

**WINDHAM WATER POLLUTION
CONTROL AUTHORITY**

MINUTES

March 26, 2013

The Windham Water Pollution Control Authority held its meeting on March 26, 2013 at the Windham Wastewater Treatment Facility Conference Room. Chair Rene Goss called the meeting to order at 6:33 P.M. Members present were Mary Burnore, Patti Lein, Stanley Morytko and Rene Goss. Also present was Assistant Plant Superintendent David Gagnon and Lon Hultgren, 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 February 26, 2013 were approved. Motion made by Mary Burnore and seconded by Patti Lein. The motion carried unanimously.

IV) Reports

A) Chairman's Report

The Chair had no report.

B) Plant Superintendent's Report

Assistant Plant Superintendent David Gagnon reported on the following:

Construction

Lakeside: Still working through all issues which will be warranted by Lakeside.

Washpactor Warranty Repairs: All known issues have been resolved.

Plant Performance

All permit requirements were met for the month of February. The Effluent Quality Report for the month of February was attached.

Administration & Finance

A) Monthly Budget Report dated February 28, 2013. **Revenues** are \$2,081,909. This is 60% of revenue collected with 67% of the year completed. **Expenses** are \$2,207,326. This is 64% of budget spent with 67% of the year completed.

B) Significant Non-recurring Expenses February 14, 2013 to March 25, 2013 include Wemco/Weir pump, Marathon motor parts, repairs explosion proof, oil spill containment tote and hose for truck hook-ups.

C) RPM Industries – We are still in negotiations with regard to the Tennant Lease Agreement.

D) Performance contracting – Latest funding spreadsheet was reviewed.

E) WPCA Authorization to proceed with process building design continuing to use Wright Pierce as the engineers. They will provide the WPCA with a “not to exceed” design figure.

Plant Superintendent David Garand, via speaker phone, discussed a recent conversation he had with Siemens and Wright Pierce. When speaking to Chris Pierce, Garand expressed his concern with funding the Process Building upgrade. He said the borrowing cost would be approximately 3 ¾% to 4%. We would pay Siemens to audit the O&M yearly, he said.

With respect to engineering, Siemens would be acting as prime engineer with Wright Pierce as sub-contractor. We would pay Wright Pierce approximately \$280,000. in engineering fees plus an additional 8-10% fee. The building cost is projected to be \$3,000,000. After one year, the performance agreement contract with Siemen would be terminated. We would pay a \$15,000. contract fee. He said Siemen would be able to get better prices from “Sole Source” contractors because they are aware of prices and can negotiate a better price for us. He said it makes sense for us to fund the project.

Plant Superintendent Dave Garand referred to a letter dated March 5, 2013 from Victor Krea, PE with Wright Pierce. He said they have reviewed the spreadsheet entitled “Windham Sewer Debt Schedule; updated 2/26/13 and other information that was provided to them illustrating the financial impacts on the Windham WPCA’s capital reserves if a \$4,000,000. Process Building upgrade is funded with reserves rather than through long-term borrowing. He said based on the information supplied, as well as their experience as professional engineers routinely engaged in assisting municipalities with the planning, design, and funding of wastewater infrastructure capital improvements, it is their opinion that funding the proposed upgrade with capital reserves is a reasonable and

fiscally sound decision. He referred to the spreadsheet depicting the financial impacts of funding the upgrade with capital reserves. He said this does not take into account Mansfield's share of the upgrade, or a potential "buy-in" charge to Coventry in excess of \$1,000,000., both of which will serve to increase the cumulative reserves calculated in the spreadsheet.

Plant Superintendent Garand said we can "sole source" with Siemens without getting three or more bids. It is on a state list of contractors that municipalities can use without securing three or more bids. He said savings will take approximately 8 years to return the cost of the project from removing solids, or 35 years if we include the cost of taking the old building down and putting up a new one. He said the building needs to come down as it no longer serves a purpose. RPM may contribute towards the cost of the building if they go forward with their proposal to put in a Bio-/Diesel facility.

Mary Burnore made a motion to authorize the Plant Superintendent to proceed with the process building design and continuing to use Wright Pierce as the engineers. They will provide the WPCA with a "not to exceed" design figure. Patti Lein seconded the motion. The motion carried unanimously.

F) Sewer Facility Safety Audit. We have a follow-up meeting on April 5, 2013. The OSHA official will return to the Plant to conduct the training on April 5, 2013.

G) Facility Staffing Status. We anticipate that two employees will be returning to work in April.

Customer Relations

There were no blockages in our lines through 3/26/2013.

The meeting was adjourned at 7:52 P.M. on a motion by Mary Burnore and seconded by Patti Lein. The motion carried unanimously.

Respectfully submitted,

Lillian Murray,
Clerk