

WATER POLLUTION CONTROL AUTHORITY



Regular Meeting Town Hall Meeting Room A Tuesday, September 24, 2019 MINUTES

1. The call to order by Chair Roger Gale was at 7:02 PM

MEMBERS PRESENT: Roger Gale, Peter Ellsworth, Stewart Morse, Tim Rainville

MEMBERS ABSENT: Rick Canavan

OTHERS PRESENT: Guests Doug Putnam (6 Ellen Lane) and Paul Gohr (40 Ellen Lane)
Acting Recording Secretary Dotti Durst

2. Approval of the Special Meeting Minutes of July 16, 2019 was **tabled** until the October regular meeting, pending access to the minutes by the members.

3. Citizen Comments- D. Putnam asked about the sewer fees for households. Answer: rates are based on Putnam's requirements. P. Gohr asked if residences are ever metered or only billed a flat rate. Answer: Only the 10 major users (commercial and municipal) are metered and billed based on volume.

Note: 23 homes will need to convert to maintaining grinder pumps, effective the next time the property changes hands. Some in-law apartments and duplexes (second dwelling units) have been identified and will need to be billed for a second EDU, effective upon identification.

4. New Business

A. Service Calls:

-8 Stonebridge Road, corroded wire

-Brookwood Apartments, a vehicle drove over the cover and caused significant damage to the control box

B. Explore the Possibility of Meter Installation Reading Outgoing Flow at All Metered Customer Locations: Currently, the Fair system is measured by outflow, while all the other are measured on water usage. A note from Tighe and Bond states that temporary meters can be used. It is expensive to install a new meter and venturi to monitor outflow. The subject will be added to the October **regular monthly meeting** agenda for further review.

* Note was made that Woodstock Academy will **be sent** a memo, as a sump pump is discharging improperly

C. Discuss the Executive Assistant Position: R. Gale: the position seems to be a 2-person job.

1). This person handles records/takes and posts minutes/does billing/keeps the office work cohesive 2). In addition, the person fields technical inquiries and problems, sometimes reads meters, sometimes handles other on-site duties. The second set of responsibilities requires a different skill set and a mechanical mind. Cindy Brown has been hired as Recording Secretary for town boards/commissions; perhaps she could be interested in the 4-hour per week office position the WPCA needs to handle business. The previous WPCA worker had a 10 AM -2 PM time slot one day a week, in addition to attending meetings, and then creating minutes and getting them posted to comply with legal requirements. It was noted that she sometimes, in addition, handled meter checks. Probably the total hours per week were about 6. **Motion S. Morse seconded by P. Ellsworth to authorize Chair R. Gale to ask the town administration about the availability of Cindy Brown to serve as Staff for the WPCA, four (4) hours per week, on an interim basis, carried unanimously.**

D. Other: it is being said that the commercial-use building on Liljegren Road, which is tied into the sewer line, has been sold; there is talk of a major use. Should other buildings be added, a sewer extension will be required.

5. Old Business

A. Grease Trap for Woodstock Fair- R. Gale went to the site, observed grease barrels and took photos. Written procedures are in place for vendors; staff are willing to work with the WPCA as needed. Proposal by S. Morse: look at Brooklyn, Durham and other fairgrounds which are tied into a sewer system to learn how grease disposition is handled. The consensus was to follow-up thusly and put the matter on the **agenda again for** next month.

6. System Maintenance Update

A. Grinder Pump Repairs/Main Line Maintenance- The cinder block building behind Java Jive holds a major pump which serves the buildings across RT 169; from there gravity handles the flow to Putnam. We need to check on build-up and venturi condition using a contractor qualified to go down in to examine the venturi. Because of distances, this is a two-person task. There is no action on Mainline maintenance.

7. Flow Report

A. Weekly Meter Readings of Main Line Waste Water Flow to Putnam FY 2019-2020: detailed flow numbers were reviewed

B. Quarterly Meter Readings for FY 2019-2020: reviewed

C. Rainfall Data: reviewed

Note was made that commercial customers pay once yearly. The Inn at Woodstock Hill has requested that quarterly payments be scheduled. The town Treasurer states that this is feasible, that the first three billing cycles be average anticipated use, and the fourth billing cycle be used to address the actual usage, wrapping up the year.

8. Motion T. Rainville seconded by S. Morse to approve payment of the bills for the total amount of \$1,672.60, as listed carried, with P. Ellsworth abstaining.

WPCA BILLS FOR SEPTEMBER 24, 2019 REGULAR MEETING

<u>Vendor</u>	<u>Line Item</u>	<u>Charges</u>
Deep 6 Plumbing & Heating LLC Inv. #14357C	500.00.285.00 Grinder Pump Maintenance Check Fairground Pumps	\$ 67.50
Eversource Acct #51942724014	500.00.224.00 Power at Lift Station	\$ 143.44
Frontier Communications Acct #860-928-3192-111198-5	500.00.225.00 Lift Station Phone July & August	\$ 80.13
Authur Parent Contractor, Inc. Inv. #109083	500.00.285.00 Grinder Pump Maintenance Including Pressure Washed At Fairgrounds	\$ 685.00
Peter Ellsworth Corel Computer Program- reimbursement	500.00.269.00 WPCA – Materials & Supplies	\$ 156.53
Deep 6 Plumbing & Heating LLC Inv. #14579C	500.00.285.00 Grinder Pump @Brookwood Apts. Service Call	\$ 360.00
Deep 6 Plumbing & Heating LLC Inv. #14400C	500.00.285.00 Grinder Pump @ 332 RT 171 Service Call	\$ 90.00
Deep 6 Plumbing & Heating LLC Inv. #14607C	500.00.285.00 8 Stonebridge Rd Service Call	\$ 90.00
TOTAL DUE - \$ 1672.60		

Note was made to verify the code used on Arthur Parent; should it be Mainline Maintenance?

A. Budget Category Designations: no discussion

B. Treasurer's Report: P. Ellsworth prepared a preliminary 2019-2020 budget (9/16/2019) for review and it will be distributed to members. A timeline is needed to get the budget approved, as last fiscal year it was handled quite late. The 2018-2019 budget will be sent out as well, for comparison purposes. The consensus was to schedule a Special Meeting in order to approve the budget. The agenda will go to the town clerk for a Special WPCA meeting on Oct 3, Thursday, at 7 PM, Town Hall, room number to be determined, to review and consider approval of the current fiscal year proposed budget of \$218,140.

C. Consider Fiscal Year 2019-2020 Budget - (See above)

9. Correspondence:

***reminder** that the annual election of officers will take place at the next meeting

Other: both D. Putnam and Paul Gohr are encouraged to participate in the WPCA as a member;

R. Gale will provide further details.

10. Review of Member Follow-Up Activities for Next Meeting:

11. S. Morse motion to adjourn at 8:33 PM, seconded by P. Ellsworth, carried unanimously.

Respectfully submitted, Dorothy Durst- Acting Recording Secretary *Dorothy Durst*

These minutes are not yet approved by the Woodstock WPCA. Please refer to next month's meeting minutes for modifications to/approval of these minutes.