

WINDHAM WATER POLLUTION

CONTROL AUTHORITY

MINUTES

August 23, 2016

The Windham Water Pollution Control Authority held its meeting on August 23, 2016 in the Windham Waste Water Treatment Facility Conference Room. Chair Andrew Carey called the meeting to order at 6:30 P.M. Members in attendance were Victor Rayhall, Andrew Carey, Mary Burnore and Stanley Morytko. Also present was Plant Superintendent David Garand.

I) Public Comment

There was no public comment.

II) Correspondence

There was no correspondence

III) Approval of Minutes

The minutes of July 26, 2016 were amended on page 2, para 6... change to **Windham** Zoning Official. Victor Rayhall made a motion to approve the August 23, 2016 minutes as amended and Mary Burnore seconded the motion. The motion carried unanimously.

Reports

Chairman's Report

The Chair had no report.

Plant Superintendent's Report

Plant Superintendent David Garand reported on the following:

Plant Performance

All permits were met for the month of July. Mr. Garand then reviewed the Effluent Quality Report. He said the BOD, TSS and nitrogen discharges are all well below permit requirements.

He reviewed the Nutrient Analysis Report for the month of July. He said this report calculates the average daily pounds of nitrogen we are discharging per month. At the present time, the average pounds of nitrogen discharged per day equals 62. He said Windham's limit is 125 lbs. a day.

He then reviewed the Discharge Monitoring Report. Mr. Garand said this is the report he uses to obtain the data for the Effluent Quality Report. He reviewed the data on this report. He said the total phosphorus discharge is below permit limits. Our July BOD/5 and Total Suspended Solids removal for July was 99%. Windham's N.P.D.E.S. Permit requires 85% removal.

Administration & Finance

I) Monthly Budget Report

Mr. Garand reviewed the Monthly Budget Report. He said Revenues total \$3,340,000. This represents 7% of revenue collected with 8% of the year complete. Expenses total \$195,678. This represents 6% of budget expended with 8% of the year complete. Mr. Garand reviewed line items as well as adjustments made.

II) Water-Sewer Collections Fiscal Year Report

Plant Superintendent Garand reviewed the Water-Sewer Collections Fiscal Report. He said Sewer Revenue for Year 2014-2015 totals \$2,833,463.89. Sewer Revenue 2015-2016 has not been completed. The current total is \$2,766,082.32. He said water usage was 4% lower 2015-2016 compared to 2014-2015. Currently, nearly 200 water services are shut off at the street due to the properties being vacant or bills not being paid. Mr. Garand said less water use affects the sewer revenues because our bills are based on water usage.

Mr. Garand said he hopes to have the WPCA fiscal year 2015/2016 completed revenue and expenses reported from the Finance Dept. soon.

III) Sludge Storage Upgrade Update

Mr. Garand said sludge storage upgrade will be completed soon. The engineers are finishing up with the "As Built" drawings.

IV) WPCA Meeting Date Change.

The WPCA meeting regularly scheduled meeting for September 27, 2016 has been cancelled. The WPCA will hold a special meeting on September 20, 2016.

Customer Relations

There were no sewer main blockages in our lines through 8/23/16.

The meeting was adjourned at 7:25 P.M. Motion made by Victor Rayhall and seconded by Mary Burnore. The motion carried unanimously. The next meeting is scheduled for September 20, 2016.

Respectfully submitted,


Lillian Murray, Clerk