

**WINDHAM WATER POLLUTION
CONTROL AUTHORITY**

MINUTES

March 22, 2011

The Windham Water Pollution Control Authority held its regular meeting on March 22, 2011 in 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 Mary Burnore, Nita Giordano, Stanley Morytko and Rene Goss. Also present was Plant Superintendent David Garand.

I) Public Comment

Ray Aramini, who serves on the Board of Directors of the Covenant Soup Kitchen located in St. Paul's Episcopal Church in Willimantic, came before the WPCA seeking a waiver of the FOG requirements. He said the Soup Kitchen serves approximately 55,000 meals a year to the needy. This includes breakfast and lunch 6 days a week and a brown bag lunch on Sunday. He said the Soup Kitchen is experiencing extremely difficult times in this poor economy, and is in need of donations. He said the Soup Kitchen does not have the money to install a grease trap (cost is approximately \$4,000 plus installation) as mandated by the FOG program, and consequently they are seeking the waiver, he said.

Plant Superintendent Dave Garand explained that the FOG program was established by DEP to help eliminate the burden of fats, oils and grease going into the Town's sewer. He said David Dreibholz, the Town's FOG inspector, performed an inspection of the Soup Kitchen and he determined that it has a large kitchen, and it serves food to a lot of people.

Chairman Goss asked Aramini what kind of food is served at the soup Kitchen. Aramini said breakfast on alternating days might be muffins and coffee, cereals and eggs. He said the menu is determined by what donations come into the Soup Kitchen. He said they use recyclable plastic dishes to serve the food. All the dishes are scraped of any remaining food and this goes into buckets. These buckets are then given to a pig farmer in the area.

Board member Nita Giordano asked if that area of sewer line (Valley Street) has experienced any blockages. Garand said we have not had many problems in that particular line. He added that it might be prudent to camera the line and view that lateral before rendering a decision on the waiver.

The Authority struggled with the technical aspect of the FOG program versus the humanitarian efforts of the Soup Kitchen. Mary Burnore said while she is sympathetic to their needs, the WPCA must be careful not to set a precedent when granting waivers. After some further discussion, Garand agreed to go out and monitor the lateral for the Soup Kitchen and report back to the WPCA at their April meeting.

II) Approval of Minutes

The minutes of February 22, 2011 were approved on a motion by Stan Morytko and seconded by Mary Burnore. The motion carried unanimously.

II) Reports

Chairman's Report

Chairman Rene Goss said while at Town Hall recently he heard a rumor regarding a revenue collection staff member, who works in the Billing Dept. at Town Hall. She is responsible for invoicing sewer bills, and collecting related sewer revenue. Goss said it has been rumored that when she retires, her full time position will be downsized to part-time status. Garand explained that while her priority is the billing for the Water and Sewer Depts., she also helps out in the Town's billing department.

Garand said we should consider this as simply a rumor. If Nancy does retire and there is an attempt to reduce her position to part time he will address the situation. The water department and sewer department fully fund her position including all benefits. The primary function of this position is to invoice, collect and document all sewer and water revenues.

Plant Superintendent's Report

Construction

Current work: New Garage Building: Working on punch list completion. **Primary Settling Tanks:** Working on punch list. **Administration Building:** Working on punch list. **Headworks Building:** Installing mechanical piping. **Secondary Clarifier #2:** On line, but still having issues with scum removal on tank influent channel.

Change Orders: No new changes orders (18 total).

Plant Performance

There was a BOD5 & TSS permit violation on 2/3/11. One aeration tank was off-line for construction repairs, said Garand. He said he put the tank back on line, adding that the warrantee work will have to be completed at another time. He then reviewed the February Effluent Quality Report.

Administration & Finance

a) Monthly Budget Report ending 2/28/11.

