

**WINDHAM WATER POLLUTION
CONTROL AUTHORITY**

MINUTES

February 3, 2015

The Windham Water Pollution Control Authority held a special meeting on February 3, 2015 at the Windham Wastewater Treatment Facility Conference Room located at 2 Main Street, Willimantic, CT. Chairman 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

No correspondence was received.

III) Approval of Minutes

The minutes of December 23, 2015 were approved on a motion made by Mary Burnore and seconded by Stanley Morytko. The motion carried unanimously.

IV) Reports

a) Chairman's Report

Chairman Rene Goss said he has been invited to attend a Town Council Study Session on February 10, 2015. He and Plant Superintendent David Garand will review the WPCA's accomplishment since 2003 through 2014, as well as its future goals.

Accomplishment Highlights since 2013

Request an inventory and assessment of WPCA Assets: Treatment Facility & Collection System (2003)

Authorize Inflow/Infiltration Evaluation Study Collection System (2003)

Authorize purchase of Camera/Jet Truck and Vac Truck (2003). This equipment enables us to act in a proactive manner.

Authorize` Engineered Facility Study (100% Grant Funded) Findings & recommendations (2004)

Require an analysis of Capital Reserve and Revenue Streams (Structure a user and hauler charge system to support projected cost) (2004)

Authorize Engineered Facility Design (60% Grant Funded) (2005). This will become the framework for funding.

Direct a structured Collection System Rehabilitation Plan (Budgeting \$50-\$75 thousand annually) Require an Annual collection System Progress Report (listing sewer lines cleaned, videoed, repaired, lined, root treatment applied, and all sewer main blockages) (2006)

Authorize a major sewer facility construction upgrade (2007)

Successfully litigate with the Town of Mansfield to obtain proportionate % of Design & Upgrade cost (2008)

Develop and approve a new intermunicipal agreement with Mansfield (2010)

Analyze funding for a sludge storage upgrade (2013)

Authorize the engineering and construction of a sludge storage upgrade design (2014)

Future Goals

Maintain low sewer user charges (Windham users now pay over 30% lower rates than the average sewer user cost of 85 surveyed towns).

Oversight of the sludge Storage upgrade

Continued funding for collection system rehabilitation projects

Continue surpassing State D.E.E.P. discharge requirements by over 65% (BOD & TSS)

Continue to pursue additional external revenue streams (Septage, Grease, Regulated Waste, ?)

Eliminate all sewer main blockages and overflows through persistent sewer main documented maintenance.

b) Plant Superintendent's Report

Plant Superintendent Dave Garand reported on the following:

Plant Performance

All permit requirements were met for the month of December. Plant Superintendent Garand reviewed the December 2014 Effluent Quality Report. The Plant is running exceptionally well, he said. The Nitrogen, BOD's, and TSS readings are excellent, and we are meeting permit requirements, he added.

Administration & Finance

Monthly Budget Report

Plant Superintendent Garand said **Revenues** total \$1,776,677. This is 48% of revenue collected with 50% of the year complete. **Adjusted Expenses** total **\$1,675,700**. This is 45% of the budget spent with 50% of the year complete.

A/R Aging Summary

The A/R Aging Summary as of January 12, 2015 shows that most haulers are in the 30-60 day category. Shoreline Sewer & Drain is in the over 90 day category. They are presently prohibited from dumping at the facility, but they may come back at a later date.

Significant Non-recurring Expenses

Plant Superintendent Garand reviewed the significant non-recurring expenses December 24 to January 27, 2015:

- a) Sludge Holding Tank Concrete Analysis
- B) Sludge storage engineering-final payment
- c) 3/5 Hope Street backup. Clean up and disinfection.
- D) Operator 4 Ad in the Day.

New Class of Sewer Users

In a letter to Gay St. Louis, of the Revenue Collection Department, Mr. Garand identified properties that have an in-line septic tank, and are pumping the septic tank effluent to the sanitary sewer. These properties include 53 Winter Street, 10 Obara Drive, 157 Chestnut Street, 161 Chestnut Street, 293 Walnut Street and 75 Chapman Street. The WPCA had identified these properties as a separate and distinct class of sewer users, and they shall be charged a different sewer user rate. The rate shall be calculated based on the current Town of Windham sewer rate multiplied by 80%.

Sewer User Rate Increase and Septage Rate Increase

Plant Superintendent David Garand introduced a proposed Sewer Rate Increase of 3% and Septage Rate Increase of 5% beginning 7/1/2015. He said our last increase was 7/1/2010. Mr. Garand then reviewed the Updated Capital Reserve Spreadsheet. He said the proposed increase will require a public hearing which will be scheduled on February 24, 2015.

WPCA Uniforms

Plant Superintendent Garand said uniform reimbursement for he and Denise has currently been denied by the Town Manager. He said he contacted Town Attorney Rich Cody seeking his opinion as to whether the WPCA requires all sewer facility staff to wear uniforms and authorizes funding to do so is a “policy” issue which falls within their authority to do so, or a “benefit” issue falling under the authority of the town performing collective bargaining.

Attorney Rich Cody responded stating that whether they are established by policy or otherwise, the way employee benefits manifest is by contract. The reason is that a contract makes the benefit enforceable at law. One of the collective bargaining agreements provides for allowance, another does not. Thus, one party can enforce a benefit; the other cannot because it is not in the contract.

Mr. Garand said he is working with Paul Hongo to have sewer uniform benefits included in all the WPCF union contracts.

Member’s Terms

WPCA member Rene Goss’s term expires 7/1/15. Mary Burnore and Stanley Morytko’s terms expire 7/1/19.

SCADA & Network Computer Replacement

The Dell PC SCADA Computer Upgrade Hardware & Service (Revision B) includes removal and appropriate disposal of existing PC’s. The proposal includes (5) Dell Precision Tower 5810 PC, RAID 1, 8GB RAM, dual 500GH Hard Drives, fully configured – single monitor graphics card (for SCADA-1, SACADA-2, Assistant, Administrator and laboratory PC’s Also, (1) Dell Precision monitor graphics card (for Superintendent’s PC).

The cost for hardware is \$11,000 and the cost for installing the SCADA PC’s and View nodes with associated software is \$9500. Total cost is \$20,500. 50% will be due with receipt of the order and 50% will be due when the equipment is delivered.

Stanley Morytko made a **motion** to approve the proposal from NIC for the Dell PC SCADA computer Upgrade for Hardware and Service at a total cost of \$20,500. and Mary Burnore seconded the motion. The motion carried unanimously.

Veolia Sludge Disposal Contract Extension

Plant Superintendent Garand said our sludge disposal contract with Veolia will expire on July 1, 2015. He said he would like to negotiate an extension of that contract.

Mary Burnore made a motion directing the Plant Superintendent to negotiate extending the sludge disposal contract with Veolia, and Stanley Morytko seconded the motion. The motion carried unanimously.

Customer Relations

There were no blockages in our lines through 1/27/2015.

As there was no further business, the meeting was adjourned at 7:35 P.M. Motion by Mary Burnore and seconded by Stanley Morytko. The motion carried unanimously.

The next meeting will be held on February 24, 2015.

Respectfully submitted,

Lillian Murray, Clerk