

**WATER POLLUTION CONTROL AUTHORITY
SPECIAL MEETING MINUTES
Town Hall Meeting Room A
Tuesday, July 16, 2019 at 7:00 P.M.**

MEMBERS PRESENT: Roger Gale, Stewart Morse, Tim Rainville, Rick Canavan

MEMBERS ABSENT: Peter Ellsworth

OTHERS PRESENT: Cheryl Stadig

1. CALL TO ORDER:

The meeting was called to order by Roger Gale at 7:04 p.m.

2. APPROVAL OF THE REGULAR MEETING MINUTES OF MAY 28, 2019:

Morse **moved to approve** the minutes of May 28, 2019 as presented, Rainville **seconded, all in favor.**

3. CITIZEN COMMENTS: None

4. NEW BUSINESS:

A. Service Calls – None

B. Explore the Possibility of Meter Installation Reading Outgoing Flow at All Metered Customer Locations – Morse has been unable to reach Bruce Williams. Brief discussion. Put on August Agenda.

C. Discuss the Executive Assistant Position – Discussion on the opening of the Executive Assistant position, as Stadig resigned effective June 30, 2019 due to scheduling conflict with her position in the Assessor's office.

D. 10 Dupre Road - Gale stated that the homeowner has paid the \$9900.00 connection fee And is now on-line. Members viewed an aerial map of the property. Billing to customer will begin in January 2020.

E. July 23, 2019 Meeting - Morse **moved to cancel** the Regular Meeting of July 23, 2019, Rainville **seconded, all in favor.**

5. OLD BUSINESS:

A. Grease Trap for Woodstock Fair - Gale stated he will contact NDDH for advice. He spoke to a representative of the Woodstock Fair who stated "all vendors have a grease bucket in every booth

B. Inn at Woodstock Hill - Gale stated the Inn went on-line as of July 1, 2019. He took an initial reading.

6. SYSTEM MAINTENANCE UPDATE:

A. Grinder Pump Repairs/Main Line Maintenance - Gale took care of the small patch of grass at the Pump Station. No other maintenance needed.

7. FLOW REPORT:

A. Weekly Meter Readings of Main Line Waste Water Flow to Putnam FY 2019-2020 – Gale stated he asked Crystal Adams to create a new log sheet for flow recording. Rainville stated the flows appear to be running status quo.

B. Quarterly Meter Reading for FY 2019-2020 - Gale has acquired all readings for this first quarter of the new fiscal year, with only Crabtree & Evelyn remaining.

C. Rainfall Data - No update

8. PAYMENT OF THE BILLS:

A. Budget Category Designations - No changes

B. Treasurer's Report – Gale conveyed that Ellsworth will have new budget documents prepared for the next meeting in August.

C. Fiscal Year 2019–2020 - No updates

Morse **moved to pay** the bills as presented at \$31, 963.79, Canavan **seconded, all in favor.**

WPCA BILLS FOR JULY 16, 2019 SPECIAL MEETING

<u>Vendor</u>	<u>Line Item</u>	<u>Charges</u>
Stonebridge Press, Inc. Public Hearing Ad	500.00.211 WPCA Notices	\$ 205.80
Eversource Acct #51942724014	500.00.224.00 Power at Lift Station	\$ 100.88
Frontier Communications Acct #860-928-3192-111198-5	500.00.225.00 Lift Station Phone	\$ 38.34
Shopper's Guide Public Hearing Ad	500.00.211 Notice of Sewer Rate Increase	\$ 156.00
Guilford Savings Bank c/o BGE WSTK LLC Inv. #33	500.00.224.00 Lift Station Power	\$ 159.04
Town of Woodstock Town Clerk	500.00.006 WPCA – Recording Fees 5/1/2019 – 6/5/2019	\$ 170.00

Town of Putnam Acct #2019 06 0191900	500.00.190 WPCA – Waste Water Treatment Quarterly Bill	\$31,133.73
TOTAL DUE - \$ 31,963.79		

9. CORRESPONDENCE: None

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

1. Gale to get meter readings from Crabtree & Evelyn.

11. ADJOURNMENT: Morse **moved to adjourn** at 8:07 p.m., Rainville **seconded, all in favor.**

Respectfully submitted,

**Cheryl Stadig
Recording Clerk**