

**Town of Woodstock  
Water Pollution Control Authority  
Regular Meeting Minutes  
Tuesday, February 23, 2021 – 7:00 PM**

In accordance with Governor Lamont's Executive Order and social distancing guidelines recommended by the CDC in response to COVID-19, members of the WPCA participated in the meeting via ZOOM online.

**MEMBERS PRESENT:** Roger Gale, Stewart Morse, Paul Gohn, John Cimochoowski

**MEMBERS ABSENT:** Timothy Rainville

**OTHERS PRESENT:** None

**1. Call to Order:** Chairman Roger Gale called the meeting to order at 7:05 pm.

**2. Approval of Minutes:**

a. November 24, 2020 Regular Meeting:

The following changes were recommended:

- Under 2(b), November 24, 2020 Special Meeting Minutes: Add "Discuss sale of the Inn at Woodstock Hill (transfer of lien)" so it is clear what the special meeting was about should anyone need to research this in the future.
- Under 4(a), New Business, 2<sup>nd</sup> para., 3<sup>rd</sup> line: Change the phrase "...restarted the circuit breaker..." to "...reset the circuit breaker..."

**Motion** was made by Stewart Morse, and **Seconded** by John Cimochoowski, to **Approve** the November 24, 2020 regular meeting minutes as amended. John Cimochoowski **Abstained**. **The motion passed.**

b. February 2, 2021 Regular Meeting:

Correct the spelling of John's last name at Deep 6 Plumbing & Heating from "Boise" to "Boies".

**Motion** was made by Stewart Morse, and **Seconded** by John Cimochoowski, to **Approve** the February 2, 2021 regular meeting minutes as amended. **The motion passed unanimously.**

**Motion** was made by John Cimochoowski, and **Seconded** by Stewart Morse, to **Add** the following items to the agenda: Change #3 to reflect Citizens'/Chair's/Executive Assistant's Comments; and, Add to #5 Old Business - a) Repair Services b) Alarm Services c) Inn at Woodstock Hill. **The Motion passed unanimously.**

**3. Citizens'/Chairs'/Executive Assistant Comments:** Chairman Gale reported that the WPCA budget will be charged the Zoom Host's hourly rate. The hourly rate is approximately within the range of \$21.00-\$22.00 per hour. He further shared that should the FY 2021-22 town budget pass, effective July 1, 2021 Cindy Brown will be taking a position in the Land Use Department and will no longer be able to support the WPCA. Discussion ensued regarding the possibility of keeping Cindy on staff with less hours in order to maintain the daily operations of the department.

Stewart Morse mentioned there is a tentative timeframe for when in-person meetings may be able to begin again, and the members discussed their comfort levels with conducting in-person meetings in the future and how it would affect public participation.

#### **4. New Business:**

- a. Pump Station Maintenance: Discussion evolved around the pros and cons of using the town diesel mechanic to service the generator or keeping John Buell as the primary servicer. Mr. Morse will contact John Buell to learn his long-term plans relating to service calls and how WPCA fits in with those plans.
- b. Service Calls: There have been two service calls at Brookwood Apartments at the #2 building. These were discussed during the last meeting. Deep 6 Plumbing & Heating will be installing the rebuilt pump that is stored in the Conex at some point.

#### **5. Old Business:**

- a. Repair Services: John Boies from Deep 6 Plumbing & Heating is not taking on new customers, and the Board decided at its last meeting to share any recommendations for additional repair service companies in the area. Mr. Gale stated Putnam WPCA does not have an emergency service available to offer WPCA. Recommendations included Southbridge Tire and Tasse Fuel, and to ask Parent Sanitation for any recommendations on service companies. Tim Rainville offered to contact Southbridge Tire. Stewart Morse offered to contact Parent Sanitation. This will be placed on the agenda for the next meeting.

Stewart Morse received a price from Blake Equipment in Manchester, CT, which ended up being less than the lowest quote previously received from a New Jersey company. The final cost for two new grinder pumps is \$1,711.00 + freight/each. They have been ordered and will arrive at the town garage, at which point they will be moved to the Conex.

Tim Rainville reported he contacted Putnam WPCA to coordinate the recalibration with Neponset but never heard back from them. Chairman Gale stated he would follow-up with Mike Didato at Putnam WPCA.

- b. Alarm Services: Chairman Gale stated that until the current system is changed to a digital system, the telephone will be needed.
- c. Inn at Woodstock Hill: Chairman Gale stated the Woodstock Inn was an agenda item during the WPCA special meeting on November 4, 2020. He has learned that the sale of the Inn that was pending at that time fell through.

#### **6. System Maintenance Update:**

- a. Grinder Pump Repairs/Main Line Maintenance: This item was discussed under 5(a).

#### **7. Flow Report:**

- a. Weekly Meter Readings of Main Line Wastewater Flow to Putnam FY 2020-2021: The weekly meter readings were included in the meeting packets. The WPCA Office has not received readings from Putnam WPCA since the January 11<sup>th</sup> reading. Multiple requests have been placed with the Putnam WPCA contact. Chairman Gale will continue to follow-up with Mike Didato to request these numbers.
- b. Rainfall Data: The rainfall data was emailed to Board members prior to the meeting.
- c. Quarterly Meter Readings: The quarterly meter reading report was provided in the meeting packets. Discussion ensued regarding the Woodstock Elementary School readings indicating 21,854,100 gallons for the 3<sup>rd</sup> quarter.

**8. Financial Update:**

- a. Payment of Bills: **Motion** was made by Stewart Morse, and **Seconded** by Timothy Rainville, to **Approve** the summary of bills totaling \$59.43 as presented. **The motion passed unanimously.**
- b. FY 2021-22 Budget Process: Peter Ellsworth's October 2020 budget report was included in the meeting packets, as well as the Town Treasurer's fund balance report. Additional detail will be prepared to further discuss the next fiscal year budget.

**9. Correspondence:** Cindy Brown spoke to Doug Hurd, owner of Brookwood Apartments, who had asked for security company recommendations. She shared the Board's suggestions of Venture Communications and Murdock Security. Chairman Gale noted that the last time the Brookwood Apartment buildings were pumped was August 2020.

**10. Review of Member Follow-up Activities for Next Meeting:**

- a. Stewart Morse: Coordinate a time to meet John and Paul at the Fairgrounds and give them each a set of keys; Contact Parent Sanitation for grinder pump service company recommendations in the area; Contact John Buell re: his thoughts on how long he plans to continue as on-call servicer for generator.
- b. Roger Gale: Contact Mike Didato regarding recalibration scheduled for March 24, 2021 with Neponset and to receive weekly flow numbers.
- c. Timothy Rainville: Contact Southbridge Tire for information on servicing grinder pumps.

**11. Adjournment:** **Motion** was made by Stewart Morse, and **Seconded** by John Cimochoowski, to **Adjourn. The motion passed unanimously.** The meeting adjourned at 8:33 pm.

The recording of this meeting can be found here: <https://youtu.be/cQkgiTfHs8A>

Respectfully submitted by Cynthia Brown, Recording Secretary. **DISCLAIMER:** These minutes have not yet been approved by the WPCA. Please refer to next month's minutes for approval/amendments.