

**Town of Woodstock  
Water Pollution Control Authority  
Regular Meeting Minutes  
Tuesday, November 26, 2019  
7:00 PM – Town Hall Meeting Room A**

**MEMBERS PRESENT:** Roger Gale, Stewart Morse, Timothy Rainville, Richard Canavan

**MEMBERS ABSENT:** Peter Ellsworth

1. **Call to Order:** Chairman Roger Gale called the meeting to order at 7:02 pm.
2. **Approval of Minutes:**
  - a. **Regular Meeting Minutes of October 22, 2019:**

**Motion** was made by Stewart Morse, and **Seconded** by Richard Canavan, to approve the October 22, 2019 Regular Meeting Minutes with the following revisions: 4) change five-year terms for each officer to one-year terms; and, 8a, 6<sup>th</sup> line, change “above overages” to “about overages.” **The motion passed unanimously.**
3. **Citizens Comments:** None.
4. **New Business:**
  - a. **Service Calls:** WPCA members were briefly updated on various inquiries that came into the WPCA office. No further action was required.
  - b. **Explore the possibility of meter installation reading outgoing flow at all metered customer locations:** Chairman Gale spoke with Justin Skelly from DPC Engineering in Longmeadow, MA, regarding the possibility of installing flumes on all metered customers’ properties in order to measure the wastewater flow. Mr. Skelly has preliminary figures to share with Chairman Gale. This item will be placed on the January agenda. Timothy Rainville mentioned there are different types of systems that do not require a transducer, which he recommended be part of the conversation that Chairman Gale has with Mr. Skelly.
  - c. **Review 2017 WPCA Calendar (Housekeeping Items Requiring Action):** Chairman Gale recommended the following updates to the calendar: May—complete presentation of budget; public hearing on budget; and, set billing rate. Members agreed with this schedule.

Stewart Morse recommended adding quarterly maintenance on the flume to the calendar. It was agreed to add three dates (November, March, July) for one year to the 2020 calendar titled Calibration of Putnam Meter. This schedule will be evaluated and adjusted, as appropriate, at an upcoming meeting in the fall.
  - d. **Final Lift Station Protocol Call List:** WPCA members received a final call list for their reference.
5. **Old Business:**
  - a. **Grease Trap for Woodstock Fair:** Chairman Gale learned that NDDH does not monitor the grease at the fairgrounds. He will be speaking with the town building inspector about grease trap regulations to further understand this protocol. This item will be added to the January agenda.

**6. System Maintenance Update:**

- a. **Grinder Pump Repairs/Main Line Maintenance:** Chairman Gale reported that this item is ongoing, and a parts inventory still requires attention.

**7. Flow Report:**

- a. **Weekly meter readings of main line wastewater flow to Putnam – FY 2019-2020:** Chairman Gale shared some updated figures for this document. He will add the rainfall figures once received.
- b. **Quarterly Meeting Readings:** The figures for Crabtree & Evelyn will be included in this report when the real estate closing occurs, at which point Chairman Gale will take final readings. The closing is anticipated for December 10, 2019. He will also be learning more about where each meter is located and what their capabilities are.

Mr. Gale clarified the second quarter reading listed for Woodstock Elementary School. The document will be updated to reflect this change. He further noted that some of the commercial properties have two wells; thus, both readings are included in the spreadsheet. Last, Woodstock Academy North has two gauges, which feed into a main tank. What is exiting the main tank is reflected in the top figure of this line item.

- c. **Rainfall Data:** Historical rain data was distributed to WPCA members prior to the meeting.

**8. Payment of the Bills:**

**Motion** was made by Stewart Morse, and **Seconded** by Timothy Rainville, to approve the four invoices listed in the 11/26/19 WPCA Bills Summary totaling \$200.47. **The motion passed unanimously.**

Chairman Gale asked Cindy Brown to create a file for all utility bills from July 1, 2019 to present. Members discussed the 100-gallon tank at the Fairgrounds and agreed there would not be enough fuel to accommodate a four-day outage.

**Treasurer's Report:** The Treasurer's Report was distributed to members via email prior to the meeting.

**Fiscal Year 2019-2020 Budget:** The FY 2019-20 Budget was distributed to members via email prior to the meeting.

**9. Correspondence:** None.

**10. Review of Member Follow-up Activities for Next Meeting:** Timothy Rainville asked that the proposal regarding the alarm security system at the lift station be revisited and added to the January agenda.

**11. Adjournment:**

**Motion** was made by Timothy Rainville, and **Seconded** by Richard Canavan, to adjourn. **The motion passed unanimously.** The meeting adjourned at 8:17 pm.

Respectfully submitted by Cynthia Brown, Recording Secretary

**DISCLAIMER:** These minutes have not yet been approved by the WPCA.

Please refer to next month's minutes for approval/amendments.