

**WATER POLLUTION CONTROL AUTHORITY
REGULAR MEETING MINUTES
Meeting Room A
Tuesday, June 26, 2018 at 7:00 PM**

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

MEMBERS ABSENT: None

OTHERS PRESENT: Shelley Martel, Kevin Kozaczka, Cheryl Stadig

1. CALL TO ORDER:

The meeting was called to order by Roger Gale at 7:00 P.M.

Morse congratulated Ellsworth on his reappointment to the WPCA for another term.

2. APPROVAL OF THE REGULAR MEETING MINUTES OF MAY 22, 2018:

Morse **motioned** to approve the minutes of the May 22, 2018 Regular Meeting as presented, Rainville **seconded, all in favor.**

A. APPROVAL OF THE SPECIAL MEETING MINUTES ON MAY 29, 2018:

Gale requested an amendment to **Item #2: BILLING OF SEWER CUSTOMERS (Residential and Metered)**, to read '*Morse moved to authorize Gale to send out the Sewer Usage bills at the current rate, of \$7.564 for metered customers and \$343.83 per EDU per year for residential customers.*' Ellsworth **motioned** to accept the revised May 29, 2018 Special Meeting Minutes, Morse **seconded, all in favor.**

3. CITIZENS COMMENTS: Shelley Martel, 272 RT 171, responded to a letter she received from the WPCA stating she would be charged two EDUs and not one as her home is considered a two family. Ms. Martel wanted an explanation of the fee process and the WPCA's consideration as she is aware that surrounding towns charge a flat rate. A discussion followed. Gale stated, and members agreed, the WPCA could not set a precedent for one residential customer. Members thanked Ms. Martel for coming in.

Morse **motioned** to move **Item #4.C. Venture Communications & Security Proposal** above **Item #4.A. Service Calls**, Rainville **seconded, all in favor.** Also, Morse **motioned** to add **Item D. Tax Collector Letter** under **New Business.**

4. NEW BUSINESS:

C. Venture Communications & Security Proposal: Kevin Kocaczka discussed his project proposal to upgrade the Lift Station monitoring system. With regards to the phase monitor malfunction, he suggested installing a Ditech low voltage module. He explained if the phase monitor fails, the motor on the pump could burn out, causing the second motor to do the same. This would result in a catastrophic failure of the system. Discussion followed. Morse motioned to authorize Kozaczka to contact Bill Chaput to price a surge suppressor and phase monitor, Rainville seconded, all in favor.

A. Service Calls: 8 Stonebridge Rd. – Mr. Lewis had called Stadig, leaving a message that his pump alarm was going off again. Glenn Boisse, Deep 6 Plumbing was called. It appears

the problem is a float switch. Morse suggested calling Bruce Williams. Gale stated he would call Williams.

B. Preventative Maintenance: 1) Physical Repairs of Building at Lift Station: Siding and soffets on the southeast corner of the building need replacing. This has been tabled until the Regular Meeting on July 24, 2018. **2) Pump Refurbishing:** Morse stated the WPCA has two new and one rebuilt pump, he took to Piela. **3.) Safety Procedures at Lift Station:** Nothing new to report.

D. Tax Collector Letter: Gale stated the Tax Collector has requested a letter from the WPCA, that is was approved at the Special Meeting on May 29, 2018, to include a statement in the tax bills that there may be a second billing once the WPCA has agreed on a budget for FY 2018-2019.

5. OLD BUSINESS:

A. Woodstock Inn – Update: Gale stated that according to the information he has, the Woodstock Inn will begin the project to tie-in to the Town sewer on or around July 11, 2018.

6. SYSTEM MAINTENANCE UPDATE:

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

7. FLOW REPORT:

A. Weekly Meter Readings of Main Line Waste Water Flow to Putnam FY 2017-2018: Members reviewed flow readings. Morse stated the readings have dropped considerably since the May 30th cleaning.

B. Quarterly Meter Readings for FY 2017-2018: Stadig said the FY 2018-2019 first quarter meter readings will take place in July.

C. Rainfall Data: Members reviewed rainfall data from the Peake Brook Road location.

8. PAYMENT OF BILLS:

A. Budget Category Designations: No updates.

B. Treasurer's Report: Stadig questioned if she would receive the \$.50 per hour increase in the WPCA that she is receiving as the Assessor's Assistant. Morse **motioned** to approve Stadig's \$.50 per hour increase starting on July 1, 2018, Rainville **seconded, all in favor.**

C. Fiscal Year 2018-2019 Budget Preparation: Gale presented to the WPCA the Metered Sewer Billing totals of \$58,864.67 for July 1, 2018.

Morse **motioned** to pay the bills, totaling \$402.75 and adding \$58.56 for Tighe & Bond , bringing the total to \$461.31, **seconded** by Rainville, **all in favor.**

WPCA BILLS FOR JUNE 26, 2018

<u>Vendor</u>	<u>Line Item</u>	<u>Charges</u>
Eversource Acct. #51942724014	500.00.224.00 WPCA – Lift Station Power	\$ 287.63
Frontier Acct#86092831921111985	500.00.224.00 WPCA – Lift Station Phone	\$ 35.12
Town Clerk Town of Woodstock	500.00.006.00 WPCA – Recording Fees 5/1/2018 through 5/31/2018	\$ 80.00
Tighe & Bond	500.00.213.00 WPCA - FEDEX Maps of Sewer Line	\$ 58.56

TOTAL DUE - \$461.31

9. CORRESPONDENCE: None

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

1. Gale to contact Bruce Williams regarding a float switch for 8 Stonebridge Rd.
2. Stadig to compose a letter for the Tax Collector.

11. ADJOURNMENT: Morse moved to adjourn at 8:54 p.m., Gale seconded, all in favor.

Respectfully submitted,

Cheryl Stadig
Recording Clerk

