

**WINDHAM WATER POLLUTION
CONTROL AUTHORITY**

MINUTES

Dec. 22, 2015

The Windham Water Pollution Control Authority held its meeting on December 22, 2015 in the Windham Wastewater Treatment Facility Conference Room located at 2 Main Street, Willimantic, CT. Members in attendance were Charles Kratt, Andrew Carey, Stanley Morytko, Mary Burnore and Plant Superintendent David Garand. Victor Rayhall was absent. Chairman Andrew Carey called the meeting to order at 6:30 PM.

I) Public comment

There was no public comment.

II) Correspondence

There was no correspondence

III) Approval of Minutes

The minutes of 11/24/15 were approved on a motion made by Mary Burnore and second by Charles Kratt. The motion carried unanimously.

IV) Reports

Chairman's Report

The Chair had no report

Plant Superintendent Report

Plant Superintendent Dave Garand reported on the following:

a) Ct. D.E.E.P. Facility inspection

Mr. Garand reported that the annual random facility inspection performed by the DEEP on 12/3/15 was performed by a new inspector. She cited the plant on one infraction (not testing Phosphorus per N.P.D.E.S. permit requirements). Mr. Garand contested her citation and contacted the DEEP permit coordinator. The coordinator ruled in his favor and notified the inspector of her error. The inspector contacted Mr. Garand and notified him the infraction had been corrected.

b) Plant Performance

All permit requirements were met for the months of November. Mr. Garand said the BOD, TSS and Nitrogen discharges are all below permit requirement and the plant is operating extremely well.

c) Administration and Finance

Monthly Budget Report for November. Mr. Garand explained he makes adjustments to revenues and expenses to more accurately depict the current financial position of the facility for the posted date. **Revenue** totals \$1,400,900. This is 40% of revenue collected with 42% of the year complete. **Adjusted expenditures** total \$1,371,200. This is 39% of budget expended with 42% of the year complete.

Customer A/R Aging Summary Report

Mr. Garand reviewed the A/R Aging Report as of November 30, 2015. Sewer quarterly and monthly collections totaled \$134,505. Sewer interest and penalties totaled \$1,471. Mr. Garand reviewed the income generated by trucked in waste for Nov. which totaled \$57,445. All haulers are within the 31-60 day category. Equity Lifestyles (Stonegate Manor) is in the over 60 day past due. They have been contacted and have agreed to make payment by 1/31/16.

Significant Non-recurring Expenses

Mr. Garand reviewed Significant Non-recurring expenses for 11/25/15-12/21/15. They are as follows: PBCP S.C.A.D.A. repairs, Emergency Generator Load Bank Test, Hycor Gear Motor replacement, Windham St. asphalt patch repair, Engineering Services Construction, CH Nickerson Construction services, Flusher Camera repair, Staff Cold Weather Gear (Contractual), Sewer Main Lining.

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 January, 2016.

Septage and Grease Dumping Policy

Plant Superintendent Garand reviewed the existing policy for new haulers. He proposed an updated policy for new hauler accounts simplifying the transition going from a probationary hauler to established hauler status. Stan Morytko made a motion to revise the septage and grease dumping policy as presented. Mary Burnore second the motion, the motion carried unanimously.

NEWEA Annual Conference 1/24/16-1/27/16 held in Boston Mass.

Mr. Garand explained the conference provides valuable "Face to Face" time with company executives representing most of the equipment used in the wastewater industry. Additionally educational sessions are provided on a wide variety of topics. Mary Burnore made a motion to authorize Mr Garand to attend the conference in Boston on 1/24/16-1/25/16 with expenses not to exceed \$500. Stan Morytko second the motion. The motion carried unanimously.

Replacement Sludge Loading Pump

Mr. Garand explained the current pump is having premature hose failures due to the grease in the sludge. He is recommending replacing the current hose pump with a rotary lobe pump. Borger Pump has agreed to a one year "Try to Buy" period on their pump. The cost of the pump is \$21,243. If for any reason we are not completely satisfied with the pump performance for the first year we may return the pump for a full refund. Charles Kratt made a motion to purchase the Borger Pump. The motion was second by Stan Morytko. The motion carried unanimously.

Customer Relations

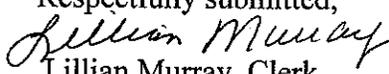
There were no sewer blockages in our lines through 12/22/2015.

High Efficiency Lighting Upgrade

Mr. Garand reviewed a high efficiency lighting contract offered by Con Serv. Inefficient exterior lighting and administration building interior lighting will be replaced with new High Efficiency Lighting. The cost of the project is \$18,509. A utility rebate of \$3,911 will be received and a 3 yr. no interest loan will be given to the facility. The estimated annual electricity savings is \$2,253. This yields a project payback of 6.5 years.

As there was no further business, the meeting was adjourned at 7:40 P.M. Motion to adjourn was made by Mary Burnore and seconded by Charles Kratt. The motion carried unanimously.

The next meeting will be held on January 26, 2016.

Respectfully submitted,

Lillian Murray, Clerk