

**WATER POLLUTION CONTROL AUTHORITY
REGULAR MEETING MINUTES
March 22, 2011**

Members Present: Tim Rainville, Dan Atwood, Roger Gale, Peter Ellsworth

Members Absent: Stewart Morse

Others Present: Kristi Corrigan, Mia McDonald, Joe Campbell

1. Call to order: The meeting was called to order by Dan Atwood at 7:04 P.M.

The WPCA welcomed Peter Ellsworth as the newly appointed member of the board.

2. Approval of the Regular Meeting Minutes of February 22, 2011:

Roger Gale made a motion to accept the minutes as amended. Seconded by Tim Rainville. All in favor. Amendments: Delete: The dates of 2010. Add: The date of 2011.

3. Citizen Comments: None

4. Old Business/ New Business: A-RCAP Solutions: Mia McDonald presented a brief slide presentation on RCAP's training of emergency management plans. Dan Atwood asked Mia if RCAP would be willing to help the Woodstock WPCA in the ongoing I&I issue. Dan explained that he had mentioned this to Mia's supervisor back in October of 2010. Mia addressed Dan's question by saying that she was sure that RCAP would assist in Woodstock's I&I and she would talk to her supervisor about the issue and have RCAP follow up on Dan's request. **B- Woodstock Academy:** Dan Atwood explained to the board that the only remaining open issue with the proposed contract between the Town and the Academy is the language that is used concerning the projected impact flow. Joe Campbell agreed with Dan concerning the issue that needs clarification. Joe explained that the verbiage needs to be clear to all concerning the flow. Dan also explained that in the Policies and Procedure's Manuel, flow is based on past history, future expectations of population and utilization of the facility. Joe informed the board that a recent guide has been written up by the Academy called, The Enrollment Management Guide, which explains the Academy's enrollment process. **Roger Gale made a motion to authorize either Dan Atwood or Stewart Morse to sign the final sewer agreement between the Town and the Academy so that no party is held up between WPCA's meetings. Seconded by Tim Rainville. All in favor. C- Inn at Woodstock Hill:** No action was taken at this time. **D- Brookwood Apartments:** Kristi informed the board of the activity surrounding the lien that was placed on said property. No action was taken at this time. **E- Account Status:** A general discussion was had. **F- Policies and Procedures of non-reporting commercial flow reports:** To be followed up during the next regularly scheduled meeting in April.

5. System Maintenance Update:

A- Continuation of Investigation of Spike in flow to Putnam: No new updates at this time. **B- System Flow Meter Update-** The Authority commented that the newly installed flow meter seems to be measuring the flow more accurately.

6. Flow Reports: A. Weekly Meter Reading of Main Line Waste Water Flow to Putnam FY 2010-2011: A general discussion was had. **B. Water Meter Readings for FY 2010-2011:** Tim Rainville offered to research rainfall data software.

7. 2009-2010 Calendar Events: General discussion was had.

8. Citizen Comments : None

9. Payment of the Bills:

WPCA Bills for March 22, 2011

CL&P---- Account# 51942724014	\$271.49
LeClairRyan-----Invoice# 410281 Professional Services	\$1,334.00
RFP Engineering, LLC----- Invoice# 2009.06-2 General Consultation- Woodstock Academy Sewer Extension	\$200.00
AT&T-----Account# 8609283192003	\$32.69
Town of Woodstock Town Clerks Department----- Filing Fees	\$350.00

TOTAL	\$2,188.18
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Roger Gale made a motion to accept payment of bills as presented. Tim Rainville seconded. All in favor.

10. Correspondence: All correspondence distributed to members.

11. Review of Member Follow-up Activities for Next Meeting: 1-The board asked Kristi to compile the rainfall data into a readable chart that coincides with Putnam's flow data. . 2- Tim research of rainfall software. 3-Tim contact Mike Blackmar concerning the I&I flow meter update. 4- The board asked Roger to make note of manholes that could be susceptible to overflow of water for the possibility of a flood cap install.

12. Adjournment: Roger Gale made a motion to adjourn the meeting. Seconded by Peter Ellsworth. All in favor.

The meeting was adjourned at 8:27 P.M.
Respectfully Submitted,

Kristi Corrigan
WPCA Executive Administrator