

**WINDHAM WATER POLLUTION
CONTROL AUTHORITY**

MINUTES

May 28, 2013

The Windham Water Pollution Control Authority held its meeting on May 28, 2013 in the Windham Waste Water Treatment Facility conference room. Chair Rene Goss called the meeting to order at 6:30 P.M. Members present were Patti Lein, Stanley Morytko and Rene Goss. Mary Burnore was excused. Also present were Plant Superintendent David Garand (via speaker phone) and Assistant Plant Superintendent David Gagnon.

I) Public Comment

There was no public comment.

II) Approval of Minutes

The minutes of April 23, 2013 were amended: Page 3, omit (g) Facility Staffing Status. Patti Lein made a motion to approve the minutes of April 23, 2013 as amended and Stanley Morytko seconded the motion. The motion carried unanimously.

III) Reports

a) Chairman's Report

Chair Rene Goss reported that he, Mary Burnore and Patti Lein attended the CAWPCA meeting held on April 26, 2013 in Cromwell, CT.

b) Plant Superintendent's Report

Construction

Lakeside: Working through all issues which will be warranted by Lakeside, but they are still unresponsive. Plant Superintendent Garand said he will contact the company by the end of this week.

Plant Performance

All permit requirements were met for the month of May. Plant Superintendent Garand reviewed the April Effluent Quality Report. He said the numbers (BOD and TSS) are elevated, but he is not concerned as this happens every spring. It is assumed these spikes are caused by the dumping and outside weather temperatures.

Administration & Finance

- a) Plant Superintendent Dave Garand reviewed the **Monthly Budget Report** ended 4/30/13. Revenue is \$2,828,655. This is 82% of revenue collected with 83% of the year complete. He said we are on track with revenue. Expenditures are \$2,864,220.41. This is 83% of budget expended with 83% of the year complete. Garand then reviewed expenses.
- b) **A/R Aging Summary.** He said C&J Septic Service LLC is the only hauler in the 61-90 day category. Garand said he will contact C&J Septic regarding payment.
- c) **Significant Non-recurring Expenses** April 2, 2013 to May 20, 2013 include the following: 1) sewer main repair – Windham Street Extension (collection system work), Spectrophometer (lab supplies), Virus removal (professional services), RAS pump seal kit (Major equipment repair).
- d) **RPM Industries:** Still in negotiations (Tennant Lease Agreement).
- e) **Process Building Upgrade:** Working with Wright-Pierce on preliminary design and cost.
- f) **Sewer Facility Safety Audit** – Follow up meeting. Assistant Plant Superintendent Dave Gagnon followed up with a telephone call to the representative who advised that we are doing all the things that they suggested. We are going in the right direction, he added.
- g) **Facility Staffing Status:** One of the Plant Operators is expected to return to work. It is anticipated that the Plant Superintendent will return on June 24, 2013.
- h) **Emergency Sewer Main Repair Status:** A repair was made to the Windham Street Sewer Collection System. Everything working properly.
- i) **Collection System Report:** Plant Superintendent Garand will provide information at the June meeting.
- j) **Special Sewer Rate Renewal Request:**
- 1) Walt Parsell, Facility Manager for General Cable has submitted a request for the renewal of their special rate for sewer use at the General Cable Willimantic facility. Operating conditions at the plant are the same as they were when the rate was initially put into effect, he stated.

Stan Morytko made a **motion** to renew General Cable's special user rate to be effective June 1, 2013 to June 1, 2014. Patti Lein seconded the motion. The motion carried unanimously.

2) Plant Superintendent Dave Garand stated that he notified Stonegate Manor that they also need to send in a request to renew their special sewer user rate, but as of yet they have not submitted their request as required. He said special sewer user rates need to be applied for on an annual basis. He said he will charge them the regular rate based on their usage. If they get their letter in before June 1, 2013 he will work out a plan with them.

k) **Customer Relations:** There were no blockages in our lines through 5/28/13. Plant Superintendent Garand said we are nearing the completion of camering and cleaning the entire system. This should be completed next week, he added.

As there was no further business, the meeting was adjourned at 8:35 P.M. The motion to adjourn was made by Stan Morytko and seconded by Patti Lein. The motion carried unanimously.

The next meeting will be held on June 25, 2013.

Respectfully submitted,

Lillian Murray, Clerk