

**WINDHAM WATER POLLUTION  
CONTROL AUTHORITY**

**MINUTES**

**August 25, 2015**

The Windham Water Pollution Control Authority held its meeting in the Windham Wastewater Treatment Facility Conference Room on August 25, 2015. Chairman Rene Goss called the meeting to order at 6:30 P.M. Members present were Stanley Morytko, Mary Burnore and Rene Goss. Also in attendance was Plant Superintendent David Garand.

**Public Comment**

There was no public comment.

**Correspondence**

No correspondence received.

**Approval of Minutes**

The minutes of July 28, 2015 were approved on a motion made by Mary Burnore and seconded by Stanley Morytko. The motion carried unanimously.

**Reports**

**a) Chairman's Report**

The Chair had nothing to report.

**b) Plant Superintendent's Report**

Plant Superintendent David Garand reported on the following:

**Plant Performance**

All permit requirements were met for the month of July. Mr. Garand said the BOD, TSS and Nitrogen discharges are all below permit requirements. He then reviewed the July 2015 Effluent Quality report.

## **Administration & Finance**

### **Monthly Budget Report**

The Plant Superintendent said the adjusted **revenue** was \$281,333.00. He said this is 7.5% of revenue collected with 8% of the year complete. The adjusted **expenses** totaled \$283,638.00. This is 4.5% of budget spent with 8% of the year complete.

### **Significant Non-recurring Expenses**

Plant Superintendent Garand said Significant Non-recurring Expenses July 28, 2015 to August 25, 2015 totaled \$1,132.00. This was for replacement plug valves at the treatment facility.

### **A/R Aging Summary**

Mr. Garand reviewed the aging summary by hauler as of August 25, 2015. He said Roncalli Health Center – Windham LLC owes \$500.00 in the over 91 day category. He said he is pursuing collection, but the WPCA may have to write off this debt. The management company (thought to be the property owner) was notified, but the property owner was not. A new management company has since purchased the operation. The WPCA now notifies the property owner, as well tenants for all delinquent accounts. Property owners are being notified the property will be leaned if delinquent payment is not received.

### **87-89 North Street water main break**

Plant Superintendent Garand said the house at 87-89 North Street, Willimantic, CT had been vacant for approximately one year and experienced broken water pipes in February 2015. They incurred a water bill of \$4,517.15. The owners sent a letter to the Water Commission requesting an adjustment of both the water bill and the sewer bill. The Water Commission agreed to grant the adjustment and charge only for the average use for that cycle. This amounts to \$241.37. The WPCA will adjust the sewer bill to reflect water usage charged.

Mr. Garand said the WPCA has a policy whereby if the Water Commission does not bill, then we do not bill. All sewer billing is calculated from metered water usage with the exception of sewer customers with wells

### **Sludge Storage Upgrade,**

Mr. Garand said the sludge storage upgrade is on track. He said he anticipates this should be completed in January or February, 2016.

### **Collection System Update**

Mr. Garand referred to upcoming bridge repairs. He said he will document that the sewer lines are presently okay (prior to the repairs) and if any damage occurs it should be the responsibility of DOT.

**Customer Relations**

There were no sewer blockages in our lines through 8/25/15.

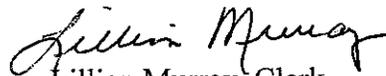
**Miscellaneous**

Mr. Garand said the transmission on the vac truck is in need of repair. The repair is going to be scheduled in January when the vehicle is not frequently used. The repair should take approximately one week.

The meeting was adjourned at 7:30 P.M. Motion to adjourn made by Mary Burnore and seconded by Stanley Morytko. The motion carried unanimously.

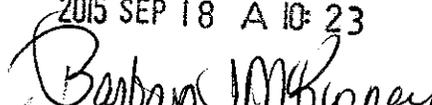
The next meeting is scheduled for September 22, 2015.

Respectfully submitted,

  
Lillian Murray, Clerk

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WINDHAM TOWN CLERK Deputy