

**WINDHAM WATER POLLUTION
CONTROL AUTHORITY**

**MINUTES
(AMENDED)**

July 22, 2008

The Windham Water Pollution Control Authority held its meeting on July 22, 2008 in Town Hall. Chairman Rene Goss called the meeting to order at 6:30 P.M. Members present were Stan Morytko, Charles Kratt, Rene Goss, Nita Giordano and Mary Burnore. Also present was Plant Superintendent David Garand.

1) Public Comment

Christine Wheaton of 112 Manners Avenue and Heroildh Rios of 100 Manners Avenue came before the WPCA to address a sewer line back-up. The Town's sewer line backed up into their homes causing a considerable amount of damage. Ms. Wheaton said she called the WPCA on 6/28/08 at approximately 9:00 AM to report the problem and left a message on the answering machine because it was a weekend. The service technician arrived at her home by 11:30 AM. Garand said his staff advised Ms. Wheaton and Ms Rios to contact Service Master to clean up the damage. The claim was then submitted to the Town's insurance carrier. Member Charles Kratt expressed concern about this happening again. He said the Sewer Dept has tried very hard to identify problems in the lines and has strived to keep them open. Ms. Wheaton said she was upset about the letter given to her. They referred to her claim as "alleged". Garand said the insurance company advised him to distribute a form letter to all customers who have a backup. He added that he was not happy with how the town's insurance carrier responded to the problem. He said he addressed the First Selectman and told her how unsupportive the insurance carrier was. Charles Kratt suggested checking the sewer lines on Manners Avenue on a regular basis because of the problem. Garand said that section of sewer main is already on a planned schedule. Mary Burnore suggested attending the Board of Selectmen meeting to address the issue of how the Town's insurance carrier responded to the claim.

Ms. Rios said she does not have insurance and does not have the money to pay for the damage to her home. Garand said he has submitted her claim to the insurance company.

A discussion ensued.

Charles Kratt made a **motion** to look into doing something to defray the cost of the damages to Ms. Rios' sewer line beyond what the town's insurance will pay for. Mary Burnore seconded the motion. The motion carried unanimously.

Garand added this may lead to investigating a WPCA policy to provide cleanup & disinfection of all portions of property affected by a sewer main backup caused by a blockage in the Town sewer main

Kratt asked Ms. Wheaton if her claim has been submitted. She said she would prefer to wait as her claim is not complete.

2) Correspondence

There was no correspondence.

3) Approval of minutes

The minutes of June 24, 2008 were amended as follows: Pg. 1, Section 3, take out duplication (**with work**), Pg 2, 5C, Monthly Budget Report. Charles Kratt asked that a note be added showing the errors and omissions from the expenses as discussed at the meeting. Finance & Accounting showed only \$7750 instead of \$76,358 thru 11 months of the year. Bonds - principal is shown as -0- and Bond – interest is shown as \$2100. Town's Pension account shows that zero amount has been taken out of Pension. Legal account has a negative balance. Garand said most of the legal expenses are relative to Town of Mansfield litigation. Pg 3, (g) Collection system Documentation. **Nita Giordano suggested investigating... and not Charles Kratt.**

Mary Burnore made a **motion** to approve the minutes as amended and Stanley Morytko seconded the motion. The motion carried unanimously.

4) Reports

Chairman's Report

The chairman had no report.

Plant Superintendent's Report

a) Consultants

Wright Pierce – Resident Project Manager is scheduled to be on site full time as of 7/28/08. Carlin Contractors are also expected to be on site full time the week of 7/28/08. Chairman Rene Goss and Mary Burnore

attended a pre-construction meeting. They did a site walk and were shown how everything would be laid out.

b) Plant Performance

1) A BOD/5 daily & weekly permit violation occurred during the first week of the month. The facility was still recovering from a process upset last month. The process has since recovered and is running well.

