

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

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

**1. CALL TO ORDER:**

The meeting was called to order by Peter Ellsworth at 7:01 P.M.

**2. APPROVAL OF THE REGULAR MEETING MINUTES OF FEBRUARY 27, 2018:**

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

**3. CITIZENS COMMENTS:** None

**4. NEW BUSINESS:**

- A. Service Calls:** Morse asked Rainville about the problem of the alarm going off at Pump Station at the Fairgrounds. Rainville stated he met with Kevin from Venture Communications and, also, spoke with Bill Chaput. Discussion followed. Rainville will contact both Kevin and Bill Chaput in a couple of weeks regarding the issue.

**5. OLD BUSINESS:**

- A. Update to Sewer Map:** WPCA has not yet received the new drafts from Tighe & Bond.
- B. Woodstock Inn – Update:** Ellsworth reviewed the information from Mr. Naumann. Ellsworth stated he spoke, at length, with Roger Gale, regarding this new information from F.O.G. Inspector, Norman Rogers, from the Town of Putnam and both feel a new grease trap be installed. Rainville felt the letter from Mr. Rogers is sufficient in stating that a new grease trap is not needed. Morse suggested that a copy of Mr. Rogers letter be given to Building Inspector, Terry Bellman, for review and opinion on the matter. A discussion followed and members agreed to refer to Tighe & Bond for their opinion on the matter.
- C. Protocol for Fire Tank and Domestic Water Tank Cleaning at WES & WMS:** Stadig stated that she spoke with Fire Marshal, Dick Baron. He advised that there is no Fire Tank at WES. He, also, stated that he doesn't see that there would be a need to empty these tanks unless there was a problem with the tank itself. He further stated that this is clean water and could be flushed into the storm drain.

**6. SYSTEM MAINTENANCE UPDATE:**

- A. Grinder Pump Repairs/Main Line Maintenance:** Rainville stated it is probably time to take care of some preventative maintenance at the Lift Station.

**7. FLOW REPORT:**

- A. Weekly Meter Reading of Main Line Waste Water Flow to Putnam FY 2017-2018:** Ellsworth stated the weekly flow totals have been considerably higher since July 2017. A discussion followed. Rainville stated he would contact Glen Cardarelli from Naponset Controls to calibrate the water meter and flume at the Peake Brooke location.
- B. Quarterly Meter Readings for FY 2017-2018:** Stadig reported that she will do the the fourth quarter meter readings in April.
- C. Rainfall Data:** Rainville stated that Peake Brooke does have a rain gauge and keeps

the data for two years. He will contact someone there to get the figures.

**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 presented budget and expenditure figures he prepared as a starting point. A preliminary date of Wednesday, April 11, 2018 at 10:00 a.m. has been agreed upon for a budget meeting for FY 2018-2019.

Morse **moved** to pay the March bills of \$624.86 as presented, **seconded** by Rainville, **all in favor**.

**WPCA MARCH 27, 1018 BILLS**

<b><u>Vendor</u></b>	<b><u>Line Item</u></b>	<b><u>Charges</u></b>
Eversource Acct #51942724014	500.00.224.00 WPCA – Lift Station Power	\$ 437.43
BGE WSTK, LLC Inv. #18	500.00.224.00 WPCA – Lift Station Solar	\$ 102.43
Venture Communications & Security, LLC Inv. #2387030618	500.00.289.00 WPCA – Lift Station Alarm	\$ 85.00
<b>TOTAL - \$ 624.86</b>		

**9. CORRESPONDENCE:** None

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

- Ellsworth and Stadig to format new Weekly Flow Chart.
- Ellsworth to contact Tighe & Bond regarding new sewer map.
- Rainville to follow-up with Kevin from Venture Communications & Bill Chaput.

**11. ADJOURNMENT:** Ellsworth **motioned to adjourn** at 8:07 p.m. p.m., **seconded** by Rainville, **all in favor**.

Respectfully submitted,

Cheryl Stadig  
Recording Clerk