

**WATER POLLUTION CONTROL AUTHORITY
REGULAR MEETING MINUTES
Meeting Room A
Tuesday, August 22, 2017**

MEMBERS PRESENT: Roger Gale, Peter Ellsworth, Tim Rainville, Richard Canavan

MEMBERS ABSENT: Stuart Morse **OTHERS PRESENT:** Cheryl Stadig

1. CALL TO ORDER: The meeting was called to order by Chairman Roger Gale at 7:04 P.M.

2. A. APPROVAL OF THE REGULAR MEETING MINUTES OF JULY 25, 2017

Gale **motioned to amend** as follows:

B. AMENDMENT TO REGULAR MEETING MINUTES OF JUNE 28, 2016.

Gale **motioned to amend to:** *Item 4. A. 2. CONSIDER APPROVAL OF FY 2016-2017 BUDGET: Gale motioned to retain the Sewer Usage Billing Rate the same as FY 2015-2016 at \$687.66 PER EDU (\$7.536 per thousand gallons) for residential customers, and \$7.564 per thousand gallons for metered commercial customers.* Ellsworth **motioned to approve** the minutes **as amended**, Canavan **seconded**, **all in favor**.

3. CITIZENS COMMENTS: None

4. NEW BUSINESS

A. Service Calls: None

B. Mobile Meter – Linemaster Totals: Gale reviewed the EST Report noting total flow of 44,216.8; discussion followed with members noting a spike in flow on 6/7/2017. Rainville would like to see rainfall data for the entire time the flow monitoring was conducted to show a correlation in the spike. Gale asked Stadig to contact Steve Radcliffe of Linemaster to question if there is a known reason for the spike.

C. Two Buildings at #7 Roseland Park Road: Gale shared two field cards which he accessed in the Assessor's Office for #7 Roseland Park Road and a back property stating both are owned by John & Pamela Bouchard. The field cards show that both properties are on the public sewer system. A brief discussion followed. Gale stated the property owner should be charged 2 EDUs (one for each property) going forward. Members in agreement.

5. OLD BUSINESS

A. Update – Inn at Woodstock Hill: No updates.

B. Update to Sewer Map: Gale received an estimate from Tighe & Bond for \$2,000 to make an updated version of the sewer map. Once complete, Tighe & Bond will send the WPCA the updated version for final approval. Ellsworth **motioned to approve** the expenditure of \$2,000 for the map revision, Rainville **seconded**, **all in favor**.

C. Policies & Procedures Manual – Controllability of Documentation: Ellsworth gave Stadig a flash drive with WPCA files on it for Savage Systems to install on the WPCA/Town of Woodstock network system.

6. SYSTEM MAINTENANCE UPDATE

A. Grinder Pump Repairs/Main Line Maintenance: Gale to contact Gerry Beausoleil regarding degreaser, which should be put in prior to the Woodstock Fair and again after. Brief discussion was had.

B. Pump Station Security System & Safety: Gale stated he met with Mike Franklin of Boudreau's Welding twice, but has not yet received an estimate as of this date. Canavan asked about an Emergency Plan at the Pump Station in the event of a total failure. Ellsworth stated there was a plan in place and referred to the Policies and Procedures Manual.

7. FLOW REPORT

A. Weekly Meter Reading of Main Line Waste Water Flow to Putnam FY 2016-2017: Flows were

higher in July due to five readings.

B. Quarterly Meter Readings for FY 2016-2017: Stadig advised that all readings for the first quarter of FY 2017-2018 were completed.

C. Rainfall Data: None. Gale to forward a link from Justin Skelley to Stadig to collect data.

8. PAYMENT OF BILLS

A. Budget Category Designations: Ellsworth **motioned to approve** payment of the bills as presented, in the amount of \$1,555.39, Rainville **seconded, all in favor.**

B. Treasurer's Report-Review of 2017-2018 Budget: Ellsworth stated he will make adjustments to re-align the budget.

WPCA AUGUST 22, 2017 BILLS

| <u>Vendor</u> | <u>Line Item</u> | <u>Charges</u> |
|--|---|----------------|
| Superior Products Distributors, Inc. Inv. #S2621861.001 | 500.00.940.00 WPCA-Main Line Supplies | \$349.28 |
| DME Lawn & Home Maintenance Service | 500.00.289.00 WPCA - Lift Station Maintenance | \$ 40.00 |
| Saveway Petroleum, Inc. Acct. #97479-6 Inv. #336561 | 500.00.257.00 Lift Station Generator Fuel | \$ 66.11 |
| EST Associates, Inc. Inv. #14852 | 500.00.213.00 WPCA Engineering Services | \$1,100.00 |
| TOTAL AMOUNT DUE: \$ 1,555.39 | | |

9. CORRESPONDENCE: 1) Gale asked Stadig to write a letter to the Putnam WPCA and cc: Gerry Beausoleil, asking to adjust their billing dates to reflect the current Fiscal Year.

2) Gale asked Stadig to write a letter to Deanna Defocy regarding a request to repay the sewer connection fee.

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

- Stadig to finish inputting Quarterly Meter Readings and email to members.
- Ellsworth to work on budget re-alignment.
- Rainville to contact Stan Daniels.
- Gale to contact Gerry Beausoleil and Stan Daniels regarding degreaser.
- Stadig to finish letter to Woodstock Academy regarding Grinder Pump Maintenance.
- Stadig to contact Steve Radcliffe at Linemaster.

11. ADJOURNMENT: Ellsworth **motioned** to adjourn at 8:15 p.m., Rainville **seconded, all in favor.**

Respectfully submitted,
Cheryl Stadig, Recording Clerk