

**Windham Water Pollution
Control Authority
Minutes**

November 22, 2011

The Windham Water Pollution Control Authority held its meeting on November 22, 2011 at the Windham Wastewater Treatment Facility Conference Room. Chairman Rene Goss called the meeting to order at 6:30 P.M. Members present were Nita Giordano, Stanley Morytko, Rene Goss and Mary Burnore. Also present was Plant Superintendent David Garand and Mansfield Representative Lon Hultgren.

I) Public Comment

There was no public comment.

II) Correspondence

There was no correspondence.

III) Approval of Minutes

The minutes of October 26, 2011 were approved. **Motion** by Mary Burnore and seconded by Stanley Morytko. The motion carried unanimously.

IV) Reports

a) Chairman's Report

Chairman Rene Goss reported that he recently spoke with a Town of Windham sewer customer who has a well and pays a fixed sewer rate. He said he is not living in the house right now and wanted to know why he has to pay a sewer bill. Plant Superintendent David Garand said anyone on a well pays a fixed rate. He added that if a customer chooses to disconnect from the sewer, he will have to pay a reconnect fee in order to connect to the sewer at a later time.

After some discussion Mary Burnore **moved** that all sewer users on wells will be charged a flat sewer rate regardless of living in the home or not. Stanley Morytko seconded the motion. The motion carried unanimously.

Plant Superintendent's Report

Plant Superintendent Dave Garand reported on the following:

Construction

Current Work: New garage building: Working on punch list completion. Primary settling tank: working on punch list. Administration Building: Working on punch list. Secondary Clarifier #2: On line. Secondary Clarifier # 1: Off line for equipment replacement. All submerged surfaces: Need to schedule removing and reapplying failed paint.

Plant Superintendent Garand said he will be closing out the construction funding with DEP in December.

Change Orders: No new change orders (21 total).

Plant Performance

All permits requirements were met for October. Garand reviewed the October 2011 Effluent Quality Report. He said the nitrogen levels are okay and added that the process is working extremely well.

Administration & Finance

a) Monthly Budget Report

Garand reviewed the Monthly Budget Report dated October 31, 2011. **Revenue** is \$1,160,600. This is 34% of revenue collected with 33% of the year complete. **Expenses** are \$910,900. This is 26% of budget spent with 33% of the year complete.

b) Haulers A/R Aging Summary

Garand said Richard E. White & Sons and Wentworth Septic Services, LLC continue to be in arrears falling into the 61-90 day category. He said they are paying a 1 ½% interest charge each month. Garand is calling them requesting payments to bring them into compliance.

Garand reviewed **significant non-recurring Expenses October 24, 2011 to November 17, 2011**. These include root control (emergency line work), replacement of blower air filters, and generator load bank test. Garand said every couple of years generators are placed on full load thereby cleaning the generator out. He said it is very important to service and properly maintain the generator. In addition, purchased Hycor gear motor (this is a motor reducer for the rotary drum), and reinstall the Gorbel crane, as well as construction costs with Wright Pierce and Carlin Co.

c) 2012 Meeting Schedule

Garand reviewed the 2012 meeting schedule. All regularly scheduled monthly meetings will be held in the Windham Water Pollution Control Facility Conference Room located at 2 main Street, Willimantic, Connecticut. The meetings are to be held on the fourth Tuesday of each month at 6:30 P.M. with the exception of December, which will be held on the third Tuesday. Mary Burnore made a motion to approve the 2012 meeting schedule and Nita Giordano seconded the motion. The motion carried unanimously.

d) Multi Bank Securities:

Garand reviewed two replacements. One carries a 4% interest rate until year 2031, but can be called after one year. The other carries a 2% interest rate which will go up to 4% after 2 years.

d) A thank-you letter was received from Hospice of Eastern Connecticut for the contribution made on behalf of Dave Maynard who recently passed.

e) Lakeside Equipment Arrival:

A crane was required to offload the Lakeside equipment from the truck. Garand said he negotiated with a crane operator on site, and agreed to pay him \$100.00 cash (out of pocket) to offload the equipment. After some discussion, Garand agreed to write a letter (affidavit) that explained this transaction. Mary Burnore made a **motion** to authorize the WPCA to reimburse Plant Superintendent Dave Garand the \$100.00 (out of pocket) payment (with the appropriate affidavit) to the crane operator. Stanley Morytko seconded the motion. The motion carried unanimously.

f) Probationary Employee

Garand explained that a plant employee has been on a probationary status for several months. Since he has not been able to satisfactorily perform the required duties it is necessary to dismiss him. Garand said the employee would be notified tomorrow, and the position will be re-posted.

Customer Relations

There were blockages in lines through 11/22/11.

Misc.

1) Mary Burnore inquired about having the traffic in front of the Sewer Treatment Plant as 1-way in and 1-way out. Public Works Superintendent Brad Wojick suggested adding 2 gates and keeping the traffic pattern in the park the same; one gate would be tied into the fence in front of the building and the other would be tied into the fence on the side of the building. Garand agreed. Brad is having the gates installed at his expense.

2) Garand said that Dave Dreibold's brother recently passed away. He said he will ask his administrative assistant Denise Washam to look into making a donation in his name.

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

Respectfully submitted,
Lillian Murray, Clerk

