

**WINDHAM WATER POLLUTION
CONTROL AUTHORITY**

MINUTES

Dec. 22, 2009

The Windham Water Pollution Control Authority held its meeting on December 22, 2009 in the Meeting Room, Town Hall. Chairman Rene Goss called the meeting to order at 6:32 P.M. Members present were Mary Burnore, Stanley Morytko and Rene Goss. Also present was Plant Superintendent David Garand.

I) Public comment

There was no public comment.

II) Correspondence

There was no correspondence.

III) Approval of Minutes

The minutes of November 24, 2009 were approved. Motion by Mary Burnore and seconded by Stanley Morytko. The motion carried unanimously.

IV) Reports

Chairman's Report

- a) Chairman Rene Goss said he recently met with the new Town Manager, Neal Beets and gave him an overview of the W.P.C.A. and its responsibilities. He said another meeting was held with Mr. Beets, Plant Superintendent Dave Garand, W.P.C.A. members Rene Goss and Mary Burnore. At this meeting the upcoming contract was discussed along with perceived Town Council authorities with regards to Sewer Facility operations and staffing. It was suggested that Plant Superintendent Garand meet with Mr. Beets and get an explanation as to the role of the W.P.C.A. Chairman Goss said it is possible that Mr. Beets (the Town) might expect the W.P.C.A. to absorb the cost of replacing the George Street pump station and extending the sewer to the proposed Tuckie Road Magnant School location. A motion was made and approved to direct Mr. Garand to request a written listing from the Town identifying the Town's and the W.P.C.A.'s authority and responsibilities with respect to the operations of the Water Pollution

Control Facility. The question also came up regarding following the Town Charter versus the State Statutes. Garand said he plans to meet with Mr. Beets on January 4, 2010.

b) Plant Superintendent

- a) Construction – New Garage Building:** continue electrical work, working on punch list completion. **Primary Settling Tanks:** Working on punch list. **Administration Building:** Completing roof installation, split face block install and floor preparation. **Aeration Tank #1:** Work on equipment replacement. **Headworks Building:** Excavation is on hold. Analyzing clay/silt material which the contractor is unable to dewater.

Change Orders: There was one new change order amounting to \$57,994. This makes a total of 11 change orders to date.

- b) Plant Performance** – All permits were met for the month of October. Garand then reviewed the November 2009 Effluent Quality Report.

c) Administration & Finance

Monthly Budget Report – Garand reviewed the Monthly Budget Report ending November 30, 2009. **Revenue** is \$1,335,098. This is 39% of revenue collected with 42% of the year complete. **Expenses** are \$1,353,336. This is 40% of total expenses with 42% of the year complete. He said what we lacked in revenue we made up in cutting expenses.

Significant Non-recurring Expenses – Garand reviewed significant non-recurring expenses November 24, 2009 to December 21, 2009.

Mansfield Dispute – Mansfield is still preparing a new agreement proposal to present to the W.P.C.A. for consideration and approval. (25% premium charge to Windham users billed off water usage). Lon Hultgren (Town of Mansfield) said a written agreement has been forwarded to their attorney, but there has been response as yet. He said he is hoping to receive a response within the new few days.

High Strength Waste – Garand said he is still working with the D.E.P. on the new permit for the Hydrofera Company. He said he has received a list of all permitted dischargers to the Windham sanitary sewer system from the D.E.P.

Capital Reserve Investments – Three new investments were purchased; one is at 3% for 5 years, another is 3.1% for 5 years and the third one is 3.00% for 6 years. He discussed the effects of purchasing a 2-year CD at 2% and needing to earn 4% for the next 3 years in order to equal the interest of a 5-year CD at 3.2%. He said in the current environment he is more comfortable tying into the 3.1% for 5 years.

W.P.C.F. Union Negotiations – The Teamsters and MEIU contracts are signed.

NEWEA Conference – Garand said he would like to attend the NEWEA conference January 24, 2009 – January 25, 2009. This is an excellent opportunity to interact with different companies and vendors, he said. We have an issue with the disinfection unit which is still under warranty and this would be a good opportunity to discuss this. Stan Morytko made a motion to approve Garand attending the NEWEA conference, adding that expenses are not to exceed \$600.00. Mary Burnore seconded the motion. The motion carried unanimously.

d) Customer Relations – There were no blockages in our lines through December 22, 2009.

e) Town of Windham Code of Ethics – W.P.C.A. members reviewed the revised Code of Ethics which applies to all Town of Windham officials and employees as defined in section B of this Code of Ethics. This ordinance replaces the current code of ethics located in Article V of the Town of Windham Code of Ordinances.

Relating to the use of Town property including vehicles, it was suggested charging Town employees who have a vehicle a tax which would be due 1/1/2010. Garand said it was decided to postpone this for one year.

As there was no further business, the meeting was adjourned at 7:30 P.M. Motion by Mary Burnore and seconded by Stan Morytko. The motion carried unanimously. The next meeting will be held on January 26, 2010.

Respectfully submitted,

Lillian Murray, Clerk