

To Be Approved

TOWN OF PUTNAM

WATER POLLUTION CONTROL AUTHORITY MEETING

September 12, 2019

TOPIC		DISCUSSION	
PRESENT:		Chairman Woznicki, Vice Chairman Paquin, Member Greene	
ABSENT:		Member Perron	
1.	CALL TO ORDER	Chairman Woznicki called the meeting to order at 6:30 PM	
2.	PUBLIC COMMENT	None	
3.	APPROVAL OF MINUTES	A.	August 8, 2019 Water Pollution Control Authority Meeting Minutes (Vote Required) Vice Chairman Paquin made a motion to approve the August 8, 2019 Water Pollution Control Authority Meeting Minutes as presented. The motion was seconded by Member Greene, which passed unanimously.
4.	PETITIONS & COMMUNICATIONS	A.	Hours Reduction Request Superintendent Lynch asked that the request be tabled until his report.
5.	STAFF REPORTS	A.	Revenue Collector Revenue Collector Alden gave her report to the Authority. Chairman Wozniki asked Revenue Collector Alden if there were any payment incentives we could offer . Revenue Collector Alden stated that it is illegal to reduce the billing for incentive to pay. Chairman

		<p>Wozniki would like to explore other possibilities, such as monthly billing, budget plans, advertising the ability to pay by credit card etc...</p> <p>B. Finance Director Report</p> <p>Assistant Finance Director Long was introduced to the Authority. She explained the current report and some of the errors that were discovered. The revenues collected for WPCA billings of April, May and June were posted in the incorrect fiscal year (19/20). This error reflects the revenue report showing a shortage of 1.102 Million (18/19). Once the September collections are completed, she will transfer the collected funds to the proper year. Next month's financial report will show the correct figures. Mrs. Long will look into how the error occurred and report back to the Authority. Discussion regarding the Manganese Treatment Plant electric bill ensued. There is concern that this bill was unexpected and therefore not budgeted for. The Authority thanked Assistant Finance Director Long for the work she is doing in the Finance office.</p> <p>C. WPCA Superintendent</p> <p>Superintendent Lynch reviewed his report to the Authority. A reduction in hours request was submitted by Tom Guillemette. Superintendent Lynch is in favor of allowing the reduction due to his Class 4 license.</p> <p>Chairman Wozniki made a motion to allow Superintendent Lynch to negotiate with the Mayor and the Union to have a part-time employee. The motion was seconded by Vice Chairman Paquin and passed unanimously.</p>
6.	UNFINISHED BUSINESS	<p>A. WPCA Revenue Clerk – Job Description</p> <p>The Authority reviewed the job description and felt it was more tax collecting and had very little to do with the WPCA.</p> <p>B. Breakdown of Reimbursement of Town Salaries by WPCA</p>

			<p>The Authority reviewed the Town Salaries that are charged to the WPCA. The Authority is concerned with the mistakes being made and the amount of money being charged to the WPCA for salary percentages. Chairman Wozniki asked Superintendent Lynch to put together a business plan where the WPCA sets up a separate office for WPCA collections and has their own staff, reducing/eliminating the approximately \$160,000 that the Town is charging the WPCA. Chairman Wozniki asked that a copy of the WPCA Charter be emailed to the Authority. Superintendent Lynch will develop a business plan and present it to the Authority at the next WPCA meeting.</p>
7.	POLICY & PROCEDURE CONSIDERATIONS	A.	<p>Connection Fees</p> <p>Superintendent Lynch reviewed the current costs to install a water connection and asked for consideration to increase the cost to \$1,200 to connect to the water system if the WPCA supplies and installs the material.</p> <p>Chairman Wozniki made a motion to approve the proposed water connection fees. Vice Chairman Paquin seconded the motion, which passed unanimously.</p>
8.	NEW BUSINESS		None
9.	PUBLIC COMMENT		None
10	Adjournment		Chairman Wozniki made a motion to adjourn at 7:28 PM. The motion was seconded by Vice Chairman Paquin, which passed unanimously.