCA meeting

**j) Customer Relations**

There were no blockages in our lines through 12/20/2013.

As there was no further business, the meeting was adjourned at 11:29 A.M. Motion made by Mary Burnore and seconded by Patti Lein. The motion carried unanimously. The next meeting will be held on January 28, 2014.

Respectfully submitted,

Lillian Murray, Clerk