

**WATER POLLUTION CONTROL AUTHORITY
REGULAR MEETING
Meeting Room A
Tuesday August 25, 2015**

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

MEMBERS ABSENT: None

OTHERS PRESENT: Kristi Stabley, Richard Canavan

1. CALL TO ORDER:

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

MOTION BY STEWART MORSE TO MOVE AGENDA ITEM # 3 UP TO ITEM # 2. SECONDED BY PETER ELLSWORTH. ALL IN FAVOR.

2. APPROVAL OF THE PUBLIC HEARING MINUTES OF JUNE 23, 2015:

MOTION BY STEWART MORSE TO APPROVE MINUTES AS PRESENTED. SECONDED BY TIM RAINVILLE. ALL IN FAVOR.

3. APPROVAL OF THE REGULAR MEETING MINUTES OF JUNE 23, 2015: MOTION BY STEWART MORSE TO APPROVE MINUTES AS AMENDED. SECONDED BY PETER ELLSWORTH. ALL IN FAVOR.

Amendments: 5. OLD BUSINESS: C. REVISIONS TO WPCA POLICIES & PROCEDURES, SECTION 8C: Delete motion and replace with "MOTION BY STEWART MORSE TO ADOPT ITEMS 1,2+3 FROM THE AMENDED REVISION TO THE POLICIES & PROCEEDURES MANUAL DATED APRIL 28, 2015. SECONDED BY TIM RAINVILLE. ALL IN FAVOR.

4. CITIZEN COMMENTS: Richard Canavan asked the board how many citizens attended the Public Hearing on June 23, 2015. Roger Gale said that one citizen attended the meeting.

MOTION BY ROGER GALE TO ADD 5. B. 1: "WOODSTOCK AGRICULTURAL SOCIETY RE-IMBURSEMENT" TO THE AGENDA. SECONDED BY STEWART MORSE. ALL IN FAVOR.

5. NEW BUSINESS:

A. LINEMASTER SWITCH: The board discussed dropping a meter into Linemaster's sewer line for a time being to record flow. Stewart offered to look into a metering system for the possible upcoming project.

B. BROOKWOOD APARTMENTS: No new updates at this time.

1. WOODSTOCK AGRICULTURAL SOCIETY RE-IMBURSEMENT : MOTION BY PETER ELLSWORTH. THE WOODSTOCK WPCA WILL RE-IMBURSE THE WOODSTOCK AGRICULTURAL SOCIETY THE AMOUNT OF \$1,410.31 OF IT'S 2014/2015 BILL, TAKING INTO CONSIDERATION THEIR WINTER SHUTOFF OF ALL FLOW EXCEPT FOR THE ADMINISTRATION BUILDING AND AN UNMEASURABLE ERROR IN THEIR METER READING. THIS MOTION WILL BE FOR THE 2014/2015 BILLING YEAR ONLY. SECONDED BY TIM RAINVILLE. ALL IN FAVOR

C. HYDE SCHOOL RE-IMBURSEMENT (3 FAMILY TO 2 FAMILY): MOTION BY PETER ELLSWORTH. THE WOODSTOCK WPCA WILL RE-IMBURSE THE HYDE SCHOOL \$1,271.96 ON THEIR 2013-PRESENT BILL FOR 219 ROUTE 169 DUE TO THE PROPERTY GOING FROM A 3 FAMILY TO A 2 FAMILY (3 EDU'S TO 2 EDU'S). THERE WAS AN ERROR IN THE COMPUTER BILLING PROGRAM WHICH WILL BE CORRECTED. SECONDED BY STEWART MORSE. ALL IN FAVOR.

D. GRINDER PUMP RESPONSIBILITY/CHANGE WITH NEW OWNERSHIP OF PROPERTY: The board all agreed that once a property changes ownership so should the ownership of the grinder pump from the WPCA to the new owners.
MOTION BY TIM RAINVILLE TO ACCEPT THE PROPOSED CHANGES TO THE POLICIES AND PROCEDURES MANUAL TO BE PRESENTED AT A PUBLIC HEARING ON SEPTEMBER 22,2015 AT 6:15 CONCERNING GRINDER PUMP RESPONSIBILITY. SECONDED BY PETER ELLSWORTH. ALL IN FAVOR.

E. ESTABLISH AN ANNUAL MEETING/BUDGET SCHEDULE: MOTION BY PETER ELLSWORTH TO PRESENT SECTION 8F (ANNUAL MEETING AND BUDGET HEARING) TO A PUBLIC HEARING ON SEPTEMBER 22,2015. SECONDED BY TIM RAINVILLE. ALL IN FAVOR.

F.METER READER: The WPCA board agreed that the Water Meters should be read on a Quarterly basis by a representative of the WPCA.