2) Discussion on the Town's Insurance Co.'s letter regarding insurance claims. Dave questioned what will happen if in the future we do not send the insurance company's letter to customers. The Authority discussed the possibility of writing a new letter which is not quite as offensive, and is more user-friendly. The Authority was in agreement that if the problem is in the Town's sewer line that we should pay the bill for cleanup and disinfection.. Charles Kratt said we need to have specific guidelines regarding sewer line back-ups. Dave Garand agreed to contact the Town's attorney, Rich Cody regarding not sending the insurance company's letter.

c) Administration & Finance

1) Monthly Budget Report dated 7/17/08. Dave Garand said the Town Controller (Barbara) is no longer employed by the Town of Windham. Temporary help is being utilized until a replacement is found. Revenues are at 116% of budgeted revenues. Expenses are at 88% of budgeted expenses. He reviewed line items; Bonds - nothing has been taken out, the facility plan has been removed as an expense.

2) A/R Aging summary. Arrow Construction has a balance of \$406.01 over 90 days old. P&H Septic Service, LLC has a balance of \$6920.31 in the 31-60 day category. P&H Septic usually pays in a timely manner, said Garand. He suggested writing off the balance of \$406.01 owed by Arrow Construction as a loss. Stan Morytko made a **motion** that we take the amount of \$406.01 owed by Arrow Construction and write it off as a loss. Mary Burnore seconded the motion. The motion carried unanimously.

A discussion ensued regarding billing new customers. Garand suggested that new customers be required to pay their bill COD for the first 60 days. Stan Morytko said perhaps haulers need to write a check each time they come in adding that a credit line could be established after receiving 5 checks.

After further discussion, Stan Morytko made a **motion** that new customers be required to establish a line of credit paid by company

check for the first 20,000 gallons brought in. A credit line will be dependent on dumping history. Credit should be 25% for the first month and increased by 25% a month thereafter. Mary Burnore seconded the motion. The motion carried unanimously.

- 3) Significant non-recurring expenses reviewed.
- 4) Mansfield Dispute – Beginning AAA Arbitration Proceedings. Garand said depositions will be taken.
- 5) Collection System Documentation – convert VHS Tapes to DVD's and computer hard drive. Lydell Anderson has agreed to charge \$15.00 per tape with a maximum of 2 hours per tape. Alex Alba (sewer plant employee) agreed to perform the task at his hourly rate of pay \$17.50.

Mary Burnore made a **motion** to hire Lydell Anderson at \$15.00 per tape to convert VHS Tapes to DVD's & computer hard drive and Nita Giordano seconded the motion. The motion carried unanimously.

- 5) Constellation New Energy – Offer to modify contract to eliminate variable pass through charges. The new fixed rate would be \$0.12697. Our present rate is \$0.97 plus fees and runs through December 2011. After some discussion, Mary Burnore made a **motion** to leave the fee structure as is and Stan Morytko seconded the motion. The motion passed unanimously.

d) Customer Relations.

Plant Superintendent Dave Garand said there was one sewer blockage in our lines recently (through 7/22/08). On 6/28/08 Heroildh Rios #100 Manners Avenue & Christine Wheaton #12 manners Avenue were affected from a grease blockage in the sewer main. They have submitted claims to the Town's insurance company for reimbursement, said Garand. He explained that if there a blockage in our lines he felt we should be responsible to make the repairs and those repairs and cleanup should not be a liability to the homeowners. (This was addressed more fully under Public Comment).

e) Plant Maintenance & Modifications

The sewer facility construction is about to begin. The next 30 months will bring many needed modifications. Garand said he would keep the Authority informed on the project with a monthly report. He invited all the members to stop by the facility to view the upgrade first hand.

f) CT WARN

Mary Burnore made a **motion** that the WPCA sign the agreement with CT WARN Association and Nita Giordano seconded the motion. Voting in favor of the motion were Rene Goss, Mary Burnore, Nita Giordano and Stan Morytko. Charles Kratt did not vote as he left the meeting early. The motion carried. Dave Garand was voted as the WPCA official.

There being no other business, the meeting was adjourned at 9:15 P.M. Motion by Stan Morytko and seconded by Mary Burnore. Unanimous vote to adjourn. The next meeting will be held on August 26, 2008.

Respectfully submitted,

Lillian Murray, Clerk