

**WATER POLLUTION CONTROL AUTHORITY
SPECIAL MEETING MINUTES
Meeting Room A
Thursday, 26, 2017**

MEMBERS PRESENT: Roger Gale, Peter Ellsworth, Stewart Morse, Richard Canavan
MEMBERS ABSENT: Tim Rainville
OTHERS PRESENT: Cheryl Stadig, John Marcin (Suez Rep.)

1. CALL TO ORDER: The meeting was called to order by Chairman Roger Gale at 7:03 P.M.

**2. APPROVAL OF THE REGULAR MEETING MINUTES OF SEPTEMBER 26, 2017
WITH THE FOLLOWING CHANGES:**

Gale **motioned to amend** as follows, **Canavan seconded, all in favor:**

1. A. Update – Inn at Woodstock Hill: Scott Young of CME stated the Inn had received the required paperwork from CT DOT. He also stated that DEEP told him that they now allow Sewer Districts, themselves, to sign off on smaller projects. Gale stated that “yes” he was aware of this. Gale also stated the WPCA has received the blue print from Tighe & Bond, in addition, to the Planning & Zoning approval dated December 2016. WPCA has also received the CT DOT letter of approval to proceed. Gale presented a blank building permit to Young which needs to be completed and submitted prior to construction. Gale stated the tie-in fee is \$69,300, with 20% down is **\$13,860** plus the cost of the Tighe & Bond review of \$2,136. Total due to the Town prior to start of construction is **\$15,996**. The remaining balance of **\$55,440** will be paid in 40 installments at 2% interest *per year*. Morse requested to see the overall review from Tighe & Bond. Brief discussion followed. Morse **moved to approve** to construct the tie-in to the sewer connection contingent upon review of the letter from Tighe & Bond, Rainville **seconded, all in favor**.

3. CITIZENS COMMENTS: None

4. NEW BUSINESS

A. John Marcin – Area Manager of Suez for Town of Putnam: Marcin stated the Town has received their last annual bill from the Putnam WPCA, as all billing now will be quarterly. Marcin gave an explanation of the bill and the breakdown. He will check to verify that there was no overlapping billing for the month of June. Members of the WPCA requested that additional details be added to the front of the bill. A discussion was had as members reviewed the information packet Marcin provided.

B. Service Calls: The WPCA is awaiting the delivery of a tank cover for Brookwood Apartments. Stadig to call for status.

C. Linemaster – Review of May and June Rainfall Totals with Regards to Mobile Meter: Morse handed out a chart for the period of May 18th through June 9th, the test period for the Mobile Meter. He stated that he is awaiting an explanation of the data from EST.

5. OLD BUSINESS

A. Update – Inn at Woodstock Hill: Gale signed a Letter of Approval and handed out copies of a letter from Tighe & Bond.

B. Update to Sewer Map: Gale stated he reviewed the revised map. Morse suggested leaving the map and file in the WPCA office so members can go in at their convenience to review so as there may be discussion at the November meeting.

C. Policies & Procedures Manual – Controllability of Documentation: Stadig to call Larry at Savage Systems regarding the transfer of data from the Thumb Drive to the server.

6. SYSTEM MAINTENANCE UPDATE

A. Grinder Pump Repairs/Main Line Maintenance: Gale stated a letter has been sent to Woodstock Academy’s South Campus regarding grinder pump maintenance and responsibility. He also stated the WPCA will be sending a letter to the owners of a property on Route 171 that they will start being charged for 2 EDUs. He also stated that a longtime delinquent resident phoned the Tax Collector to say she will start making payment on her sewer assessment. Also, two residents have paid their sewer assessments off. A review of sewer assessments still to be paid totals \$60,061.21. Approximately \$45,000 still to be paid for GL 2016 and \$15,025 outstanding from the years 2003-2015.

B. Pump Station Security System & Safety: Nothing new to report.

7. FLOW REPORT

A. Weekly Meter Reading of Main Line Waste Water Flow to Putnam FY 2016-2017: Stadig reported she has received the weekly readings on schedule.

B. Quarterly Meter Readings for FY 2016-2017: Gale stated that he and Stadig are in the process of doing the quarterly readings with only two remaining.

C. Rainfall Data: A quick review was done

8. PAYMENT OF BILLS

A. Budget Category Designations: Morse **motioned to approve** payment of the bills as presented, in the amount of \$38,171.97, Ellsworth **seconded, all in favor.**

B. Treasurer’s Report-Review of 2017-2018 Budget: Ellsworth gave a quick review.

WPCA OCTOBER 26, 2017 BILLS

<u>Vendor</u>	<u>Line Item</u>	<u>Charges</u>
Eversource Acct. #51942724014	500.00.224.00 WPCA-Lift Station Power	*No Payment Due*
Putnam WPCA Acct. #191900 Quarterly Billing	500.00.190 WPCA – Waste Water FY 2017-2018	\$37,674.63

Town of Woodstock Recording Fees 9/6/17 – 10/2/17	500.00.006.00 WPCA Recording Fees	\$ 60.00
BGE WSTK LLC Inv. #14 Landfill Solar System	500.00.224.00 WPCA Lift Station Power	\$150.44
Frontier Communications Acct. #860-928-3192-111198-5	500.00.225.00 WPCA – Lift Station Telephone	\$ 35.15
Lawson Products Inv. #9305316295	500.00.289.00 WPCA – Lift Station Maintenance	\$251.77
TOTAL AMOUNT DUE: \$ 38,171.99		

Morse **moved** to pay the bills, adding Lawson Products for \$251.77, totaling \$38,171.99, Ellsworth **seconded, all in favor.**

9. CORRESPONDENCE: Brief review.

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

- Stadig and Gale to finish up the quarterly meter readings and email to members.
- Stadig to contact Savage Systems.

11. ADJOURNMENT: Morse **motioned** to adjourn at 8:17 p.m., Ellsworth **seconded, all in favor.**

Respectfully submitted,

Cheryl Stadig
Recording Clerk