6. OLD BUSINESS:

A. FLUME UPDATE: No new updates at this time.

B. SOLAR ENERGY OF PUMPING STATION: No new updates at this time.

C. WOODSTOCK AGRICULTURAL SOCIETY: The WPCA board agreed that the water meter issue that the Woodstock Agricultural Society is experiencing is their responsibility to remedy.

D. DATA RECORDER: Kristi informed the board that Dickson has issued a full refund of the data recorder's purchase price.

7. SYSTEM MAINTENANCE UPDATE:

A. GRINDER PUMP REPAIRS/MAIN LINE MAINTENANCE: The board discussed that if proper grinder pump procedure is not followed by a home/business owner, that the owner might be responsible for repairs.

8: FLOW REPORTS:

A. WEEKLY METER READING OF MAIN LINE WASTE WATER FLOW TO PUTNAM FY 2015-2016: No new updates at this time

B. WATER METER READINGS FOR FY 2015-2016: No new updates at this time.

9. CITIZEN COMMENT: None.

10. EXECUTIVE SESSION: WPCA did not enter into an executive session.

11. PAYMENT OF THE BILLS:

A. BUDGET CATEGORY DESIGNATIONS:

WPCA August 25, 2015 BILLS

<u>Vendor</u>	<u>Line Item</u>	<u>Charges</u>
Eversource----Account# 51942724014	500.00.224.00 Lift Station Power	\$293.34
Frontier Communications Account# 860-928- 3192111198-5	500.00.225.00 Lift Station Telephone Service Frontier	\$32.79
Stonebridge Press--- Account# 130407 Sewer Use Charge Publications	500.00.211.00 WPCA Notices	\$330.75
LeClairRyan----Invoice# 656498 Legal Notices	500.00.212.00 WPCA Legal Services	\$713.00
LeCLairRyan----Invoice# 661351 Policies and Procedures Inquiry	500.00.212.00 WPCA Legal Services	\$552.00
Deep 6 Plumbing and Heating--- Invoice# 11214C replacement of grinder pump at BrookWood Apartments	500.00.218.00 Grinder Pump Repair	\$275.00
Woodstock Town Clerk-- -Account# 41 Recording Fees	500.00.006.00 WPCA Recording Fees Town Clerk	\$60.00
Buell's Truck & Engine Repair---Invoice# 15781 Removed and replaced faulty battery at Pump House	500.00.289.00 Lift Station Maintenance	\$239.32
Putnam W.P.C.A.----- Account# 191900 Waste Water Treatment	500.00.190 WPCA Waste Water Treatment	\$117,248.91
Deep 6 Plumbing and Heating---- Invoice#11364C Replaced Float Switch at Brookwood Apartments	500.00.218.00 WPCA Grinder Pump Repair	\$184.15

Deep 6 Plumbing and Heating ----Invoice# 11365C Replaced Start Capacitor at Brookwood Apartments	500.00.218.00 WPCA Grinder Pump Repair	\$180.00
Deep 6 Plumbing and Heating ----Invoice# 11407C Replaced Capacitor at 21 Ellen Lane	500.00.218.00 WPCA Grinder Pump Repair	\$127.62
Quality Data Service, Inc.---Invoice# 032865-4238	500.00.194.00 WPCA Billing Software	\$1,000.00
A-1 Septic Service----Pumped chamber that was overflowing at 22 Holmeslea Court	500.00.218.00 WPCA Grinder Pump Repair	\$195.00
TOTAL AMOUNT DUE: \$ 121,431.88		

Roger Gale identified the following bills for consideration by the Authority:

MOTION BY STEWART MORSE TO APPROVE PAYMENT OF THE BILLS EXCEPT FOR THE BILL FROM A-1 SEPTIC. SECONDED BY TIM RAINVILLE. ALL IN FAVOR.

12. CORRESPONDENCE: None.

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

- Re-imbursment letters to Hyde School and Woodstock Agricultural Society
- Kristi send letter to metered customers and residential customers
- Kristi send letter to A-1 Septic of the Grinder Pump Procedures
- Tim and Kristi to follow-up on reading meters
- Peter place ad for Public Hearing on September 22, 2015
- Send Grinder Pump letter to Doug Hurd, owner of Brookwood Apartments
- Stu check conex box inventory
- Stu check and make sure degreaser is added to Pump Station

14. ADJOURNMENT

MOTION BY STEWART MORSE TO ADJOURN THE MEETING. SECONDED BY PETER ELLSWORTH. ALL IN FAVOR.

The meeting was adjourned at 9:19 PM.

Respectfully Submitted

Kristi Stabley
WPCA Executive Administrator