

December 20, 2017

**Call to Order:** The quarterly meeting of the Sterling Water Pollution Control Authority was called to order at 6:31pm.

Members present- Neil Cook, Lincoln Cooper, Russell Gray, John Firlik, and C. Peter Rabbitt.

Staff Present-Dale Boisselle. Also present-Robert Wittenzellner and Marlene Cook.

Audience of Citizens: No comment.

**Approval of Minutes:** R. Gray made a motion, seconded by J. Firlik to approve the 3/15/2017 with the correction to New Business b. EmpireCo Limited Partnership replace both instances of \$5000 with \$16,760 and approve the special meeting minutes from 7/12/2017 and 11/8/2017. All voted in favor.

**Unfinished Business:**

a. Sewer Infiltration: No new information. J. Firlik made a motion, seconded by N. Cook to table this item to the next meeting. All voted in favor of the motion.

b. Water System Issues: An electrician needs to fix the main pump house lights in the first room on the left. R. Gray will call Tavernier Electric to schedule the repair. R. Wittenzellner will be pumping out the EmpireCo meter vault, as the meter is underwater, to allow for a new post and outside recorder to be installed.

c. Water Utility Coordinating Committee (WUCC) Update: D. Boisselle reported that the Final Exclusive Service Area (ESA) was submitted at the June meeting outlining Eastern WUCC boundaries. Work on the Coordinated Water System Plan (CWSP) continued and is due to be presented to the state legislature by 12/31/17. The purpose of the plan is to develop 5, 20, and 50 year planning periods. Sterling has been working with Erick Toledo from RCAP Solutions to develop our Water System Asset Management Plan to be able to make those projections.

d. Discussion Regarding Water System Rates: It is the consensus of the members that the water rates need to be adjusted. Rates were last adjusted in 2011 and the water and sewer have continued to sustain losses. R. Wittenzellner will forward rate comparisons to D. Boisselle so rates can be compared with other towns. The Asset Management Plan that is in development illustrates the need for the increase due to increased cost of maintaining the aging system.

e. Sewer Pump Station: R. Wittenzellner reported that he has been in contact with a vendor regarding the rehabilitation of the can system in the pump station including stainless steel cabinets, replacing all equipment down in the hole, an alarm system, and moving the electric above grade. The alarm system will save money long term by reducing the amount of system monitoring required by the Town of Plainfield. The remainder of the rehab cannot be done without an engineer due to the bypass requirement. R. Wittenzellner will get the contact information to R. Gray so the process can move forward.

f. EmpireCo Limited Partnership – 10 Exeter Drive: The meter was read on 11/10/17 by R. Wittenzellner. D. Boisselle presented a potential bill based upon that reading. The meters had not been read since the flat rate billing had gone into effect. Discussion continued regarding how best to proceed with the billing at this location. R. Gray made a motion, seconded by L. Cooper, to have D. Boisselle utilize the next water reading to make a more accurate estimation of recent usage for billing purposes including interest fees and send a registered letter requesting EmpireCo to attend the 02/07/18 Selectman's Meeting to discuss this billing issue. All voted in favor of the motion.

M. and N. Cook exited the meeting at 6:55 pm.

**New Business:**

a. Quarterly Report from Treasurer: The following reports were submitted and reviewed: Fiscal Year 2016-2017 3<sup>rd</sup> quarter 1/1-3/30/17; 4<sup>th</sup> quarter 4/1-6/30/17. The most recent report covering Fiscal Year 2017-2018, 1<sup>st</sup> quarter 7/1-9/30/2017 showed the Sewer Authority lost \$13,363.95 and the Water Company lost \$11,963.67. As of 9/30/2017 Sewer owes General Fund \$170,000.00 and Water owes General Fund \$20,000.00. A short discussion followed regarding WPCA continuing to lose money and what changes could take place to improve the cash flow.

b. Consider & Act on 2018 Meeting Schedule: J. Firlik made a motion, seconded by P. Rabbitt, to approve the 2018 Meeting Schedule. All voted in favor of the motion.

c. Discussion Regarding Reading of the Water Meters: Discussion was held regarding the fact that Dale Clark, meter reader, has relocated out of town. There has been an increased need to send WhiteWater, Inc. out to reread meters that have had reading issues. R. Wittenzellner stated that WhiteWater, Inc. is able to take on the meter reading at their standard hourly rate. The rate will make the cost roughly the same as what we have been paying D. Clark. P. Rabbitt made a motion, seconded by J. Firlik, to have WhiteWater, Inc. take over meter readings as of the March 2018 reading. All voted in favor of the motion.

Adjournment: L. Cooper made a motion, seconded by J. Firlik, to adjourn 7:17 pm. All voted in favor of the motion.

Attest: \_\_\_\_\_  
Dale Boisselle, General Office Assistant