

HARWINTON WPCA REGULAR MEETING

Tuesday, October 11, 2016

Town Hall, 6:30 p.m.

Present: James Clavette, Chris Janco, Gil Roberts, Glenn McGrane

Also in attendance: Michael Criss

1. **Open Meeting-establish quorum**

Chairman Jim Clavette opens the meeting at 6:35 p.m. with members Gil Roberts, Jim Clavette, Glenn McGrane, Mike Criss and Chris Janco being seated and a quorum is established. Each member sets their name for the record; Diane Becker, WPCA Clerk is also present. Proceedings are being audio recorded.

2. **Motion to add line item to agenda by Gil Roberts for Special Meeting in December**

Special meeting to be scheduled December 6th at 6:30 specifically to discuss annual memberships. Seconded by Glenn McGrane with all in favor.

3. **Membership / Officer Update**

James Clavette, Jr. officially steps down as WPCA Chairman. First Selectman Michael Criss officially steps in as temporary Acting Chairman. **Motion** by Gil to have Michael Criss step up as Acting Chairman, seconded by Glenn McGrane with all in favor.

4. **Approve minutes of previous meeting – 10/11/16**

Meeting minutes from October 11, 2016 were reviewed.

Motion to approve made by Gil Roberts, seconded by and Glenn McGrane with all in favor of approval.

5. **WPCA Filing System Report**

Gil working with WPCA clerk to organize paper and digital filing system. Also compiling operations manual which will be presented to the Board in draft form upon completion for recommendations. **Motion** made by Jim Clavette to allow Gil to continue to oversee these two projects. Seconded by Chris Janco with all in favor.

6. **Bills**

Payment of regular monthly bills (Eversource electric & EST) being held up for signature of Chair. Chair's signature on payment voucher will be obtained at the next regular monthly meeting. **Motion** to enforce previous agreement of prompt payment of regular bills made by Gil. Seconded by Jim Clavette with all in favor.

Discussed City of Torrington annual O&M charges. **Motion** made by James Clavette, seconded by Gil Roberts to approve payment of the City of Torrington Annual Operation and Maintenance Invoice for fiscal year 2015/2016 in the amount of \$32,480.94. All in favor.

Motion made by Gil Roberts, seconded by James Clavette to pay the following bills. All in favor.

Eversource - \$13.63 for October, 2016

WPCA Clerk - 11 hours from 10/9/16 – 11/15/16 plus the anticipated hours through the end of current pay cycle (11/25/16) to download & transcribe meeting recording; prepare and officially file minutes; file maintenance and office hours. Timesheet to be submitted on Wednesday, November 23, 2016.

5. Review and Approve Portion of Town WPCA Budget

Town pays WPCA clerk's salary up to approved amount of \$2,060.00. Any amount exceeding that, the WPCA pays up to \$1,000.00.

Motion to approve budget made by Chris Janco, seconded by Glenn McGrane. All in favor.

6. TV Camera Work for Spring / Bid Out to Vendor

7. As a result of the I&I work done by Wright-Pierce, a recommendation was made to have approximately 2,000 feet of pipe inspected by camera for flow issues.

EST does camera work and other companies. Bid process should begin now to find a vendor so the work can be done in the spring when the water table is high. To be discussed further at next regular meeting.

8. Any Other Business

Review monthly pumping tickets to evaluate for excessive pumping.

9. Adjourn – 7:15p

Motion to adjourn made by Gil Roberts, seconded by Chris Janco. All in favor.

Prepared and submitted by: Diane Becker, WPCA Clerk

Date

RECEIVED FOR RECORD AT HARTWINTON CT
ON 11 | 22 | 16 AT 4:10 PM
ATTEST NANCY E. ELDRIDGE TOWN CLERK