

**WATER POLLUTION CONTROL AUTHORITY  
REGULAR MEETING MINUTES  
Meeting Room A  
Tuesday, November 22, 2016**

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

**MEMBERS ABSENT:** Tim Rainville

**OTHERS PRESENT:** Steve Child, Scott Young, Cheryl Stadig

**1. CALL TO ORDER:** The meeting was called to order by Chairman Roger Gale at 7:01 PM.

**2. APPROVAL OF THE REGULAR MEETING MINUTES OF OCTOBER 25, 2016**

**MORSE MOTIONED TO APPROVE THE REGULAR MEETING MINUTES OF OCTOBER 25, 2016 WITH THE FOLLOWING CHANGES, ELLSWORTH SECONDED, ALL IN FAVOR.**

**4. NEW BUSINESS**

**C. GENERATOR AND FUEL GAUGE/PUMPING STATION:** Morse stated that **John Buell, of John Buell's Truck and Engine Repair**, has a new fuel gauge (float type) to install.

**5. OLD BUSINESS**

**B. AS-BUILTS FROM CME:** Morse advised that the WPCA is in possession of the **As-Builts for the Woodstock Academy Sewer Extension** as of October 25, 2016. He will follow-up with the Town Clerk to see if they have been recorded.

**6. SYSTEM MAINTENANCE UPDATES**

**A. GRINDER PUMP REPAIRS/MAIN LINE MAINTENANCE:** Gale discussed putting a pump in storage as a spare. ~~Waste & Water to send a cost estimate to rebuild a pump.~~

**3. CITIZEN COMMENTS:** None

**4. NEW BUSINESS**

**A. SERVICE CALLS:** 1) Morse stated he met Chaput Electric at the Pumping Station, and they are investigating problems with the control panel. Chaput Electric met with Nextgen Security. The issues should be resolved prior to the next regular WPCA meeting in January 2017.

2) Gale stated Mr. Dubois of 36 Ellen Lane phoned on November 22, 2016. Gale called Deep 6 and they got the pump running. Gale to get details on the service call from Deep 6.

## **5. OLD BUSINESS**

**A. UPDATE TO SEWER MAP:** Gale stated there is nothing new to report. Morse stated he would like more clarification regarding Linemaster Switch.

**B. WOODSTOCK FAIRGROUNDS RE-ALIGNMENT OF SEWER LINE – ENGINEERING COSTS:** Gale stated he spoke with Justin Skelley of Tighe & Bond. Skelley stated he would want the new construction manhole to be pressure checked upon completion. Scott Young of CME gave an overall view using a site plan of the existing structure into the new connection. Cost estimate of \$12,000. Gale stated to Steve Child that a bond should be in place. Morse stated the WPCA will be sending the Fairgrounds the invoice from Tighe & Bond for the cost incurred by the WPCA for clarification on P & P regarding the construction. The Woodstock Fairgrounds are looking for a completion date of April 15, 2017. Scott Young stated CME would keep the WPCA informed and give 48-hour notice prior to touching the wet well. **MORSE MOTIONED TO APPROVE THE WOODSTOCK FAIRGROUNDS RE-ALIGNMENT OF THE SEWER LINE, ELLSWORTH SECONDED, ALL IN FAVOR.**

**C. WOODSTOCK INN:** Scott Young of CME presented the new site plan to the WPCA. CME will have to get a new easement to proceed as the new plan will enter the sewer line one manhole south of original plan. Young stated that the Woodstock Inn owner, Richard Naumann, has no plans for a new Event and Function Center. Morse stated the WPCA needs a new application for the extension and plans from CME to send to Tighe & Bond for review.

**D. POLICIES & PROCEDURES MANUAL – CONTROLLABILITY OF DOCUMENTATION:** No updates. Gale to speak to the Selectman's Office regarding a computer for the WPCA office.

## **6. SYSTEM MAINTENANCE UPDATE**

**A. GRINDER PUMP REPAIRS/MAIN LINE MAINTENANCE:** John Buell installed heater and check fuel gauge.

## **7. FLOW REPORT**

**A. WEEKLY METER READING OF MAIN LINE WASTE WATER FLOW TO PUTNAM FY 2016-2017:** Flow increases in November and December need to be monitored.

**B. QUARTERLY METER READING FOR FY 2016-2017:** Gale asked Stadig to email the quarterly reading to WPCA member.

## 8. PAYMENT OF BILLS

**A. BUDGET CATEGORY DESIGNATIONS:** Gale identified the following bills for consideration by the Authority.

### WPCA NOVEMBER 22, 2016 BILLS

<u>VENDOR</u>	<u>LINE ITEM</u>	<u>CHARGES</u>
TOWN OF WOODSTOCK	500.00.006.00 WPCA-Town Clerk Recording Fees	\$ 10.00
Frontier Communications Acct. #860-928-3192111198-5	500.00.225.00 Lift Station Telephone Service Frontier	\$ 33.95
Eversource Acct. #51942724014	500.00.224.00 Lift Station	\$ 108.59
Kinsley Power Systems Acct. #002861	500.00.289.00 WPCA – Lift Station Maintenance	\$ 280.00 (Tabled)
<b>TOTAL AMOUNT DUE: \$152.54</b>		

**\*\*MORSE SUGGESTED THE INVOICE FROM KINSLEY POWER SYSTEMS FOR \$280.00 BE TABLED UNTIL THE JANUARY 2017 MEETING, PENDING A RETURN CALL FROM A KINSLEY REPRESENTATIVE.**

**ELLSWORTH MOTIONED TO APPROVE PAYMENT OF BILLS AS PRESENTED, EXCLUDING KINSLEY POWER SYSTEMS, SECONDED MY MORSE, ALL IN FAVOR.**

**9. CORRESPONDENCE:** Gale reviewed correspondence fromUSIC. Also, Water & Waste and a discussion was had regarding the difference in cost and savings for a Volute & Impeller.

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

- Gale to contact Kinsley Power Systems
- Stadig to contact Water & Waste to get a price for a new pump

**11. ADJOURNMENT: MORSE MOTIONED TO ADJOURN THE MEETING,  
ELLSWORTH SECONDED, ALL IN FAVOR.**

The meeting was adjourned at 8:22 PM.

Respectfully Submitted,

Cheryl A. Stadig  
Recording Clerk