

**WINDHAM WATER POLLUTION
CONTROL AUTHORITY**

MINUTES

February 25, 2014

The Windham Water Pollution Control Authority held its meeting on February 25, 2014 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 present was Plant Superintendent David Garand and John Carrington, P.E., representative from the Town of Mansfield.

I) Public Comment

There was no public comment.

II) Correspondence

There was no correspondence.

III) Approval of Minutes

The minutes of January 28, 2014 were approved. Motion made by Stanley Morytko and seconded by Patti Lein. The motion carried unanimously.

IV) Reports

a) Chairman

The Chairman had no report.

b) Plant Superintendent

Plant Performance

All permit requirements were met for the month of January. Plant Superintendent Garand then reviewed the January 2014 Effluent Quality Report. He said some of the numbers were elevated, but we did not have a permit violation. There was a problem in January where a valve was left open by mistake. He said the mixed liquor was not settling well because of the cold temperatures. Snow melt, groundwater and salt from the roads were getting into the system causing a process disturbance, he added.

Administration & Finance

a) Monthly Budget Report

1) Mr. Garand reviewed the Monthly Budget Report ending 1/31/14. **Revenues** were \$1,910,446. This is 55% of revenue collected with 58% of the year complete. **Expenses** were \$1,864,597. This is 54% of the budget spent with 58% of the year complete. Mr. Garand then went on and explained adjustments made to individual line items.

Mr. Garand said one hauler (C&J Septic Service, LLC) is in the over 60 day category. He said he would call C&J Septic regarding payment.

2) Significant Non-recurring Expenses January 28 to February 24, 2014 include expenses connected with the Boston Conference (\$544.00), Liquid Level Sensor (Flygt) (\$517.00) WILO Pump repairs, labor and materials (\$1392.00), Double jacket fire hoses and nozzles (\$1024.00).

3) 2014/2015 Proposed WPCA Budget

Plant Superintendent Garand reviewed the proposed budget totaling \$3,732.375 for 2014/2015. He reviewed the anticipated revenue, and then went on to review line items (expenses). He said the proposed budget is approximately \$37,000 less than last year.

WPCA members agreed to take the document home to review it. Discussion will resume at the March meeting with action on the 2014/2015 budget possible.

4) Process Building Upgrade.

Mr. Garand said he is working with Wright-Pierce on project scope, preliminary design & comprehensive costs for the process building upgrade. He said he recently met with Wright-Pierce and reviewed their projected cost. They have estimated the cost to be between 4.75 million and 5.75 million dollars. Mr. Garand said he told them we have 3.75 million earmarked for this project, and if we can't get it done for that amount of money, we will not pursue the complete project at this time. We will split the project into phases and contract the smaller projects as we can afford them.

Mr. Garand said he is going to meet with Siemens Company. He said they have already met with Nickerson informally, and have agreed on labor costs, leaving 2.25 million for the remaining project costs. Mr. Garand said he would bring back more information to the March meeting after his meeting with Siemens.

5) Mansfield Flow Metering

Plant Superintendent Garand said the sewer system flow monitoring project has been awarded to Flow Assessment Services, LLC. He reviewed their proposal to measure the flow at four identified manholes. They will provide average hourly flow rate data in

gallons per minute and daily total flow data in gallons per day. The total cost to perform this monitoring is \$4,640.00. Mr. Garand said the overall objective in performing this monitoring is to determine what is causing the increased flow readings metered from Mansfield.

6) Customer Relations

Mr. Garand reported that we had one sewer blockage in our lines on February 10, 2014. The blockage was reported by the homeowner of 12 Anthony Street, who is an employee at the Sewer Treatment Facility. The location of the blockage was between MH# 10-150 & 10-151. He said the blockage (caused by baby wipes and a trace of roots) occurred on Sunday, February 10, 2014, but was not reported until Monday. Mr. Garand said he was not notified when the blockage occurred, nor was DEEP notified as required.

Plant Superintendent Garand said upon learning of the incident he contacted DEEP on Tuesday morning. He said he also met with Plant staff and reviewed established protocol when handling a blockage. He stressed the importance of following the established protocol which should have been followed when the blockage occurred.

Mr. Garand said even though the blockage was not reported until the next day, the homeowner complained to a WPCA member about the length of time it took for someone to respond to his home.

Mr. Garand said we contracted for clean up and sanitizing services.

A discussion ensued on the importance of following established protocol with regard to the blockage. Following the discussion, a motion was made that employees who did not follow established protocol should be formally disciplined with a written warning. There was no second and the motion failed.

As there was no further business, the meeting was adjourned at 7:50 P.M. The next meeting is scheduled for March 25, 2014.

Respectfully submitted,

Lillian Murray, Clerk .