

**Windham Water Pollution
Control Authority**

Minutes

April 23, 2013

The Windham Water Pollution Control Authority held its regular meeting on April 23, 2013 in the Windham Wastewater Treatment Facility Conference Room. The meeting was called to order at 6:30 P.M. by Chairman Rene Goss. Members present were Patti Lein, Stanley Morytko, Mary Burnore and Rene Goss. Also present was Plant Superintendent David Garand (via speaker phone) and Assistant Plant Superintendent David Gagnon.

I) Public Comment

There was no public comment.

II) Correspondence

Chair Rene Goss said he received notification of a spring workshop of the CAWPCA to be held on April 26, 2013 from 8AM to 12PM in Cromwell, CT. Patti Lein, Mary Burnore and Rene Goss will attend the workshop.

III) Approval of Minutes

The minutes of March 23, 2013 were approved on a motion made by Mary Burnore and seconded by Patti Lein. The motion carried unanimously.

IV) Reports

A) Chairman's Report

Chairman Rene Goss said he had no report.

B) Plant Superintendent's Report

Plant Superintendent Dave Garand reported on the following:

Construction

a) Influent wet well level sensors replacement was provided under warranty. Plant Superintendent Garand said we have had an issue with these sensors from day one. He said the sensors were replaced with a new better sensor. He said NIC was able to get the vendor to replace the sensors at no additional charge.

b) Lakeside – Plant Superintendent Garand said he is still working through all the issues which will be warranted by Lakeside.

Plant Performance

All permit requirements were met for the month of March. The Effluent Quality Report was reviewed, and all readings were within satisfactory limits.

Administration & Finance

a) Monthly Budget Report – Plant Superintendent Garand reviewed the Monthly Budget Report ending 3/31/2013. Revenues are \$2,561,611.65. This is 74% of revenue collected with 75% of the year completed. Expenditures are \$2,364,181.72. This is 69% of budget spent with 75% of the year completed. Plant Superintendent Garand then reviewed expenses.

b) Significant Non-recurring Expenses

Significant Non-recurring Expenses from March 26, 2013 to April 22, 2013 included Lakeside warranty work, cleaning and welding. Plant Superintendent Garand said he paid the vendor in advance and will submit the bill to Lakeside for reimbursement. In addition, non-recurring expenses included, Reactor, Maintenance kit CL 17's and chemicals and replacement wearbars for the compactor. He said all the repair work was done under warranty.

c) A/R Aging Summary

One hauler, C&J Septic Services, LLC has fallen into the over 90 day category. Assistant Plant Superintendent Dave Gagnon said he called the hauler today and told him we need to receive \$5,000 by Friday or services will be terminated.

d) Multi-Bank Securities, Inc.

Plant Superintendent Garand reviewed the quarterly report. He said our total portfolio as of March 31, 2013 was \$11,978,000. He said his plan is to do short-term investments until we get into the construction of the new process building.

e) RPM Industries

Plant Superintendent Garand said we are still in negotiations with RPM Industries regarding a Tenant Lease Agreement. He said he hasn't heard anything from RPM since the beginning of March, when we had a construction meeting with Wright Pierce, and added that he doesn't have high expectations that he will hear from them. Unless we have a formal commitment from them, we will start our design of the process building for our needs and not include any of RPM's requests.

f) Sewer Facility Safety Audit

Superintendent Dave Garand said a planned follow-up meeting of the safety audit was postponed.

Assistant Superintendent Dave Gagnon said he provided our existing policies to the auditor for review. Superintendent Garand said the overall rating of our facility as far as safety performance and safety satisfaction is in the 85 % category, and we are not in a position for violation.

g) Facility Staffing Status

Plant Superintendent Garand said he is meeting with his surgeon on May 16, 2013, and hopefully he will be cleared to return to work, at least on a part-time basis.

h) Emergency Sewer Main Repair required

Assistant Plant Superintendent Dave Gagnon said a repair is needed on Windham Street Extension. He said a section of sewer main is missing. It appears that the lateral connection is from an abandoned house now owned by ECSU. He said the broken pipe is in our line and we need to fix it. The Water Dept. will check their lines, he added. He said we will work with the Water Dept. to determine the best way to bundle this issue. We will have to determine whether the best option is to do a spot repair or an alignment. He added that he is meeting with Mr. Donahue tomorrow and should have an answer within the next few days.

i) 2013/2014 Proposed Sewer Budget.

Plant Superintendent Garand reviewed the proposed 2013/2014 sewer budget. He said the proposed Revenue and proposed Expenditures are \$3,769,079. He said we are looking at the revenue going from \$3,445,000 to \$3,769,079. We will also reduce our Capital Reserve by approximately \$300,000 dollars next year in order to fund the design of the new process building. Superintendent Garand then went on and reviewed all line items.

Patti Lein suggested that we might consider privatizing additional lab testing in the future. Superintendent Garand said at this time he would like to continue testing in house, but if our circumstances change in the future this will definitely be a consideration.

After some added discussion, Mary Burnore made a motion to approve the 2013/1014 Budget as presented and Stanley Morytko seconded the motion. The motion carried unanimously.

j) Veolia Sludge Hauling Contract Extension

Plant Superintendent Garand reviewed the Sludge Management Contract. He said the contract price of service from July 1, 2013 to June 30, 2015 is \$0.0996 per gallon. This price is the same as we are currently paying. The baseline fuel rate as of July, 2013 shall be increased to \$4.17 per gallon which represents an increase of over \$1 dollar per gallon.

He said as the cost of diesel fuel goes down below that price we will receive a fuel credit. He said during 2012/2013 we were paying an average fuel surcharge of \$1,200 dollars per month. The increase in the fuel rate baseline represents an approximate savings of \$1,200 per month at current fuel prices. If fuel prices decrease we will receive a monthly fuel credit on our invoices.

Mary Burnore made a motion to extend the Veolia Sludge Hauling contract for 2 years (from 7/1/13 to 6/30/15) and Patti Lein seconded the motion. The motion carried unanimously.

j) Customer Relations

There were no blockages in our lines through 4/22/2013.

As there was no further business, the meeting was adjourned at 8:25 P.M. The next meeting will be held on May 28, 2013.

Respectfully submitted,

Lillian Murray, Clerk