

**WATER POLLUTION CONTROL AUTHORITY
REGULAR MEETING MINUTES
Meeting Room A
Tuesday, February 27, 2018**

MEMBERS PRESENT: Peter Ellsworth, Tim Rainville, Rick Canavan
MEMBERS ABSENT: Roger Gale, Stewart Morse
OTHERS PRESENT: Cheryl Stadig

1. CALL TO ORDER:

The meeting was called to order by Peter Ellsworth at 7:02 P.M.

2. APPROVAL OF THE REGULAR MEETING MINUTES OF JANUARY 23, 2018:

Ellsworth **moved to accept** the minutes as presented, Rainville **seconded**, **all in favor**.

3. CITIZENS COMMENTS: None

4. NEW BUSINESS:

A. Service Calls: None

B. Protocol for Fire Tank and Domestic Water Tank Cleaning at WES & WMS:

Canavan suggested the WPCA and Stadig speak with the Fire Marshal regarding regulations prior to the March 27th meeting.

5. OLD BUSINESS:

A. Update to Sewer Map: Ellsworth stated he spoke to Gale regarding the map changes and Stadig forwarded these to Lori Carriero at Tighe & Bond.

B. Woodstock Inn – Update: Stadig reported she gave a copy of the NDDH letter to the Building Inspector. Rainville questioned the NDDH letter segment regarding “*the grossly undersized grease trap*” asking “Does the WPCA have the authority to suggest the property owner have a larger grease trap installed?” Discussion followed. Ellsworth requests Stadig send Mr. Naumann, the Inn owner, a letter regarding the NDDH letter and invite him to the March WPCA meeting should he have any questions.

6. SYSTEM MAINTENANCE UPDATE:

A. Grinder Pump Repairs/Main Line Maintenance: Nothing to report

B. Pump Station Security System & Safety: This item has been tabled until Gale returns.

7. FLOW REPORT:

A. Weekly Meter Reading of Main Line Waste Water Flow to Putnam FY 2017-2018:

Again the weekly flow totals are much higher than this time in previous years. Stadig to try to obtain more information on Putnam’s decision to end their partnership with Suez Water Company.

B. Quarterly Meter Readings for FY 2017-2018: Members reviewed totals, discussion followed.

C. Rainfall Data: Rainville requested adding rainfall data to monthly charts, i.e., total, current and historical data. Discussion followed.

8. PAYMENT OF BILLS:

A. Budget Category Designations: No changes.

B. Treasurer’s Report: Quick review by members.

C. FY 2018-2019 Budget Preparation: Ellsworth discussed the “Budget Format FY Expenditures. Members agreed to hold a Special Meeting on Wednesday, March 14,

2018 in the WPCA office to work on the FY 2018-2019 budget.

Rainville **moved to approved** payment of the bills as presented in the amount of \$268.79,
Canavan **seconded, all in favor.**

WPCA FEBRUARY 27, 2018 BILLS

<u>Vendor</u>	<u>Line Item</u>	<u>Charges</u>
Eversource Acct#51942724014	500.00.224.00 Lift Station	\$ 213.58
Frontier Communications Acct. #860-928-3192-111198-5	500.00.225.00 WPCA – Lift Station Telephone	\$ 35.21
Town of Woodstock Recording Fees 1/1/2018 – 1/31/2018	500.00.006.00 WPCA Recording Fees	\$ 20.00
TOTAL - \$268.79		

9. CORRESPONDENCE: Letter from Tighe & Bond

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

- Ellsworth and Stadig to create new Weekly Flow Chart.
- Stadig to create an Agenda for the Special Meeting.
- Stadig to contact WA to get a total number of boarders.
- Stadig to contact John Buell regarding maintenance at Pump Station.«
- Rainville to locate a local meteorologist.
- Stadig – letter to Richard Naumann.
- Stadig – contact Fire Marshal.

11. ADJOURNMENT: Rainville **motioned to adjourn** at 8:14 p.m. p.m., **seconded** by
Canavan, all in favor.

Respectfully submitted,

Cheryl Stadig, Recording Clerk

Cheryl Stadig
Recording Clerk