

**WINDHAM WATER POLLUTION CONTROL AUTHORITY
WINDHAM, CT**

MINUTES

February 26, 2013

The Windham Water Pollution Control Authority held its regular meeting on February 26, 2013 in the Windham Wastewater Treatment Facility Conference Room. Chairman 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 present was Plant Superintendent David Garand.

I) Election of Chairman and Vice Chairman

Chairman – Rene Goss nominated by Stanley Morytko. Mary Burnore seconded the nomination. Voting in favor were Stanley Morytko, Mary Burnore and Patti Lein. Rene Goss abstained. The motion carried.

Vice-Chairman – Mary Burnore nominated by Patti Lein. Rene Goss seconded the motion. Voting in favor were Patti Lein, Rene Goss and Stanley Morytko. Mary Burnore abstained. The motion carried.

II) Public Comment

There was no public comment.

III) Correspondence

There was no correspondence.

IV) Approval of Minutes

a) The minutes of January 29, 2013 were amended; Pg 1 under construction...A warranty correction is being performed **on site**. Patti Lein made a motion to approve the minutes of January 29, 2013 as amended and Stanley Morytko seconded the motion. The motion carried unanimously.

b) WPCA members also reviewed written remarks prepared by the Plant Superintendent pertaining to the January 29, 2013 meeting. Member Patti Lein questioned the feasibility of RPM using the old process building lunchroom until the new building is completed. Plant Superintendent Garand said this would aid RPM'S development of their F.O.G. preprocessing equipment. He said it would be necessary to write up a lease. In addition,

all insurance policies would need to be in place and verified by Town Attorney Rich Cody prior to authorization by the WPCA. Garand said he has not heard from RPM regarding this arrangement and added that he doesn't know the status of the Torrington facility. Garand added that because upgrading the old process building is necessary, it will go forward irregardless if RPM moves forward or not.

V) Reports

a) Chairman's Report – The Chairman had nothing to report.

b) Plant Superintendent's Report – Plant Superintendent Dave Garand reported on the following:

Construction

Lakeside: Written agreement from Warren Kirsten (Vice President): Garand reviewed Mr. Kirsten's letter which outlined the repairs performed. All current repairs are covered under warranty, and a one-year warranty extension shall be provided to cover all existing and any new issues which may arise. A replacement grit screw and bearing will be installed in January, 2014. At that time, a complete inspection will be performed and any deficient items will be addressed under warranty.

Washpactor Warranty Repair: The repaired washpactor was installed today. The spare unit will be repaired (under warranty).

Plant Performance

All permits were met for the month of January. Garand reviewed the January 2013 Effluent Quality Report. Garand said during 2012 we moved far closer to meeting our nitrogen limits than what we did in 2011. We showed an improvement of 99%, he said.

Administration & Finance

a) Monthly Budget Report – Garand reviewed the Monthly Budget Report ending 1/31/2013. **Revenues** are \$1,909,182. This is 55% of revenue collected with 58% of the year complete. **Expenses** are \$2,059,200. This is 60% of budget spent with 58% of the year complete.

b) Garand reviewed the **A/R Aging Summary** as of February 25, 2013. One hauler is in the 61-90 day category. Garand said he called the hauler regarding payment.

c) Significant non-recurring Expenses include: Split seal on new septage pump, Lillian Murray, Secretarial Services Jan. – Dec. 2012, Wetwell mixers crane davit, and skidsteer tires.

d) Multi Bank Securities. Garand reviewed the monthly report from MBS (Multi-Bank Securities, Inc.). He said in addition to replacing two matured securities last month, we also replaced two matured securities this month with a 13-year zero coupon bond purchased at \$249,311 and worth \$370,000 at maturity. The new security carries an interest rate of 3.25%. Garand then provided a list of all securities held by the W.P.C.A. including their maturity dates. He said the total amount of W.P.C.A. investments currently is \$11,890,849.93.

e) RPM Industries. Garand said we are still negotiating a Tennant Lease Agreement.

f) Performance contracting. Garand said he is performing an analysis to determine the annual savings and affordability of an upgrade to the process building. The focus of the upgrade is converting from liquid to cake sludge disposal.

g) Sewer Facility Safety Audit: HS Segur has provided a free OSHA preparation site inspection. We have been notified and are purchasing additional safety storage equipment (flammable storage cabinets & oil containment racks). We are working with them to update and assure compliance of all required safety training programs.

h) Nitrogen Removal Update: Garand reviewed correspondence from Grant Weaver, President of the Water Planet Company, congratulating Windham as being one of the most improved nitrogen removing plants in the state. During 2012 the Windham Treatment plant moved far closer to meeting its nitrogen limits than in 2011, an improvement of almost 100%!

Customer Relations

There were no blockages in our lines through 2/22/2013.

As there was no further business, the meeting was adjourned at 7:45 P.M. Motion made by Mary Burnore and seconded by Stanley Morytko. The motion carried unanimously.

The next meeting is scheduled on March 26, 2013.

Respectfully submitted,

Lillian Murray, Clerk