

**WATER POLLUTION CONTROL AUTHORITY
REGULAR MEETING MINUTES
Meeting Room A
Tuesday, February 28, 2017**

MEMBERS PRESENT: Stewart Morse, Tim Rainville, Peter Ellsworth, Richard Canavan
MEMBERS ABSENT: Roger Gale
OTHERS PRESENT: Cheryl Stadig, Scott Young, Justin Skelley

1. CALL TO ORDER:

The meeting was called to order by Co-Chairman Peter Ellsworth at 7:00 PM.

Ellsworth Motioned to amend the Agenda to move item # **5.C. Woodstock Inn – Update**, to immediately after item #2. **Approval of the Regular Meeting Minutes of January 24, 2017.** Ellsworth also requested adding #8.B. **Treasurer’s Report** and #8.C. **FY 2017-2018 Budget Preparation.** Rainville seconded the motion, all in favor.

2. APPROVAL OF THE REGULAR MEETING MINUTES OF JANUARY 24, 2017:

Gale requested item #4.A. **Woodstock Inn – Possible Future Issues: Be amended to:** Gale stated he emailed plans from CME to Justin Skelley at Tighe & Bond. A discussion was had regarding possible issues should the Inn increase/add a building in the future. Gale stated that Section 8, page 3B of the WPCA Policy & Procedure Manual addresses the issue and covers the WPCA. He further stated that the WPCA would charge the Inn *(or any other metered customer making an addition) an additional fee based on an estimate of the additional water their addition would be using.* The Commission discussed composing a letter to attach to the filing stating additional charges will be assessed. *Once the Inn has paid (or made financial arrangements for the connection fee) and connected to the main line, they will be billed as a metered customer.*

Gale requested item #4.B. **Playground At Woodstock Middle School: Be amended to:** Gale stated that after reviewing the Sewer Line plans, he met with Crystal Adams of the Playground Committee. Although the plans showed nothing under the site where the Playground Committee has proposed building the playground, the WPCA could not give them *at that time* a “clear” go-ahead to proceed *due to not being able to locate As-Built sewer plans of the area.* It was stated that the Playground Committee presented their plans to Planning & Zoning at their January 19th meeting.

Gale requested item **#4.C.1. Service Calls: 1. 223 Route 169 - be amended to** - Gale stated Bruce Williams called him. Williams stated he had been to the 4-family rental owned by Nancy Keyes. *He found a heavy grease build-up in the wet well and station in a high water condition with no alarm going off or Alarm Lamp working. He replaced the Alarm Lamp. Gale notified owner to call Parent Sanitation to pump the wet well, and Gale notified Deep 6 to investigate why the pump wasn't working.*

Gale requested item **#4.C.2. 8 Stonebridge Road (McClellan House) – be amended to** – *Bruce Williams found this well in high water condition also. Unable to contact owner so Gale called Parent Sanitation to pump and clean well. Deep 6 to investigate this system.*

Morse Motioned to approve the minutes with changes, Rainville seconded, all in favor.

5. OLD BUSINESS**

C. WOODSTOCK INN – UPDATE: Scott Young of CME and Justin Skelley of Tighe & Bond reviewed site plans with the Commission. A brief discussion was had regarding pipe size and materials.

3. CITIZEN COMMENTS: None

4. NEW BUSINESS

A. PUBLIC MEETING – PLAYGROUND AT WOODSTOCK MIDDLE SCHOOL:

Morse stated he attended the public meeting and told Crystal Adams that there can't be any digging on the proposed site of the playground. Ms. Adams agreed.

B. SERVICE CALLS: None

5. OLD BUSINESS

A. UPDATE TO SEWER MAP: Justin Skelley of Tighe & Bond stated they can easily update the map, and when Gale returns they will work on it.

B. WOODSTOCK FAIRGROUNDS RE-ALIGNMENT OF SEWER LINE – UPDATE: Scott Young of CME stated there are no changes. Possible projected start date of early April.

C. WOODSTOCK INN – UPDATE: See above.

D. POLICIES & PROCEDURES MANUAL – CONTROLLABILITY OF

DOCUMENTATION: Ellsworth, after speaking with Gale, proposed that the WPCA purchase a desktop computer and printer for the WPCA office and include the cost in the new budget. Ellsworth to contact Savage Systems for a quote. **Rainville motioned to proceed, Morse seconded, all in favor.**

6. SYSTEM MAINTENANCE UPDATE

A. GRINDER PUMP REPAIRS/MAIN LINE MAINTENANCE: None

B. PUMP STATION SECURITY SYSTEM & SAFETY: Morse stated that Venture Communications & Security, LLC (formerly NextGen) modified the alarm system at the Pump Station.

7. FLOW REPORT

A. WEEKLY METER READINGS OF MAIN LINE WASTE WATER FLOW TO PUTNAM FY 2016-2017: Stadig stated that Stan Daniels, who supplies the flow totals, has been on vacation for the past three weeks. He will be back to work on Wednesday, 3/1/17, and will email the totals.

B. QUARTERLY METER READINGS FOR FY 2016-2017: Stadig reports all readings are in for the first quarter. Rainville would like to see rainfall data. Justin Skelley stated he would send a link to Stadig from NOAA. This is the site Tighe & Bond uses.

8. PAYMENT OF BILLS

A. BUDGET CATEGORY DESIGNATIONS: Morse motioned to pay the bills as presented, Rainville seconded, all in favor.

B. TREASURER’S REPORT: A brief discussion was had regarding the tracking of user fees. Ellsworth stated he will present another Treasurer’s Report in March.

C. FY 2017-2018 BUDGET PREPARATION: Ellsworth stated, hopefully, WPCA members will work on the FY 2017-2018 budget.

WPCA FEBRUARY 28, 2017 BILLS

<u>Vendor</u>	<u>Line Item</u>	<u>Charges</u>
Arthur Parent Contractor, Inc. Inv. #107455	500.00.289.00 Lift Station Maintenance	\$ 210.00
Eversource Acct#51942724014	500.00.224.00 Lift Station	\$ 28.31
Venture Communications & Security, LLC Inv. #1302011617	500.00.289.00 Lift Station Maintenance	\$ 70.00
TOTAL DUE - \$ 308.31		

9. CORRESPONDENCE: None

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

- Stadig to check rainfall totals using the link Skelley will provide.
- Ellsworth to attain quote from Savage Systems for desktop computer and printer.
- Ellsworth to be away 3/6 to 3/16, any problems should be directed to Tim, Stu, or Rick

11. ADJOURNMENT: Morse motioned to adjourn at 8:10 p.m., Rainville seconded, all in favor.

Respectfully submitted,

Cheryl Stadig
Recording Clerk

