

**WINDHAM WATER POLLUTION
CONTROL AUTHORITY**

MINUTES

September 23, 2014

The Windham Water Pollution Control Authority held its meeting on September 23, 2014 in the Windham Wastewater 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

Chair Rene Goss said he received an e-mail giving notice to the CAWPCA meeting to be held on November 14, 2014.

III) Approval of Minutes

The minutes of August 26, 2014 were approved. A motion was made by Patti Lein and seconded by Stanley Morytko. The motion carried unanimously.

IV) Reports

a) Chairman's Report

The Chair had no 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 August. Plant Superintendent Garand reviewed the August Effluent Quality Report. He said everything is running great and the BOD, TSS and Phosphorous numbers are exceptional.

Administration & Finance

a) Monthly Budget Report

Mr. Garand reviewed the Monthly Budget ending August 30, 2014. **Revenue** collected was \$527,129.30. This is 15% of revenue collected with 16% of the year complete. **Expenses** totaled \$555,446.97. This is 15% of the budget expended with 16% of the year complete.

b) Report of Sewer Collections

The Report of Sewer Collections covering period August 1, 2014 to August 31, 2014 prepared by the Town Finance Dept. shows revenue at \$47,035.12. Mr. Garand said this is not an accurate number and is not included in our budget. Unfortunately, some of the information we are receiving from the finance department is not accurate, said Garand. He explained this amount represents the user charge to Mansfield for April, May and June of 2014, which is not part of this budget.

A discussion ensued regarding the timeliness of WPCA bills being paid by the Town's Finance Dept. Mr. Garand said bills are submitted to the Town for payment as soon as they are received and confirmed for accuracy. Unfortunately, the bills are not being paid when they are received. The Finance Dept. is paying the bills late and consequently we are incurring a late charge.

WPCA member Patti Lein said the WPCA should not be responsible for paying any late fees because we are submitting our bills to the town in a timely manner. She said she wanted to go on record stating that the WPCA is not responsible for incurring the late fees and she does not approve of this practice. WPCA members agreed.

WPCA members then directed Plant Superintendent Garand to contact Town Attorney Rich Cody in an attempt to get clarity on the Town Charter giving the WPCA the authority to negotiate for financial services as required. They also directed Garand to contact the finance director to express their concerns and try to work towards an acceptable resolution.

c) Response Letter regarding a request for sewer adjustment.

Mr. Garand said he sent our standard letter, as well as a copy of the WPCA policy for Special Rate Consideration, to Mr. Ahoueya of 268 Southridge Drive, Willimantic. He explained that the WPCA determined that the homeowner's situation does not meet the requirements for special rate consideration. Mr. Garand explained that this policy is strictly enforced because the WPCA is unable to accurately determine the amount of metered water which is not returned to the sanitary sewer. He added that if the property owner is able to convince the Water Dept. to reduce the water usage that was charged, then the sewer charge would be reduced proportionally. .

d) A/R Aging Summary

Mr. Garand reviewed the A/R Summary as of September 23, 2014. All haulers are within the 30-60 day category except for Shoreline Sewer and Drain. They have a balance of \$25.92 in the 61-90 day category. Mr. Garand said they have been locked out of the system since their account went beyond 90 days past due and the \$25.92 represents an unpaid interest charge on their past due balance.

e) Significant Non-recurring Expenses

Plant Superintendent Garand reviewed the significant non-recurring expenses for August 23, 2014 to September 23, 2014. They include Trenchless lining for Holbrook Avenue and Mansfield Avenue, police special duty services on Route 32, (6) ext rings with 2” risers for collection system, remove/install (2) frame/covers on Route 32, remove and install frame/cover on Riverside Drive, and strip/wax floors in Administration Building.

Customer Relations

There were no sewer blockages in our lines through 9/23/14.

As there was no further business, the meeting was adjourned at 7:20 P.M. The next meeting will be held on October 28, 2014.

Respectfully submitted,

Lillian Murray, Clerk