

**WINDHAM WATER POLLUTION
CONTROL AUTHORITY**

MINUTES

October 23, 2012

The Windham Water Pollution Control Authority held its meeting on October 23, 2012 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 in attendance was Plant Superintendent David Garand.

1) Public Comment

Mary Burnore spoke regarding the holiday party which will be held in December 2012 at the Wastewater Treatment Facility at 12:00 P.M. This is an event sponsored by the WPCA members to show their appreciation to Plant staff for all they do during the year. Mary Burnore made a motion stating that WPCA members will contribute \$25.00 each to cover the expenses of the party. Patti Lein seconded the motion. The motion carried unanimously.

2) Correspondence

Plant Superintendent Dave Garand said the fall Workshop for the CAWPCA will be held on November 1, 2012. Members interested in attending the workshop were asked to notify him.

3) Approval of Minutes

The minutes of September 26, 2012 were amended; Page 3, f...Riverside Drive sewer main repair is scheduled **to be completed by 9/28/12**. Page 4, n...Garand and Lon Hultgren will meet to make sure Mansfield is being **billed correctly**. Mary Burnore made a motion to approve the minutes of September 25, 2012 as amended and Stanley Morytko seconded the motion. The motion carried unanimously.

4) Reports

a) Chairman

The chairman had no report.

b) Plant Superintendent

Construction

Lakeside: The housing has a split in the stainless steel on the bottom of the tank. A warranty correction is being worked on. Garand said when the equipment was shipped a bearing from the grit collector was missing. Garand said he is being paid to do some of the repairs in house. The rest of the repairs will be done by a subcontractor to Lakeside.

Washpactor warranty repair. Garand said the unit has been returned to Schloss for warranty repair. He said a spare unit was installed.

Plant Performance

All permit requirements were met for the month of September. Garand then reviewed the September 2012 Effluent Quality Report. Garand said everything at the plant is operating well.

Administration & Finance

a) Monthly Budget Report

Garand reviewed the Monthly Budget Report. Revenues are \$754,376. This is 22% of the revenue collected with 25% of the year complete. Expenses are \$786,468. This is 23% of the budget spent with 25% of the year complete.

b) A/R Aging Summary (as of October 22, 2012)

C&J Septic Services. A portion of their bill is in the 31-60 day category and Garand is pursuing collection. Everyone else is current, he said.

c) Significant Non-recurring Expenses September 25 to October 23, 2012

Garand reviewed the non-recurring expenses. They include **professional services;** Corrosion probe, paint repairs to secondary clarifier #2. **Collection system;** trenchless untraliner on Riverside Drive, Keating Street, Quarry Street, N. Main Street and W. Main Street, Cherne test ball on Riverside Drive, Trash pump, parts for Riverside Drive, sewer pipes, couplings etc for Riverside Drive, contractor (excavator)for riverside Drive repairs. **Misc.;** WEFTEC Conference (travel, meetings etc) Uniforms and safety shoes. **Vehicles;** 2013 Tacoma.

d) Riverside Drive Sewer Main Repair and all other scheduled lining has been completed.

e) RPM Industries: 10% equity ownership was discussed. There will be a biodiesel run on 10/26/12 at 11:00 AM. All members were invited to attend.

f) Route 195 & Mansfield Avenue Metering Stations. The metering equipment was replaced during construction; however the Wright Pierce engineer never looked at the

condition of the parshall flumes. The flumes need to be inspected and measured to determine if they are accurately measuring flow. Garand said he will have the flumes inspected. This will determine if they need to be replaced. If replacement is required Garand said he would like to hire Nickerson Contractors to install the flumes on a "Time & Material" cost basis with a "not to exceed figure". In an effort to reduce costs, Garand said we will manage the required flow bypass during construction.

Patti Lein made a motion stating if the flumes need to be replaced Nickerson Contractors be hired to do the work on a "Time & Material basis with a "not to exceed figure". Mary Burnore seconded the motion. The motion carried unanimously.

g) Multi Bank Securities Quarterly Report & Replacement Purchase. Garand reviewed our security accounts as of 9/30/12. He said we have \$11,728,483 in our Capital Reserve Account. He said one of our accounts was replaced with a 3% interest rate for the next 16 years.

h) Collection System Root Treatment. Garand said approximately 6,658 feet is scheduled for treatment on 11/5/12 at \$1.35/foot.

Customer Relations

There were no blockages in our lines through 10/23/12

There being no further business, the meeting was adjourned at 7:25 P.M. Motion made by Mary Burnore and seconded by Stanley Morytko. The motion carried unanimously.

The next meeting will be held on November 27, 2012. Our December meeting will be held on December 18, 2012 because of the Christmas holiday.

Respectfully submitted,

Lillian Murray, Clerk