

**WATER POLLUTION CONTROL AUTHORITY
REGULAR MEETING MINUTES
Meeting Room A
Tuesday, November 27, 2018 at 7:00 PM**

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

MEMBERS ABSENT: None

OTHERS PRESENT: Cheryl Stadig

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 October 23, 2018:

Rainville **moved to approve** the October 23, 2018 minutes as presented, Morse **seconded, all in favor.**

2. A. Gale requested a motion to add Items D. Letter for Sewer System Customers and E. Conex Box – Supply Audit under Item 4. New Business. Morse **moved to approve** the additions. Rainville **seconded, all in favor.**

3. CITIZENS COMMENTS: None

4. NEW BUSINESS:

A. Service Calls: On Tuesday, Nov. 27, 2018, David Strautman, property manager of Brookwood Apts. called Roger Gale to report an issue in building #2. Parent Sanitation was on site to empty the tanks and alerted the property manager that one pump was not working and the second pump had a leak in the line. Gale contacted Deep 6 Plumbing.

B. EST Flow Monitoring: Morse stated, as Stadig had just handed him the EST Report, he suggested the item be tabled until he and all WPCA members have had an opportunity to review the information. He asked Stadig to make copies for all members. Ellsworth **moved** to table the item, Morse **seconded, all in favor.** All members agreed to hold a Special Meeting to discuss the findings of the report. Meeting date set for Tuesday, December 11, 2018 at 7:00 p.m.

C. 2019 WPCA Meeting Schedule: Morse **moved to approve** the 2019 WPCA meeting schedule as presented, Ellsworth **seconded, all in favor.**

D. Letter for Sewer System Customers: Per discussion, the phrases “Nothing but Human Waste and Toilet Tissue” should be in bold print.

E. Conex Box – Supply Audit: Discussion followed pertaining to supplies already in the Conex Box and supplies which need to be ordered.

5. OLD BUSINESS:

A. Woodstock Inn – Update: Gale stated he spoke to Sig Swanberg, the contractor for the project, and Mr. Swanberg stated construction may not resume until Spring 2019 due to inclement weather.

B. Safety Implementation at Lift Station: Gale stated he visited Boudreau's Welding and they have not yet started the work for the WPCA. Gale will check other companies to get estimates.

6. System Maintenance Update:

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

B. Pump Phase Alarm: New equipment is installed. Both Gale and Morse did receive a call that the new alarm did go off once since the new system was installed.

7. Flow Report:

A. Weekly Meter Readings: Gale noted that the figures are still running high.

B. Quarterly Meter Readings: Members discussed the loss of revenue from the closing of Crabtree & Evelyn.

C. Rainfall Data: No updated data.

8. Payment of the Bills:

A. Budget Category Designations: No updates.

B. Treasurer's Report: No updates.

C. Fiscal Year 2018-2019 Budget: No updates.

WPCA NOVEMBER 27, 2018 BILLS

<u>Vendor</u>	<u>Line Item</u>	<u>Charges</u>
Frontier Communications Acct. #860-928-3192-111198-5	500.00.225.00 WPCA – Lift Station Telephone	\$ 45.85
EST Associates, Inc. Inv. #152653	500.00.213.00	\$ 2395.00
Guilford Savings Bank c/o BGE WSTK LLC Acct. #51942724014	500.00.224 Solar Power at Lift Station	\$ 117.05
Town of Woodstock Recording Fees Acct. #41	500.00.006.00 WPCA Recording Fees 10/1/18 – 10/31/18	\$ 10.00
Tighe & Bond	500.00.213.00 Engineering Services At Woodstock Inn	\$ 315.40
Town of Putnam Acct #2018 06 0191900 2 nd quarter billing	500.00.190 WPCA Waste Water Treatment	(\$50,336.01) PAYMENT TABLED
TOTAL DUE - \$ 2,883.30		

Gale asked for a motion to pay, in addition to the November bills of \$2567.90, a bill from Tighe & Bond for \$315.40 and \$50,335.01 to the Town of Putnam WPCA. Morse **motioned to approve** the Tighe & Bond bill for \$315.40 but to table the \$50,336.01 Town of Putnam bill until the board has had time to review the report from EST. Rainville **seconded, all in favor.**

9. CORRESPONDENCE: None

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

- Ellsworth – revision of Sewer System User’s Letter
- Stadig to print copies of Putnam WPCA minutes
- Gale continue to gather information on flow issue
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11. ADJOURNMENT: Morse **motioned to adjourn** at 8:25 p.m., **seconded by Ellsworth, all in favor.**

Respectfully submitted,

Cheryl Stadig
Recording Clerk