

**WINDHAM WATER POLLUTION
CONTROL AUTHORITY**

MINUTES

Feb. 22, 2011

The Windham Water Pollution Control Authority held its meeting on February 22, 2011 at the Windham Wastewater Treatment Facility Conference Room, 2 Main Street, Willimantic, CT. Chairman Rene Goss called the meeting to order at 6:30 P.M. Members present were Stanley Morytko, Nita Giordano and Rene Goss. Mary Burnore participated in the meeting via telephone as she was out of town.

I) Public Comment

There was no public comment.

II) Correspondence

There was no correspondence

III) Approval of Minutes

The minutes of January were amended as follows: Pg 3, item 7, Para 2... further authorized Garand to solicit prices on **a Honda Accord**, and Pg 4 item 10, Para 3...new meeting date **may** be announced.

Stan Morytko made a motion to approve the minutes as amended and Mary Burnore seconded the motion. Voting in favor of the motion were Stan Morytko, Mary Burnore and Rene Goss. Nita Giordano abstained as she was not present at the January meeting.

An executive session to discuss personnel matters was called at 6:40 P.M. Motion by Stan Morytko, seconded by Nita Giordano. Voting in favor of the motion were Stan Morytko, Nita Giordano, Mary Burnore and Rene Goss.

The regular meeting resumed at 7:55 P.M.

IV) Reports

a) Chairman

The Chairman had nothing to report.

b) Plant Superintendent

Construction

Current Work: **New Garage Building:** Working on punch list completion. **Primary Settling Tanks:** Working on punch list. **Administration Building:** Working on punch list. **Headwork's Building:** Installing mechanical piping. **Secondary Clarifier #2:** On line, issues with scum removal on tank effluent channel. **Yard Piping:** Install 10 FT dog house manhole over influent sewer main. Install catch basin at septage station.

Change Orders: One new change order (18 total). Installation of a chemical feed system for phosphorus removal and alkalinity addition at a cost of \$118,805.

Plant Performance

We met all permit requirements for the month of January. He reviewed the January 2011 Effluent Quality Report adding that one aeration tank was off line for warrantee equipment repair.

Administration & Finance

a) Monthly Budget Report

Garand reviewed the January 31, 2011 Budget Report. **Revenues** are \$2,033,020. This is 61% of revenue collected with 58% of the year complete. **Expenses are \$1,684,719.** This is 50% of budget spent with 58% of the year complete.

b) Significant Non-recurring Expenses January 21st to February 22, 2011 included construction costs with Carlin and Wright-Pierce. Also the purchase of a Canon Copier and appliances (Major Equipment Repair).

c) Dave Dreibold: Operator Classification Upgrade from Operator 6 to Operator 7 He has just passed the CT. Class 3 Operator Exam and will be eligible to get his certification February 2012.

Mary Burnore made a motion to upgrade Dave Dreibold from Operator 6 to Operator 7. Stan Morytko seconded the motion. The motion carried unanimously.

d) F.O.G. Exemption Request

Garand said we have received 3 F.O.G. Exemption requests: 1) Pleasant Street Pizza: Their food is all take-out and consequently they have very few dishes to wash. The grease going down the drain is minimal. 2) Holy Family Home and Shelter. 3) Corleone's Café serves cold sandwiches and microwave food in lined plastic containers.

Dave Dreibholz reported that he visited all three facilities, and in his opinion they should all be granted an exemption of the FOG requirements due to low impact, thru their food prep and handling procedures and/or the volume of production at these facilities.

Stan Morytko made a motion to grant a FOG exemptions to Holy Family Home and Shelter, Pleasant Street Pizza and Corleone's Café for one year. Nita Giordano seconded the motion. The motion carried unanimously.

e) Multi Bank Securities

Garand said 1 new investment was purchased. It is a callable 9 year note purchased at a discount. It yields 3.6% interest to year 2020.

f) Windham WPCA Vehicle Purchased

Garand said he recently purchased a 2011 Honda Accord vehicle. It is a 4-cylinder model. He said he looked into making the purchase going thru a state bid, but ended up purchasing the vehicle from Manchester Honda at a better price (\$24,500).

g) Authorization for Legal Opinion: Verify Town Attorney's opinion on WPCA authority and responsibility.

Nita Giordano made a motion to engage legal counsel to provide an independent assessment regarding the questions asked of the Town Attorney by Town Manager Neil Beets and to verify the Town Attorney's opinion regarding the WPCA's authority and responsibility. Stan Morytko seconded the motion. The motion carried unanimously.

h) Authorization for Legal counsel: WPCA to hire legal counsel to represent WPCA Plant Superintendent.

Stan Morytko made a motion to hire legal counsel if required to represent the Plant Superintendent, providing the Town's accusations of the Superintendent were not derived from actions which personally benefited the Superintendent without the knowledge or authorization of the WPCA. Mary Burnore seconded the motion. The motion carried unanimously.

i) Authorization for the Cancellation of "In Kind Services" to the Splash Park.

Stan Morytko made a motion to cancel "In Kind Services" to the Splash Park and Nita Giordano seconded the motion. The motion carried unanimously.

Customer Relations

There were no blockages in our lines through 2/22/11.

Miscellaneous

The WPCA asked on the status of an emergency work policy which had been discussed at a previous meeting. Garand said he will look into an emergency work policy. He said he will check with the Water Dept., as well as other WPCA's and report back to the WPCA at their next meeting.

As there was no other business, the meeting was adjourned at 9:15 P.M. Motion by Nita Giordano and seconded by Stan Morytko. The motion carried unanimously.

Respectfully submitted,

Lillian Murray, Clerk