Revenues total \$2,265,930. This is 68% of revenues collected with 67% of the year complete. Expenditures total \$1,958,278. This is 59% of budget expended with 67% of the year complete

b) A/R Aging Summary

There are two haulers in the over 90 day category. Garand said he has contacted both haulers and is confident the outstanding money will come in.

c) Significant non-recurring expenses Feb. 23, 2011 to March 21, 2011

Significant non-recurring expenses include construction costs, Honda Accord vehicle, Ford F-250 replacement vehicle, manhole protection rings and secretary services.

d) F.O.G. Exemption Request

Dave Dreibholz reported that he inspected the following facilities and determined that they should be granted an exemption of the F.O.G. requirements. The determination has been made these facilities do not contribute significant F.O.G. to the sanitary sewers. Included in his inspections were 1) Subway Restaurants on 1601 Wet Main Street, 33 High Street, and 361 Boston Post Road. He found them to be very low impact, food supplies are prepackaged, heat and serve to paper. 2) The Windham WMTC Child Care at 478 Valley Street. He found them to be very low impact, they service pre-k children fresh food and some precooked finger foods and sandwiches. 3) Blarney's located at 49 High Street. He found them to be low impact. Their menu is served on paper products in a basket (no dishes). They recover as much renderable grease as possible through filtering (Yellow Grease).

Mary Burnore made a motion to grant the exemptions as recommended by Dave Dreibholz and Stan Morytko seconded the motion. The motion carried unanimously.

e) F.O.G. Compliance Status

Garand distributed a list identifying all restaurants that are FOG compliant and non-compliant. He also reviewed restaurants that are on a FOG exempt list and establishments that have received follow-up non-compliant letters.

f) Legal Opinion

Garand said Murtha Cullina has been hired to verify the Town Attorney's opinion on the WPCA's authority and responsibility. He said he should have their final opinion for the April meeting.

g) Tractor Purchase for Interceptors

Garand said he would like to purchase a tractor to use for mowing and maintaining the sewer interceptors. This is needed to maintain vehicle access to sewer mains not located under paved areas. These lines must be kept accessible in order to flush and camera them for routine maintenance or in the event of a need to remove a sewer blockage. The cost of the equipment is \$15,580.

Mary Burnore made a motion authorizing Garand to purchase the tractor and Stan Morytko seconded the motion. The motion carried unanimously.

h) Proposed 2011/2012 Budget

Garand referred to the 2011/2012 budget. He asked WPCA members to review the proposed budget for discussion at the April meeting.

i) Revenue collections Appreciation Letter

The WPCA reviewed a draft letter to be sent to the Revenue Collections Office Staff thanking them for the excellent job they are doing with invoicing and collection of all sewer related revenues. The high collection rate of receivables for the WPCA is attributed to the excellent organization and operation of this department.

Stan Morytko made a motion to approve the letter as written, and directed Garand to forward it on to the Revenue Collections Office Staff. Nita Giordano seconded the motion. The motion carried unanimously.

j) Emergency Overtime Policy Investigation

In his letter dated 3/10/2011, Garand said he has contacted several municipal supervisors to ask them to provide him with written policies detailing emergency overtime protocol. The consensus among the supervisors questioned was that they feel due to the infrequency and variety of actual overtime need, it is more prudent to have an understanding with the union as to how the emergency overtime is to be handled. The specific emergency overtime and available staff will dictate the actual manner of response, however the intended method of emergency overtime response is to be followed when allowable (rotate available staff after 16 continuous hours worked). Garand said he plans to hold informal discussions with the union staff to arrive at an agreeable intended method of emergency overtime response.

k) Customer Relations

There were no blockages in our lines through 3/22/11.

1) Spring Workshop

The Connecticut Association of WPCA will hold a workshop on April 29, 2011 from 8:00 AM to 1:30 PM at the Crowne Plaza in Cromwell, CT

As there was no further business, the meeting was adjourned at 8:30 P.M. Motion by Mary Burnore and seconded by Nita Giordano. The motion carried unanimously.

Respectfully submitted,

Lillian Murray, Clerk