

**WATER POLLUTION CONTROL AUTHORITY
REGULAR MEETING MINUTES
Meeting Room A
Tuesday, July 26, 2016**

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

MEMBERS ABSENT: Stewart Morse

OTHERS PRESENT: Cheryl Stadig

1. CALL TO ORDER:

The meeting was called to order by Chairman Roger Gale at 7:02 PM.

2. APPROVAL OF THE REGULAR MEETING MINUTES OF JUNE 28, 2016:

GALE MOTIONED TO AMEND THE FOLLOWING ITEMS:

#2. APPROVAL OF THE SPECIAL MEETING MINUTES OF MAY 10, 2016

ITEM #8B. "RAINVILLE ABSTAINS" TO "ALL IN FAVOR".

#3. APPROVAL OF THE PUBLIC HEARING MINUTES OF MAY 24, 2016

"RAINVILLE ABSTAINS" TO "ALL IN FAVOR".

#4. APPROVAL OF THE REGULAR MEETING MINUTES OF MAY 24, 2016

ITEM #A. 2. CONSIDER APPROVAL OF FY 2016-2017 BUDGET: Gale motioned to retain the Sewer Usage Billing Rate same as **FY 2016-2016** at \$687.66 PER EDU and \$7.53 PER GALLON for metered customers. Amend to "Gale Motioned to retain the Sewer Usage Billing Rate same as FY 2015-2016 at \$687.66 PER EDU and \$7.53 PER GALLON for metered customers.

AMEND TO: Gale motioned to retain the Sewer Usage Billing Rate same as **FY 2015-2016** at \$687.66 PER EDU and \$7.53 PER **1,000** GALLONS for metered customers. Amend to "Gale Motioned to retain the Sewer Usage Billing Rate same as FY 2015-2016 at \$687.66 PER EDU and \$7.53 PER **1,000** GALLONS for metered customers.

APPROVAL OF THE REGULAR MEETING MINUTES ON JUNE 28, 2016:

#6A. WPCA OFFICE HOURS – OFFICE MANAGER POSITION: Gale stated the new WPCA office hours are Wednesday 10:00 A.M. – 4:00 P.M.

AMEND TO: Gale stated the new WPCA hours are Wednesday 10:00 A.M. – **2:00** P.M.

3. CITIZEN COMMENTS: None

4. NEW BUSINESS:

A. QUARTERLY METER READING FOR FY 2016-2017: Gale stated he and Stadig have read the majority of the metered businesses and should finish up by the end of the week.

B. MIKE BLACKMAR – POSITION DESCRIPTION WITH WPCA: Gale has spoken with Blackmar, who stated he would be willing to continue checking the Pump Station at the Woodstock Fairgrounds. Gale suggested Blackmar could possibly perform a monthly check on the pump during the warmer weather and twice during the winter months. Gale stated Blackmar would, as in the past, put degreaser in prior to the Woodstock Fair and A-1 would pump it out after the Fair. Ellsworth stated that Blackmar was paid \$25 each time he would check on the pump. A brief discussion was had regarding various companies who rebuild pumps, should services be needed in the future. **ELLSWORTH MOTIONED TO APPROVE BLACKMAR TO CONTINUE CHECKING THE PUMP STATION AT THE WOODSTOCK FAIR, RAINVILLE SECONDED, ALL IN FAVOR.**

5. OLD BUSINESS:

A. STATUS OF 45 BUTTS ROAD ISSUE: Gale discussed how he ran dye tablets into the sewer at 45 Butts Road and the dye was visible at the manhole to show that this property is connected to the Sewer Line. The Woodstock Sewer District map will need to be redrawn to include 45 Butts Road. **RAINVILLE MOTIONED TO ADD 45 BUTTS ROAD TO THE WOODSTOCK SEWER DISTRICT MAP TO CORRECT A HISTORICAL CLERICAL ERROR, SECONDED BY ELLSWORTH, ALL IN FAVOR.**

B. GROUNDS MAINTENANCE AT LIFT STATION: Gale stated that Mitchell Eaffy of DME Lawn Maintenance took care of the mowing at the Lift Station at the Fairgrounds.

6. SYSTEM MAINTENANCE UPDATES:

A. GRINDER PUMP REPAIRS/MAIN LINE MAINTENANCE: No problems reported.

7. FLOW REPORTS:

A. WEEKLY METER READINGS OF MAIN LINE WASTE WATER FLOW TO PUTNAM FY 2016-2017: Rainville questioned why flow totals were the same for May and June. Stadig to verify totals by calling Stan Daniels. Rainville suggests he and Canavan could possibly stop by Peake Brooke to check if meter has been re-calibrated.

B. QUARTERLY METER READINGS FOR FY 2016-2017: Gale states that Quarterly Meter Readings are almost complete for the final quarter of FY 2015-2016.

8. PAYMENT OF BILLS:

WPCA, JULY 26, 2016 BILLS

<u>VENDOR</u>	<u>LINE ITEM</u>	<u>CHARGES</u>
PUTNAM W.P.C.A Waste Water Treatment 7/1/2015 – 6/30/2016	500.00.190 WPCA-Waste Water Treatment	\$106,918.27
Frontier Communications Account #860-928- 3192111198-5	500.00.225.00 Lift Station Telephone Service Frontier	\$ 33.99
LeClairRyan---Invoice # 718769 Review Letter Re: 45 Butts Road, Conf. calls	500.00.212.00 WPCA Legal Services	\$ 506.00
Quality Data Service, Inc. Utility Billing (Water,Sewer Usage)	500.00.194.00 Software Maintenance	\$ 1,000.00
TOTAL AMOUNT DUE: \$108,458.26		

**ELLSWORTH MOTIONED TO APPROVE PAYMENT OF BILLS, RAINVILLE
SECONDED, ALL IN FAVOR**

9. CORRESPONDENCE: Discussion was had regarding a brochure from Madge Tech regarding Data Loggers. Rainville discussed the Dickson Data Logger, previously purchased by the WPCA, and the ensuing problems including software and replacement.

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

A. Rainville to contact Glenn Boise of Deep 6 to look at the pump at the Lift Station and Fairgrounds. Rainville and Canavan to stop by to see if meter was calibrated. A brief discussion was had. Rainville to do flume calibration.

B. Stadig to contact Stan Daniels of Putnam Waster Water Treatment regarding duplicate readings for May and June.

C. Gale and Stadig to visit Steve Radcliff of Linemaster on July 27, 2016 to read meters and discuss usage.

D. Gale to contact Janet Rohan, Financial Administrative Assistant at Woodstock Academy regarding the usage fees.

11. ADJOURNMENT:

**CANAVAN MOTIONED TO ADJOURN THE MEETING AT 8:27 P.M., ELLSWORTH
SECONDED, ALL IN FAVOR.**

Respectfully submitted,

Cheryl Stadig
Recording Clerk

