

**WINDHAM WATER POLLUTION
CONTROL AUTHORITY**

MINUTES

August 27, 2013

The Windham Water Pollution Control Authority held its meeting on August 27, 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, Mary Burnore and Rene Goss. 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 23, 2013 were amended to correct the time of adjournment to 7:55 P.M. Stanley Morytko made a motion to approve the minutes as amended and Mary Burnore seconded the motion. The motion carried unanimously.

IV) Reports

a) Chairman Report

Chair Rene Goss welcomed the Plant Superintendent back after a medical leave-of-absence. Plant Superintendent Dave Garand said he was able to keep abreast of day-to-day operations from home via the computer and speaker phone.

He commended Plant staff on their performance during his absence. They were able to keep day-to-day operations at a satisfactory level, said Garand. He also reported that Jacob Voelker, the newest plant staff member, recently passed the exam for the Class 3 Operators Certification. Garand said he displayed initiative and determination to reach the Class 3 level. He will obtain his class 3 certification in February 2014.

b) Plant Superintendent Report

Plant Superintendent Garand reported on the following:

a) Lakeside is up and operational as of today. Garand said he will compile a list of invoices and will forward them to Lakeside for payment.

b) Plant Performance

All permit requirements were met for the month of July. Plant Superintendent Garand then reviewed the Effluent Quality Report. He said things are going well. Total nitrogen numbers are all below 10 mg/l.

c) Monthly Budget Report

1) Garand reviewed the Monthly Budget Report ending 7/31/13. Revenues are \$271,659. This is 7% of revenue collected with 8% of the year complete. Expenses are \$224,098. This is 6% of budget spent with 8% of the year complete. Garand then reviewed journal adjustments.

2) **A/R Summary.** Garand reviewed the A/R Summary as of August 26, 2013. He said haulers are in the 60 day category or better. He said hauling revenues are 20%-25% lower than they were prior to the economic downturn. He attributes this to the overall economy.

3) Significant Non-recurring Expenses. Garand reviewed Significant Non-recurring Expenses July 23, 2013 to August 26, 2013. These include: Lakeside Repairs, Grant Weaver's (Water Planet) fee for his review of nitrogen/phosphorus. Plant Superintendent Garand said that he and Grant will compile a report of Grant's findings. Another non-recurring expense is the Buna-A hose (used for sludge loading). Garand questioned whether the hose is failing due to the chemicals. If this continues to happen he will ask that the hoses be warranted. The company will perform an analysis this week and will report their findings to Garand.

D) RPM Industries. Garand said he has been in communication with the City of Torrington regarding RPM Industries. He said they have not had a demonstration installation as of this date. (Their demo was supposed to have taken place one year ago). Plant Superintendent Garand said RPM Industries is in the process of seeking grant money. He recommended that we proceed with the Sludge Handling Facility Upgrade without any participation from RPM Industries.

E) Process Building Upgrade. Plant Superintendent Garand said he is working with Wright-Pierce regarding design and cost.

F) Multi Bank Purchases with Matured Securities. Garand said three 2 year securities were purchased, all paying a rate of 0.70% annually.

G) Mansfield Flow Metering. Plant Superintendent Garand said he is working with Mansfield to determine an acceptable explanation to Mansfield's increased flow percentage. He said a meeting is scheduled for August 30, 2013. He will work with Lon Hultgren to determine where Mansfield's extra flow percentage is coming from.

H) 2012/2013 Collection Systems Report. Plant Superintendent Garand reviewed the Collection System Report which outlined the following: Sewer Line Maintenance, Pump Station/Metering Station Rehabilitation, Man Hole Repairs & Riser Elevation Adjustments, Sewer Main Spot Repairs, Sewer Main Lining, Sewer Main Root Treatment and Red Line Sections (frequent flushing). He said we are flushing monthly, quarterly, semi-annually and annually. **Due to our aggressive collection system maintenance and repair program Windham had no sewer main blockages in 2012/2013.**

I) Customer Relations – There were no blockages in our lines through 8/27/13.

As there was no further business, the meeting was adjourned at 7:45 P.M. Mary Burnore made the motion to adjourn and Stanley Morytko seconded the motion. The motion carried unanimously.

Respectfully submitted,

Lillian Murray, Clerk