

**WATER POLLUTION CONTROL AUTHORITY
REGULAR MEETING MINUTES
Meeting Room A
Tuesday, September 27, 2016**

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

MEMBERS ABSENT: None

OTHERS PRESENT: Cheryl Stadig, Richard Naumann (7:22 PM)

1. CALL TO ORDER:

The meeting was called to order by Chairman Roger Gale at 7:00 PM.

2. APPROVAL OF THE REGULAR MEETING MINUTES OF AUGUST 23, 2016:

ELLSWORTH MOTIONED TO APPROVE THE REGULAR MEETING MINUTES OF AUGUST 23, 2016 AS PRESENTED, SECONDED BY MORSE, ALL IN FAVOR.

ELLSWORTH MOTIONED TO ADD “WOODSTOCK FAIRGROUNDS” TO NEW BUSINESS, ITEM “D”, MORSE SECONDED, ALL IN FAVOR.

3. CITIZEN COMMENTS: None

4. NEW BUSINESS:

A. SEWER USAGE TAXES – 2ND INSTALLMENT/RE-EXAMINE REVENUE:

Gale stated Sewer Usage Tax Bills went out in July and will be the only bill residents will receive. They do have the option of paying total amount due or pay a second installment in January. Gale also stated that there are only three remaining residences with long term Tie-In fee balances. Ellsworth presented an adjustment to page 9 of the FY 2016-2017 Budget Revenue to a 30 Day Received. Canavan suggests an “enclosure” added to bills regarding items which should not be flushed into the sewer system.

B. SERVICE CALLS: Gale discussed backflow during a rain event at 22 Wainwright Drive. He called and subsequently visited the homeowners to view and give suggestions to alleviate this problem in the future. He will speak with Public Works Director, John Navarro, regarding a nearby manhole.

C. GENERATOR AND FUEL GAUGE: Morse stated he will meet with John Buell to get a heater installed and check the fuel gauge. Gale added that he put in a service call to Kinsley Power Systems to evaluate the alarm system which has been sending false warning signals prompting calls to Morse. Kinsley diagnosed the problem to be in the pump panel. Kinsley also told Gale the generator uses six gallons of fuel per hour.

D. WOODSTOCK FAIRGROUNDS: Gale stated he received a call from Sig Swanberg regarding erroneous flow totals. He also stated to have received a call from Scott Young regarding “Potential System Modifications”. Morse suggested Gale send a copy to Tighe & Bond stating “Proposed change at the Woodstock Fairgrounds. Opinion Needed”.

Gale will talk to Steve Child prior to presenting to Justin Skelley at Tighe & Bond.

5. OLD BUSINESS:

MORSE MOTIONED TO MOVE ITEM “E.” WOODSTOCK INN, UP ON THE AGENDA TO ITEM “A”. ELLSWORTH SECONDED, ALL IN FAVOR.

A. WOODSTOCK INN: Richard Naumann, proprietor of Woodstock Inn, stated his renewed interest in connecting to the Sewer System with a possible connection by April 2017. A brief discussion was had, with all members agreeing Mr. Naumann would have to reapply. Morse stated Mr. Naumann would need to meet with his engineers to present updated plans to the WPCA at the October 25, 2016 meeting. Gale stated the WPCA will need to send the updated plans to Tighe & Bond for review. Mr. Naumann concluded his presentation and left the meeting at 7:46 pm.

B. UPDATE TO SEWER MAP: Gale stated he went to the Town Clerk’s office and made a copy of the Sewer Map to review. He noted a home was missing from the map. Gale to contact Tighe & Bond to request an updated version

C. I&I PROJECT END REPORT FROM 2010: Gale stated he will send the completed Project End Report to Hartford along with a copy of the I&I.

D. LINEMASTER USAGE FEES: Gale stated he received an email from Deb Kettley of Linemaster questioning the increase in their Sewer Usage Tax bill. He responded with a letter explaining there was an increase in fees along with the addition of the Entertainment/Banquet Facility. He further stated that he spoke with Shelby, in the Finance Department, regarding her inquiry to separate the Entertainment /Banquet Facility usage fees from the Manufacturing Plant usage fees.

E. WOODSTOCK ACADEMY USAGE FEES: Gale stated he returned a call in August to Janet Rohr, in the Finance Department at the Academy. She wanted to discuss a credit for the watering of the fields, etc. Gale stated there was no way to meter the watering.

F. POLICIES & PROCEDURES MANUAL – CONTROLLABILITY OF DOCUMENTATION: Ellsworth and Stadig are to work together to review and make any necessary updates.

6. SYSTEM MAINTENANCE UPDATE:

A. GRINDER PUMP REPAIRS/MAIN LINE MAINTENANCE: Stadig stated A-1 Septic is scheduled to pump the Lift Station on September 29, 2016. A brief discussion was had regarding pump repair companies

7. FLOW REPORT:

A. WEEKLY METER READING OF MAIN LINE WASTE WATER FLOW TO PUTNAM FY 2016-2017: Stadig to work on Flow Chart to change from calendar year to fiscal year.

B. QUARTERLY WATER METER READING FOR FY 2016-2017: Gale and Stadig will try to do all readings in one week.

8. PAYMENT OF BILLS:

A. BUDGET CATEGORY DESIGNATIONS:

WPCA SEPTEMBER 27, 2016 BILLS

<u>Vendor</u>	<u>Line Item</u>	<u>Charges</u>
DME Lawn & Home Maintenance Service	500.00.289.00 WPCA- Lift Station Maintenance	\$ 40.00
Saveway Petroleum, Inc. Acct. #97479-6	500.00.257.00 WPCA – Lift Station Generator Fuel	\$ 81.24
TOTAL DUE: \$121.24		

Gale identified the following bills for consideration by the Authority. **MOTION BY MORSE TO APPROVE PAYMENT OF BILLS, ELLSWORTH SECONDED, ALL IN FAVOR.**

9. CORRESPONDENCE: Gale offered info on “Sewage – Right – To – Know Training” by DEEP.

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

- Morse to take grinder pumps to Peeler
- Stadig to amend Water Flows to fiscal year basis
- Ellsworth to print Budget Review at end of every quarter for review

11. ADJOURNMENT:

MORSE MOTIONED TO ADJOURN THE MEETING. SECONDED BY ELLSWORTH. ALL IN FAVOR.

The meeting was adjourned at 8:44PM.

Respectfully Submitted,

Cheryl A. Stadig
Recording Clerk