

**AGENDA  
WATER POLLUTION CONTROL AUTHORITY  
REGULAR MEETING  
ROOM A**

**Tuesday, January 23, 2024 at 7:00 P.M.**

- 1. Call to Order**
- 2. Approval of Minutes**
  - A. Approval of Regular Meeting November 28, 2023 minutes
- 3. Citizens'/Chair's/Executive Assistant's Comments**
- 4. New Business**
  - A. Update Executive Assistant's PTO policy
  - B. Service Calls
  - C. Discuss/Review Emergency Plan in WPCA Policies and Procedures
  - D. Peak Brooke recalibration
  - E. Annual wet well audit findings and follow up
  - F. Discuss Linemaster Switch Superfund meeting hosted by EPA
- 5. Old Business**
  - A. Repair Services
  - B. Fairgrounds meter report
  - C. Update ARPA-funded/DPC project
  - D. Follow up grease trap maintenance-FOG log
  - E. Wet well vent caps-review Gale's design
  - F. Discuss removal of solids at Pump Station
  - G. Woodstock Academy re: flowmeters
  - H. Tree removal follow up r/t root impacted manhole near Conex
- 6. System Maintenance Update**
  - A. Grinder Pump Repairs/Main Line Maintenance
  - B. Pump Station Maintenance
    1. Snow removal at Pumping Station
    2. Murdock Security: phone tree revised
    3. Discuss Pump Station annual inspection
- 7. Flow Report**
  - A. Weekly & Monthly Meter Readings of Main Line Wastewater Flow to Putnam
  - B. Rainfall Data
- 8. Financial Update**
  - A. Payment of Bills
    1. Follow up WindRiver/Parent bill and any other updates
  - B. Treasurer's Report
- 9. Correspondence**
  - A. Town Website updated to improve ease of access to reach WPCA via email
- 10. Review of Member Follow-Up Activities for Next Meeting**
- 11. Adjournment**