

**WINDHAM WATER POLLUTION
CONTROL AUTHORITY**

MINUTES

October 22, 2013

The Windham Water Pollution Control Authority held its regular meeting on October 22, 2013 in the Windham Wastewater Treatment Facility Conference Room. Chairman Rene Goss called the meeting to order at 6:30 P.M. Members present were Patti Lein, Stanley Morytko and Rene Goss. Mary Burnore was excused. Also present was Plant Superintendent David Garand.

I) Approval of Minutes

The minutes of October 22, 2013 were amended to read on Page 1, under Public comment; Mr. John Bailey, **owner of the residence** at 114 Walnut Street... Patti Lein made a motion to approve the minutes as amended and Rene Goss seconded the motion. The motion carried unanimously.

II) Reports

a) Chairman

Chairman Rene Goss referred to an article in the Chronicle where the town manager Neal Beats was discussing potential capital improvement projects and stated a property located in South Windham was a prime candidate for development and wishes to extend water and sewer services to the site. Plant Superintendent Dave Garand said he felt this site was not a good candidate for sewers because the site is not in the sewer service area and even if it were it would be cost prohibitive to do so. An onsite septic system would prove to be much more practical. At one of the department head meetings Garand stated to Mr. Beats that he did not believe the Windham Water Pollution Control Authority was interested in broadening the sewer service area. Mr. Goss also commented that the Water Commission did not discuss the billing issue located at 114 Walnut Street at their October meeting due to the lack of a quorum.

b) Plant Superintendent

Plant Superintendent Dave Garand reported on the following:

Construction

Lakeside – Plant Superintendent Garand said he is working through all the issues which will be warranted by Lakeside. He said he is making progress, and repairs are continuing.

Plant Performance

All Permit Requirements were met for the month of September. Garand then reviewed the September Effluent Quality Report stating September Nitrogen removal is exceeding our 2013 permit requirements. He said he will be taking one of the aeration tanks down for modifications to accommodate for biological phosphorus removal. During that week we may experience a decrease in nitrogen removal.

Administration & Finance

a) Monthly Budget Report

Plant Superintendent David Garand reviewed the Monthly Budget Report ending 9/30/2013. **Revenues** total \$746,542. This represents 22% of revenue collected with 25% of the year complete. **Expenses** total \$746,969. This represents 20% of the budget spent with 25% of the year complete. He said we will most likely encounter some engineering expenses for the process building upgrade design in 2014 which are currently built into the current budget. He added that he is updating the revenue and expense figures he receives monthly from the finance department to more accurately reflect the actual month's revenues and expenses.

b) A/R Aging Summary as of October 21, 2013

Garand said that all the haulers are in the less than 60 days overdue category.

c) Significant Non-recurring Expenses

Significant non-recurring expenses for September 24 to October 21, 2013 include: manhole risers & covers, NIC, troubleshooting facility alarm back-up dialer issues and an emergency generator load bank test.

d) Process Building Upgrade

We are still working with Wright Pierce on the preliminary design & cost.

e) Multi Bank Purchases Made with Matured Securities

Garand reviewed the MBS Settlement Instructions Report. He said 2-year securities are yielding .7%. He said he purchased a 10-year security and if we hold it until maturity it will yield 3.2%.

f) Mansfield Flow Monitoring

Garand said he is working with the Town of Mansfield to determine an acceptable explanation to Mansfield's increased flow percentage. He said he is waiting to hear back from Mansfield.

g) Fall meeting of the CAWPCA on November 1, 2013

Garand referred to the CAWPCA meeting to be held on November 1, 2013. Rene Goss and Patti Lein agreed to attend.

h) WPCA Reauthorization of WPCF Payment for All Staff Professional License Renewals.

Garand reviewed the past policy for W.P.C.F. payment of all staff professional license renewals. After some discussion, Stanley Morytko made a **motion** to reauthorize the continuance of the policy to pay for all staff professional license renewals and Patti Lein seconded the motion. The motion carried unanimously.

i) GPS Vehicle Tracking

Garand explained the GPS monitoring process. The pros and cons were discussed. He said the cost is relatively inexpensive; \$200 per unit to purchase and \$200.00 per year/per unit service charge (2 units recommended).

Patti Lein made a **motion** directing Garand to look into the GPS vehicle tracking monitoring, and if cost effective to purchase the equipment. She further recommended that Garand purchase two GPS monitors as a test to see how effective they are. Rene Goss seconded the motion. Voting in favor of the motion were Patti Lein and Rene Goss. Stanley Morytko voted no. The motion carried.

j) Customer Relations

There were no blockages in our lines through 10/22/2013.

As there was no further business, the meeting was adjourned at 7:29 P.M. Motion made by Stanley Morytko and seconded by Patti Lein. The motion carried unanimously. The next meeting will be held on November 26, 2013.

Respectfully submitted,

Lillian Murray, Clerk

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