

**Town of Woodstock  
Water Pollution Control Authority  
Regular Meeting Minutes  
Tuesday, March 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, Timothy Rainville

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** None

**1. Call to Order:** Chairman Roger Gale called the meeting to order at 7:03 pm.

**2. Approval of Minutes:**

a. February 23, 2021 Regular Meeting:

The following changes were recommended:

- 2b: Replace the phrase “...John’s last name...” to “...Glenn’s last name...”
- 5a, 1<sup>st</sup> sentence: Replace “John Boies” with “Glenn Boies”

**Motion** was made by John Cimochoowski, and **Seconded** by Stewart Morse, to **Approve** the February 23, 2021 regular meeting minutes as amended. **The motion passed unanimously.**

**3. Citizens’ Comments:** None.

**4. New Business:**

- a. Pump Station Maintenance: Stewart Morse stated an invoice will be forthcoming for Chaput Electric as he serviced the hour meter on pump #1. Bill Chaput found no issues at the time he serviced the pump. Mr. Morse noted pump #1 is running 2/10 of an hour more than the last time he visited in early March, and pump #2 has 50 hours of run time since March 2<sup>nd</sup>. Thus, he does not believe pump #1 is being called for. Additionally, when pump #1 is the lead, it is not as efficient as pump #2. As a test, Chairman Gale recommended the pumps be switched so that pump #1 becomes the lead again. Mr. Morse will contact Chaput to see if he can learn more from the recent service call, specifically on whether one pump relies on the other and if they can alternate back and forth.
- b. