

**WATER POLLUTION CONTROL AUTHORITY
REGULAR MEETING MINUTES
Meeting Room A
Tuesday, September 26, 2017**

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

MEMBERS ABSENT: None

OTHERS PRESENT: Cheryl Stadig, Frank Olah, Richard Naumann, Scott Young

1. CALL TO ORDER: The meeting was called to order by Chairman Roger Gale at 7:00 P.M.

Gale asked for a motion to move **Item #5.A. Update – Inn at Woodstock Hill up to Item #1. A.** Morse **motioned to move** Item #5.A. up to Item #1.A., Ellsworth **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 \$13,385 plus the cost of the Tighe & Bond review of \$2,136. Total due to the Town prior to start of construction is \$15,521. The remaining balance will be paid in 40 installments at 2% interest. 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.**

2. APPROVAL OF THE REGULAR MEETING MINUTES OF AUGUST 22, 2017

Rainville **motioned to approve** the minutes of the Regular Meeting of August 22, 2017, as presented, Ellsworth **seconded, all in favor.**

3. CITIZENS COMMENTS: None

4. NEW BUSINESS

A. Service Calls: David Strautman, manager of Brookwood Apartments, called to report a broken sewer cover on the wet well. Morse stated he would stop by there to measure the cover.

B. Mobile Meter – Linemaster Totals: Stadig stated she had contacted Steve Radcliffe of Linemaster regarding the spike in flow on June 7, 2017. Radcliffe checked their event calendar and found no reason for the spike. Brief discussion followed that this may be attributed to rainfall. Morse **moved to purchase** a subscription to NOAA for rainfall data, Rainville **seconded, all in favor.**

C. Holmeslea Court: Stadig stated that Jill Janeson phoned regarding a property she was purchasing on Ellen Lane. She inquired if it was on the sewer line and , if not, could she connect. Morse returned her call and told her the property is already on the Town sewer line.

5. OLD BUSINESS

A. Update – Inn at Woodstock Hill: Moved to 1.A.

B. Update to Sewer Map: Gale stated he sent all updates and corrections to Justin Skelley at Tighe & Bond. Once they have completed the changes, Tighe & Bond will send to the WPCA for review and approval prior to printing.

C. Policies & Procedures Manual – Controllability of Documentation: Ellsworth stated he gave Stadig a flash drive at the August 22nd meeting with WPCA files on the drive. Ellsworth to call Larry at Savage Systems to install on the WPCA/Town of Woodstock network system.

6. SYSTEM MAINTENANCE UPDATE

A. Grinder Pump Repairs/Main Line Maintenance: Gale stated he received a call from 8 Stonebridge Rd. that the alarm was going off. Deep 6 was called to troubleshoot the problem. They cycled the pump several times and the alarm was fine. Rainville questioned if the WPCA should address the repeated issue at said address.

B. Pump Station Security System & Safety: Gale received an estimate for \$1,300 from Boudreau’s Welding for an aluminum grate type platform with removable sections. A brief discussion was had. Morse **moved** to issue a Purchase Order to Boudreau’s for \$1,300, **seconded** by Ellsworth, **all in favor**.

Morse stated that prior to the Woodstock Fair, he talked to Glen from Suez in Putnam, regarding degreaser for the pump station. The gentleman from Suez put Morse in contact with “Terragreen”. Gale stated he spoke with John Navarro who said he would purchase two five gallon cans of degreaser for the WPCA.

7. FLOW REPORT

A. Weekly Meter Reading of Main Line Waste Water Flow to Putnam FY 2016-2017: Morse stated the figures show drought condition for FY 2017-2018 as compared to FY 2016-2017.

B. Quarterly Meter Readings for FY 2016-2017: Gale stated he and Stadig would be starting second quarter readings in October.

C. Rainfall Data: See Item # 4.B.

8. PAYMENT OF BILLS

A. Budget Category Designations: All members in agreement to pay Deep 6 invoice of \$202.50 for service call to 8 Stonebridge Rd.

B. Treasurer’s Report-Review of 2017-2018 Budget: Ellsworth stated it is a good idea to review the budget in January 2018.

WPCA SEPTEMBER 26, 2017 BILLS

<u>Vendor</u>	<u>Line Item</u>	<u>Charges</u>
BGE WSTK LLC Inv. #13 Landfill Solar System	500.00.224.00 WPCA-Lift Station	\$200.74

DME Lawn & Home Maintenance Service	500.00.289.00 WPCA - Lift Station Maintenance	\$ 40.00
Deep 6 Plumbing & Heating Inv. #13075C 8 Stonebridge Rd.	500.00.218.00 Grinder Pump Repair	\$202.50
TOTAL AMOUNT DUE: \$ 443.24		

9. CORRESPONDENCE: None

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

- Gale to review WPCA Emergency Plan
- Ellsworth to contact Savage systems.
- Stadig to get minutes from Putnam WPCA meeting.

11. ADJOURNMENT: Morse **motioned** to adjourn at 8:24 p.m., Gale **seconded, all in favor.**

Respectfully submitted,

Cheryl Stadig
Recording Clerk