

**WINDHAM WATER POLLUTION
CONTROL AUTHORITY**

MINUTES

March 24, 2015

The Windham Water Pollution Control Authority held its meeting on March 24, 2015 in the Windham Wastewater Treatment Facility Conference Room. Chair Rene Goss called the meeting to order at 6:30 P.M. Members present were Stanley Morytko, 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 February 24, 2015 were approved on a motion made by Mary Burnore and seconded by Stanley Morytko. The motion carried unanimously.

IV) Reports

A) Chairman

No report

B) Plant Superintendent

Plant Performance

1) All permit requirements were met for the month of February. Plant Superintendent Garand said the Plant process is running extremely well. He reviewed the February 2015 Effluent Quality Report. The BOD, TSS and Nitrogen readings are excellent. He said adding magnesium hydroxide during the winter months made a significant difference with nitrogen removal. The total nitrogen reading was below 10 mg/l, he added.

Administration & Finance

a) Monthly Budget Report

Plant Superintendent Garand said there is no revised monthly budget report to review. He didn't get the numbers from the Finance Dept. in time to update and edit the information. He will have an update next month.

b) Significant Non-recurring Expenses

No significant non-recurring expenses to report.

c) A/R Aging Summary as of March 18, 2015

Plant Superintendent Garand reviewed the A/R Summary as of March 18, 2015. There are three haulers in the over 90 day category. Mr. Garand said he would contact all haulers over 90 days past due and request payment.

d) Water Environment Federation Annual Technical Conference.

Plant Superintendent Garand explained the benefits to the facility from him attending the Water Environment Federation Annual Technical Conference held this year on September 26, through October 1, 2015 in Chicago, IL. After some discussion, Mary Burnore made a motion to send the Plant Superintendent to the Water Environment Federation Annual Technical Conference with a budget for expenses not to exceed \$2,500. Stanley Morytko seconded the motion. The motion carried unanimously.

e) New Hire Status

Plant Superintendent Garand reported that the new plant operator started her duties on Monday. He said she appears to be a very bright individual and should prove to be an asset to the wastewater treatment facility.

f) Sludge Handling Upgrade; Bid Status

The initial Base Bid Summary is as follows: Lump Sum Bid is \$3,125,310. Total Extended Unit Bid Price is \$304,250. The Base Bid total is \$3,429,560. Alternate N0. 1; is for the Rehabilitation of Architectural Brick Façade at Sludge Storage Building and Septage Facility estimated to be an additional \$63,000.

Plant Superintendent Garand determined that the bid was too high and the WPCA could not afford the project cost. A value engineering session was held between Plant Superintendent Garand, CH2M Hill design engineering team and representatives of CH Nickerson to determine where required cost reductions of at least \$450,000 could be realized. Required cost reductions were found with very little project scope reductions. A new bid was submitted to the W.P.C.A. for consideration.

The Base Bid Summary is as follows: The Lump Sum Bid price \$2,727,342. Total Extended Unit Bid Price is \$260,250. Base Bid Total is \$2,987,592. Alternate N0. 1 for Rehabilitation of Architectural Brick Façade at Sludge Storage Building and Septage

Facility is \$97,700. Plant Superintendent Garand said Alternate No.1 will be considered only if the project is under budget and no significant change orders have been issued.

g) Engineering Costs

Plant Superintendent Dave Garand reviewed engineering costs associated with the project. He said the total amount of \$216,000 is being established for engineering services. Mr. Garand said he and Assistant Plant Superintendent Dave Gagnon will be overseeing and inspecting most of the project day to day construction work in an effort to reduce the engineering expenses for the project. Mr. Garand realizes no additional compensation will be given for the additional work they perform.

h) Capital Reserve

Plant Superintendent Garand referred to our Capital Reserve account as of 3/10/15. He reviewed a list of our securities (which include principal, cost, maturity date and market value). He said we will have a total of \$8,695,000 remaining in the Capital Reserve account after the current construction project has been paid for.

Mr. Garand then reviewed the Windham W.P.C.F. Revenue & Expenses Schedule developed in 2007 projecting revenues and expenses through year 2036. The current schedule reflects O&M Expenses having a 2% per year increase. Sewer user charges will be increased by 3% every 3 years beginning in July 2015. A 3% increase represents about \$9.00 per year for the average household. Septage Rate Increases will amount to 5% every 5 years beginning July 2015. Plant Superintendent Garand said Sludge handling construction costs are estimated and budgeted to be \$3,000,000.

Stanley Morytko made a motion authorizing Chairman Rene Goss and Plant Superintendent Dave Garand to sign the contract with C.H. Nickerson & Co. for their Base Bid total amount of \$2,987,592 and Alternate No. 1 in the amount of \$97,700 for Rehabilitation of Architectural Brick Face at Sludge Storage Building and Septage Facility. CH2M Hill shall provide engineering services at a budgetary amount of \$216,000. Mary Burnore seconded the motion. The motion carried unanimously.

Customer Relations

There was one sewer blockage in our lines at 173 South Park Street on 3/7/15. The homeowner hired a contractor for basement clean up and sanitization. Mr. Garand said he will investigate why our normal protocol was not followed and report back.

The meeting was adjourned at 7:30 P.M. on a motion made by Mary Burnore and seconded by Stanley Morytko. The motion carried unanimously.

The next meeting will be held on April 28, 2015.

Respectfully submitted,
Lillian Murray, Clerk

RECEIVED FOR RECORD

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Patricia P. Spruance
TOWN CLERK