

**WINDHAM WATER POLLUTION
CONTROL AUTHORITY**

MINUTES

March 22, 2016

The Windham Water Pollution Control Authority held its monthly meeting on March 22, 2016 in the Windham Wastewater Treatment Facility Conference Room located at 2 Main Street, Willimantic, CT. Chair Andrew Carey called the meeting to order at 6:35 P.M. Members present were Stanley Morytko, Mary Burnore, Andrew Carey and Charles Kratt. Victor Rayhall was absent. Also present was Plant Superintendent David Garand.

Public Comment

There was no public present.

Correspondence

No correspondence was received.

Approval of Minutes

The minutes of February 23, 2016 were approved on a motion made by Charles Kratt and seconded by Mary Burnore. The motion carried unanimously.

Reports

Chairman's Report

The Chairman had no report.

Plant Superintendent's Report

Plant Performance

a) All permit requirements were met for the month of February. Plant Superintendent David Garand reviewed the February 2016 Effluent Quality Report. He said the BOD, TSS and Nitrogen discharges are all below permit requirements and the Plant is running extremely well. Charles Kratt referred to storm Drains and asked whether any discharge comes into the Plant. Mr. Garand said storm water drainage does not come into the Plant. Excessive amounts of rain water could have an adverse effect on the process, he said.

2) Administration and Finance

a) **Monthly Budget for February.** Mr. Garand reviewed the report as follows: Adjusted Revenue totals \$2,201,745. This represents 64% revenue collected with 67% of the year complete. Expenses total

\$2,139,080. This represents 60% of the budget spent with 67% of the year complete. Mr. Garand said we collected approximately \$61,000 more in revenues than spent year to date. Mr. Garand then reviewed adjustments made to line items. He said the Windham Finance Dept. has not, as of yet, closed out 2015 expenses. He said he will contact the Finance Dept. to setup a meeting with the Finance Director, himself and the WPCA chairman if the 2015 WPCA budget figures are not completed by the end of March.

b) Customer A/R Aging Summary Report

Plant Superintendent Garand reviewed the A/R Aging Report as of March 21, 2016: Sewer quarterly and monthly collections totaled \$123,661.82. Sewer interest and penalties totaled \$2,014.76. Income generated by trucked in waste for February totaled \$34,729.67. Mr. Garand said most haulers are within the 31-60 day category. Wentworth Septic Service owes \$5,229.68 within the 60-90 day category. Windham Regional School is not F.O.G. compliant and is being charged a \$10.00 per day "High Strength Waste" surcharge.

c) Significant Non-recurring Expenses

Plant Superintendent Garand reviewed Significant Non-Recurring Expenses for February 24, 2016 to March 18, 2016. They are as follows: Facility construction CH2M Hill \$15,793.00, wetwell mixer #1 baldor motor replacement \$2,625.00, sludge mixer gear box rebuild \$5,757.00.

d) Sludge Storage Update.

Plant Superintendent Garand reported on the sludge storage upgrade. The electrician and N.I.C. are finishing up with punch list items. The HVAC contractor is still correcting issues identified at their equipment start up. The thickened sludge storage tank repair and coating work will take place in the Spring as well as the digester exterior restoration, site cleanup and paving work.

e) W.P.C.A. Information Report

Plant Superintendent Garand distributed a copy of the 2016 Report for the Windham Water Pollution Control Authority. This informative article describes the history and functions of the W.P.C.A. It also describes the services provided by its municipal employees to the residents of Windham and a portion of Mansfield's residents at a minimal cost.

f) Mansfield Construction Payment Obligation (5 Yr. Financing)

Mr. Garand reviewed the 2014 Mansfield Construction Obligation (budgetary estimate) to Windham. Mansfield's financial obligation estimate is \$239,268: 5-year financing @ 3% billed quarterly results in \$12,900 per quarter. Mansfield's estimated annual 2014 construction debt retirement is \$51,600. The total interest paid over a 5-year period is estimated at \$18,861.

g) Sewer Lateral Policy correction

Plant Superintendent Garand explained that all properties currently connected to the town's sewer main through a common (shared) sewer service lateral do not comply with current W.P.C.A. requirements and will be required to become compliant in the event the property becomes condemned or demolished. He requested to make a change in the policy approved by the WPCA in February, requiring that A Certificate of **Compliance** (not **Occupancy**) will not be issued by the Town of Windham

to these properties until a new and separate sewer service lateral has been installed by the property owner and inspected by the W.P.C.A. inspector.

