

**WINDHAM WATER POLLUTION
CONTROL AUTHORITY**

MINUTES

April 27, 2010

The Windham Water Pollution Control Authority held its regular meeting on April 27, 2010 in the Meeting Room of Town Hall. Chairman Rene Goss called the meeting to order at 6:30 P.M. Members present were Stanley Morytko, Nita Giordano, Mary Burnore 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 March 23, 2010 were approved as written. Motion made by Mary Burnore and seconded by Nita Giordano. The motion carried unanimously.

IV) Reports

a) Chairman

Chairman Rene Goss complimented Plant Superintendent Dave Garand and his staff at the Treatment Plant. During the heavy rains recently they were able to manage the large (more than double) flows with no backups or interruptions. They certainly are to be commended for their performance.

b) Plant Superintendent

Plant Superintendent David Garand reviewed the following:

A) Construction: Current Work: New Garage Building – Working on punch list completion. **Primary Settling tanks** – Working on punch list. **Administration Building** – Working on electrical, mechanical and plumbing. **Aeration Tanks** – D.O. air flow meters and control valves were designed incorrectly. They were installed per the design, but they do not work. Wright Pierce is repairing the equipment at their cost. **Headworks Building** – Base slab pour is scheduled for April 28, 2010.

B) Change Orders

There are no new changes orders. The total to date is 12.

C) Plant Performance

Garand said the rain storm did give us some issues at the Treatment Plant. We had permit violations on Mach 30 & 31, 2010 due to 6 inches of rain received in 48 hours. The Plant Superintendent notified DEP of the situation, and they were pleased that the Plant was brought back to permit compliance status so quickly. Garand then reviewed the March 2010 Effluent Quality Report. He said the numbers are higher than usual, but that is because of large amount of rain recently.

D) Administration & Finance

1) Monthly Budget Report ending 3/31/10.

Revenues collected were \$2,007,600 which is 59% of revenues collected with 75% of the year complete. **Expenses** were at \$2,202,472 which is 64% of budget expended with 75% of the year complete.

2) A/R Aging Summary

Garand then reviewed the **A/R Aging Summary**. He said revenues are down, but haulers should be bringing in more septage. He said he also notified the late payers they need to become current with outstanding invoices.

3) Significant Non-recurring Expenses

Garand reviewed significant non-recurring expenses March 22, 2010 to April 26, 2010:

| | |
|--|-----------------|
| General Matters – Legal | = \$ 4,508.00 |
| Construction (Carlin for March) | = \$ 515,164.00 |
| Construction – Administration (February) | = \$ 11,396.00 |
| Resident Project Rep (February) | = \$ 14,932.00 |

4) Mansfield Dispute

We have reached a tentative agreement with Mansfield pending W.P.C.A. approval. Garand distributed a copy of the agreement which is an addendum to the original agreement. Members will review the agreement and take action at the meeting in May.

5) 2008/2009 Audited Financials Presentation

Garand reviewed the W.P.C.F. GAAP to Budget Reconciliation for Fiscal Year 2008/2009. The original budget revenues were \$3,175,600.00. Expenses were budgeted at \$3,175,600.00. Budgetary expenditures were \$3,053,448.94 which is \$122,151.06

under budget. Garand reviewed different line items. Legal expenses which are considerably higher than previous years are due to the Mansfield dispute. Members were pleased with the new report supplied by the Town Controller. They felt the report to be concise and easy to understand.

6) 2010/2011 W.P.C.F. Proposed Budget

Garand reviewed the proposed budget (\$3,340,000) and explained different line items. He said estimated revenue and expenses for 2010/2011 are \$3,340,000. Since there was no further discussion, Mary Burnore made a motion to approve the budget as presented and Stanley Morytko seconded the motion. The motion carried unanimously.

V) Miscellaneous

1) Plant Superintendent Dave Garand referred to a 3-day seminar entitled Under the Microscope-Process Control through Microbiology to be held July 13, 2010 to July 15, 2010 in Las Vegas, Nevada. He expressed interest in attending the seminar as he is anticipating purchasing a new Phase Contrast Microscope at a cost of approximately \$7,000 - \$8,000. Information obtained at the seminar will be beneficial with the purchase.

Nita Giordano made a motion to approve sending the Plant Superintendent to the seminar with expenses not to exceed \$2,200.00. Mary Burnore seconded the motion. The motion carried unanimously.

2) As a point of information, Garand reported that the overall interest rate we are receiving on capital reserve investments is currently 4.41%.

VI) Customer Relations

There were no blockages in our lines through 4/27/2010

As there was no further business, the meeting was adjourned at 7:57 P.M. Motion made by Mary Burnore and seconded by Nita Giordano. The vote to adjourn was unanimous. The next meeting will be held on May 25, 2010.

Respectfully submitted,

Lillian Murray, Clerk