



**GREATER MONCTON SEWERAGE COMMISSION
APPROVED MINUTES OF REGULAR MEETING**

DATE: Thursday - December 20, 2012 - 4:00 pm
Wastewater Treatment Facility

IN ATTENDANCE: Winston Pearce, Chair
Chanel Michaud, Secretary
Brian Hicks, Commissioner
Daniel Bourgeois, Commissioner
Julie Thériault, Commissioner
Conrad Allain, Director of Operations

1.0 Chair's remarks and approval of Agenda.

The Chair welcomed everyone to the meeting. Introduction of Fran Hartman as the recording secretary. The Chair advised that Douglas Baker was absent due to illness.

Chair advised that a call to Robert Basque would be made at 5 o'clock and we would be going to an "In Camera" meeting.

D. Bourgeois advised that after the meeting in January he would no longer attend meetings. Chair advised that if D. Bourgeois wishes to stay on the board he is welcome to stay. D. Bourgeois advised that his plan is to leave before the 31st of March or possibly the end of April. D. Bourgeois advised he will think about it.

Approval of Agenda

To add 5.4 to the Agenda – Purchasing and the 2013 Budget will become 5.5.

Moved By: C. Michaud and **Seconded By:** Julie Thériault to approve the agenda as amended. **CARRIED**

2.0 Minutes of Meeting

2.1 Minutes of Regular Meeting November 15, 2-12

Moved By: D. Bourgeois and **Seconded By:** J. Thériault - that the minutes be adopted as presented. **CARRIED**.

2.2 Items Arising (Appendix I)- all items were reviewed.



3.0

Payables

Several general questions were raised and answered by C.Allain. The question of annual certification of compost quality came up during the discussion. It was decided to deal with this at a future meeting. It was **Moved By: C. Michaud** and **Seconded By: J. Thériault** that the payables be approved as presented. **CARRIED.**

4.0

Capital Construction Program, Engineering Studies

4.1 Progress #344 by R.V. Anderson

C. Allain advised this is their normal progress claim covering the various tasks they are working on.

4.2 Compost Facility Garage – Certificate of Payment No. 6

The Chair indicated that D. Baker asked if the word “garage” could be removed and call it “operation” centre. All agreed it should be called the Operations Centre.

4.3 Virginia Pumping Station Project / Second River Crossing Status

C. Allain provided an explanation and brief presentation with respect to the Virginia Pumping Station Project/Second River Crossing Status. He indicated we need a report on a procurement method. This may be, for example, an expression of interest from general contractors. General discussion followed with questions from B. Hicks and C. Michaud.

4.4 Compost Facility Operations Centre – Engineering Budget

Compost Facility Operations Centre - Engineering Budget

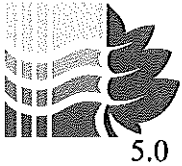
C. Allain advised that the overall engineering architectural and site inspection budget is based on 12% of the value of the original bid covering the completed cost of the facility. That is, the tendered price plus the extras. General discussion followed.

It was **Moved By: B. Hicks** and **Seconded By: C. Michaud** that we would pay the \$271,030 as per the 12% of the tendered price. **CARRIED.**

4.5 Loader Replacement

C. Allain advised there are 2 loaders at the compost facility. He advised that the lease is up on the older one on January 11th 2013. The payout is \$79,000.

It was **Moved By: J. Thériault** and **Seconded By: Hicks** to exercise the option to approve the lease buyout. **CARRIED.**



5.0

Financial and Administration

5.1 Monthly Financial Report

C. Michaud advised we are positive in the salaries and there is a position not filled. Also there is a big surplus in trucking bio solids because we started doing our own trucking. He indicated everything seems to be in line with the budget.

5.2 Transfer 2012 Funds to Capital Reserve

Letter from Dave Stevenson advising not to transfer the 2012 funds until 2013.

The Chair advised with respect to the last paragraph - if D. Baker looks at it and decides that there should be something transferred that they do it.

5.3 New Positions - Job Description

C. Allain spoke about the 2 new positions to be filled. He also commented on the need for training for the positions.

D. Bourgeois commented on the position of manager financial services needs to be discussed in January as to whether or not we need a CEO, ED, or somebody under or both. Also what kind of administrative functions are needed.

5.4 Purchasing Policy

To be discussed in the New Year.

It was **Moved By:** C. Michaud and **Seconded By:** D. Bourgeois that the meeting move to "In Camera". **CARRIED**

The meeting went In Camera at 5:15 p.m. to 5:30 p.m.

5.5 2013 Annual Budget forms for approval with Local Government

It was **Moved By:** D. Bourgeois to authorize the Chairman and Secretary to sign the government budget forms for approval with the Local Government.

Seconded By: J. Thériault. **CARRIED**

6.0 Other - General

6.1 Association Membership Recommendations - to be discussed in January

C. Allain to make some recommendations in January.



6.2 Meeting with MLA's

The Chair advised the meeting will take place on January 21st. The Board has received acceptance from the Minister.

7.0 Information Items

The Chair indicated all members should read all items and if there are any questions to ask C. Allain.

D. Bourgeois - Babineau Creek cost sharing - The Chair advised we are waiting for the study to be completed by Consultant Richard Gabbey.

D. Bourgeois advised with respect to his imminent resignation from City Council.

Moved By: C. Michaud that the meeting be adjourned.

Next Meeting - January 17th, 2013.

The meeting adjourned at 5:50 p.m.