

**WATER POLLUTION CONTROL AUTHORITY
REGULAR MEETING MINUTES
Meeting Room A
Tuesday, January 23, 2018**

MEMBERS PRESENT: Roger Gale, Peter Ellsworth, Stewart Morse, Tim Rainville, Rich Canavan
MEMBERS ABSENT: None
OTHERS PRESENT: Cheryl Stadig

1. CALL TO ORDER:

The meeting was called to order by Chairman Roger Gale at 7:02 PM.

2. APPROVAL OF THE REGULAR MEETING MINUTES OF NOVEMBER 28, 2017:

Ellsworth requested an amendment to the wording in #8. B. Treasurer's Report:

Treasurer, Peter Ellsworth, was not in attendance.

To: Peter Ellsworth prepared the Treasurer's Report. It was decided to table the report until the next regular meeting.

Morse **moved to accept** the minutes as amended. Canavan **seconded**, Ellsworth **abstained**, remaining members **all in favor**.

3. CITIZENS COMMENTS: None

4. NEW BUSINESS:

Gale asked to add item "C". Bruce Williams Report to the agenda. Rainville **moved to accept** Gale's request to add item "C", **seconded** by Morse, **all in favor**.

- A. Service Calls:** Gale stated that Parent Sanitation has pumped out the wet well at the Woodstock Fairgrounds. A brief discussion followed regarding the steam cleaning of the wet well in the spring or later.
- B. Putnam WPCA Quarterly Bill:** Gale stated that he emailed the Putnam WPCA chairman and cc'd John Marcin, of Suez, regarding the issue of blank information on the quarterly bills. A brief discussion followed.
- C. Bruce Williams Report:** Gale stated that the overall report was favorable with four residences with minor issues, i.e., minor grease build-up, slight corrosion, bulb replacement, remounted bracket and one pump not seated on flange. Morse suggested that Stadig send a letter to the two new property owners, on the sewer line to let them know, as a courtesy, that they were inspected and it is their responsibility to maintain their grinder pump system.

5. OLD BUSINESS:

- A. Update to Sewer Map – Review Changes:** Gale presented the maps for discussion of the Sewer District lines. Three lots are listed, in error, on the current map.

Lot#5779/63/02, Lot #5779/63/02-1 and Lot #5779/63/03A. Gale **moved** to correct an error to the Sewer District lines by eliminating Lots #5779/63/02, #5779/63/02-1 and #5779/63/03A from the sewer boundary lines, **seconded** by Ellsworth, **all in favor**.

Canavan **moved to add** Lot #5779/63/02E to the Sewer District as designated on the proposed, updated Sewer District Map, **seconded** by Rainville, Morse **opposed**, remaining members in favor.

- B. Woodstock Inn – Update:** Gale stated the Inn is awaiting bids to select a contractor. Brief discussion followed.
- C. Policies & Procedures Manual – Controllability of Documentation:** Stadig to contact Savage Systems regarding file data transfer.

6. SYSTEM MAINTENANCE UPDATE:

- A. Grinder Pump Repairs/Main Line Maintenance:** Nothing new to report.
- B. Pump Station Security System, Safety and Cleaning:** Gale stated he will wait until Spring to proceed with safety updates.

7. FLOW REPORT:

- A. Weekly Meter Readings of Main Line Waste Water Flow to Putnam FY 2017-2018:** Members discussed to high weekly totals and possible causes.
- B. Quarterly Meter Readings for FY 2017-2018:** Gale stated he and Stadig are in the process of doing the readings.
- C. Rainfall Data:** Gale stated he would like Stadig to call Tighe & Bond to inquire if they have a specific website to attain rainfall data.

8. PAYMENT OF BILLS:

- A. Budget Category Designations:** Nothing new to report.
- B. Treasurer's Report:** Ellsworth highlighted some figures on the budget. He stated he will be working on FY 2018-2019 budget for the February 27th regular meeting.

*Morse **moved** to add Bruce Williams Invoice for \$2910 to the monthly bills, Ellsworth **seconded**, **all in favor** for a new total of \$40,119.97.

WPCA JANUARY 23, 2018 BILLS

<u>Vendor</u>	<u>Line Item</u>	<u>Charges</u>
Parent Sanitation Invoice #108214	500.00.289.00 Lift Station Maintenance	\$261.00
BGE WSTK LLC Invoices # 16 & 17	500.00.224.00 Landfill Solar System Dec. 2017 & Jan. 2018	\$177.48
Frontier Communications Acct. #860-928-3192-111198-5	500.00.225.00 Lift Station Phone Service	\$ 35.15
Venture Communications & Security LLC Invoice # 3301	500.00.242.00 WPCA Lift Station Monitoring Service	\$250.00
Town of Putnam Acct. #191900 Quarterly Billing	500.00.190 WPCA Waste Water Treatment FY 2017-2018	\$36,055.01
Town of Woodstock Recording Fees 11/1/17 – 11/30/2017	500.00.006.00 WPCA Recording Fees	\$ 40.00
Eversource Acct. # 51942724014 12/2017 & 1/2018	500.00.224.00 WPCA Lift Station	\$391.33
Bruce Williams Invoice	500.00.285.00 Annual Pump Inspection	\$2910.00
TOTAL AMOUNT DUE: \$ 40,119.97		

9. CORRESPONDENCE: None

10. REVIEW OF MEMBER FOLLOW-UP ACTIVITIES FOR THE NEXT MEETING:

- Stadig to contact John Buell regarding Fairground Pump Station annual maintenance, has it been done yet?
- Rainville to check on calibration date on Putnam flow meter.
- Stadig to call Lori Cariero at T&B for Rainfall data and Sewer Map changes.

11. ADJOURNMENT:

Morse **motioned** to adjourn the meeting at 8:58 p.m., Ellsworth **seconded, all in favor.**

Respectfully Submitted,

Cheryl A. Stadig
Recording Clerk