Mary Burnore made a motion to revise the policy to state that a Certificate of Compliance will not be issued by the Town of Windham to these properties until a new separate sewer lateral has been installed by the property owner and inspected by the W.P.C.A. inspector. Stanley Morytko seconded the motion. The motion carried unanimously.

Charles Kratt suggested that any issue needing action by the W.P.C.A. should be presented to the W.P.C.A. (for discussion) one month prior to action being taken, and the agenda should be so noted that action will be taken. Charles Kratt made a motion stating that before a decision is made by the W.P.C.A. on any issue it should be brought to the W.P.C.A. one month prior to allow for review and discussion. The motion was withdrawn. Instead, the minutes will reflect that the W.P.C.A. has discussed the issues prior to acting on the issue.

h) W.P.C.A. Rules and Regulations Modifications: Article 4 #10

Plant Superintendent Garand referred to the Rules and Regulations booklet (which was modified in 1988) Page 10 item 10. He said he would like to modify this to read ... A separate and independent building sewer shall be provided for every building. And remove the remainder of item 10...the exception etc.

Charles Kratt said he did not like the term "building". After some discussion, it was decided to continue the discussion and table action until the next meeting. No action taken.

i) CT. D.O.T. Route 66 Bridge Replacement (Natchaug Brook).

Plant Superintendent Garand reviewed his letter to Ms. Jennifer Usher, PE of BL Companies about the request to retain a consultant for the State Bridge Program. This entails replacement of Bridge NO. 00490 in Windham. He said the Town of Windham Water Pollution Control Authority does not have available staff to perform the services required for the above referenced project and proposes to utilize WMC Consulting Engineers of Newington, CT to provide these services and act as our agent in regards to these matters.

j) Trial Sludge Loading Pump "Try to Buy" Purchase Agreement

Plant Superintendent Garand reviewed the Boerger LLC Trial Pump Agreement. The Boerger Rotary Lobe Pump will be bought after a successful trial period. Boerger LLC will deliver a Rotary Lobe Pump (Model CL 390) per quote for a test run of 180 days from start-up at which point the pump will be inspected for any loss of performance or signs of chemical attack to the lobes from the pumped fluid as specified on the quote and trial agreement. After inspection and determination of flawless performance of the pump, we shall be given payment terms of 45 days after the acceptance. After an additional 180 days of operation, the pump will be inspected and evaluated once again. If the pump is working satisfactorily, the client will accept ownership. If the client is not happy with the pump performance/condition the pump shall be returned for a full refund of the pumps purchase price.

k) D.E.E.P. Nitrogen Program

Plant Superintendent Garand explained the LIS Total Nitrogen Credit Exchange Program. In 2015 Windham WPCA earned a refund from the state of Ct. in the amount of \$12,900 for the removal of excess pounds of Nitrogen from their wastewater treated. In the Nitrogen Credit Exchange Program the 2015 cost of one pound of Nitrogen is \$7.14. The program has been modified to operate as a self-sufficient program effective 2016. This will reduce the amounts paid to sellers of Nitrogen credits.

l) Water Environment Federation Annual Technical Conference

The WEFTEC Conference will be held in New Orleans September 24-28, 2016. Mr. Garand said this is an opportunity to meet with the various equipment manufacturers and representatives to develop valuable “face-to-face” relationships. It is also an opportunity to see all the latest technology in the wastewater industry as well as obtain a variety of technical education.

Stanley Morytko made a motion authorizing the Plant Superintendent to attend the WEFTEC conference in New Orleans with expenses not to exceed \$2,200.00 and Mary Burnore seconded the motion. The motion carried unanimously.

3) Plant Performance

There were no sewer main blockages in our lines through 3/22/16.

There being no further business, the meeting was adjourned at 8:15 P.M.

Respectfully submitted,

Lillian Murray, Clerk