

STAFFORD WATER POLLUTION CONTROL AUTHORITY

Regular Meeting
Veteran's Meeting Room
Monday, December 6, 2010

Members Present:

Michael Waugh
Doug Fassett
Doug Minich
Herman Perlot
James Tantillo
B. Allen Warren

Members Absent:

Earl Avery
Paul Burns
Francis Finch

Also present were Superintendent Kevin Leslie; and Paul Gilbert, CDM.

1. CALL TO ORDER

The meeting was called to order by Chairman Waugh at 5:32 P.M. A quorum was established.

2. FACILITY PLAN UPGRADE – MONTHLY PROGRESS MEETING

Mr. Gilbert opened discussion by stating that the project is 90% complete. The second aeration tank will be started up within a week. The WPCF staff had been able to move back into their old quarters. Most of the new equipment has been installed including the effluent and backwash pumps. A substantial partial completion has been issued and things will calm down in the next few weeks.

The next Construction Meeting will take place at the trailer on Wednesday, January 26, 2011 at 8:00 a.m.

3. MINUTES OF DECEMBER 6, 2010

Mr. Perlot made a motion to accept the minutes of December 6, 2010. Mr. Fassett seconded the motion. Motion carries unanimously.

4. SUPERINTENDENT'S REPORT

• WPCA Staff Hiring Process

A New Staff Hiring Outline was distributed by Superintendent Leslie to all members. (Copy Attached.) It was stated that approximately 37 applications were received, which were narrowed down to ten, and then ultimately, five. No more than 4 applicants will be interviewed. If a final decision is not reached after the interviews, then, a new search will be conducted. A list of questions will be pre-developed so all candidates will be asked the same questions and scored according to weight. It was recommended that WPCA members may sit in on the interviews. Mr. Fassett volunteered. The interview times will be between 10:30 a.m. and 2:00 with a half hour break in between individuals.

The new hiree will have a probationary period of 6 months, with an extension up to an additional three months, at the discretion of the Superintendent, if necessary.

Mr. Perlot made a motion to adopt the distributed New Staff Hiring Process with the option to make revisions at any time. Mr. Minich seconded the motion. Motion carries unanimously.

5. SEWER CONNECTIONS

- **Levinthal Run – Modular Classrooms**

No inspection has been made at this time.

6. REVIEW OF DEPARTMENT EXPENDITURES

A detailed sheet was distributed to all members. The South Garage doors were replaced. Bids were received and the low bidder was awarded the contract but staff was disappointed with vendor.

A check in the amount of \$4,500 was received from CH Nickerson for electricity used by them during the Upgrade. This check was deposited in the Sewer Fund.

7. 5 YEAR CAPITAL IMPROVEMENT PLAN

- **Orcuttville Road Pump Station**

To be discussed at next meeting.

- **Roofing**

Mr. Gilbert prepared specs for the roof replacement of the control building. Four roofing companies were sent the specs and 3 submitted proposals. Dzen Commercial Roofing was the low bidder at \$69,980. Mr. Gilbert met with Dzen to go over submittal package and was comfortable with documents presented. A performance and surety bond was received and the work is ready to be started. There will be a 20 year warranty on the roof.

Payment for the roof has not been established. There are available funds in the project along with additional funding sources that may be used.

Mr. Minich made a motion to accept the proposal from Dzen Roofing n the amount of \$69,980 to have the control building roof replaced. Mr. Fassett seconded the motion. Motion carries unanimously.

Superintendent Leslie stated that all the buildings roofs at the treatment plant will need some type of repair in the near future. The filter building, North garage and the South Storage Building will be addressed in a five year capital improvement plan that will be presented at a future date.

8. OLD BUSINESS

- **Collection Procedures – Warrants Update**

A list of all accounts and amounts due was distributed. There are 30 days left in the 2nd warrant issued on all delinquent, unresponsive accounts. Next month the accounts that have made no attempt to make payments will need to be discussed.

- **Stafford Education and Training Update**

Classes are being attended by all WPCF employees as classes come up.

- **Stafford-Ellington Inter-municipal Agreement Update**

Chairman Waugh stated that a meeting has been set up with the two Towns and their lawyers on Wednesday, January 12, 2011 at 2:00 p.m.

9. NEW BUSINESS

A letter was received from a homeowner requesting that the sewer user rate be credited since there has been no one living in the units and has been under renovation since purchase in October 2009. The members felt that too much time had gone by and it would be difficult to take the property owners word. The members felt that if an inspection was made and there was no water usage or the toilets were capped that a credit could be received from the inspection date on. A letter is to be written to the property owner to explain the Authority's position.

The heater in the old garage needs to be replaced. Two infrared heaters are needed. These heaters cost more but they are more fuel efficient.

Mr. Minich made a motion to approve the installation of 2 infrared heaters in the south garage for \$8952.50. Mr. Warren seconded the motion. Motion carries unanimously.

10. ADJOURNMENT

Mr. Tantillo made a motion to adjourn at 7:02 P.M. Mr. Perlot seconded the motion. Meeting adjourned.

Respectfully Submitted:

Jane LaMorte
Office Manager WPCA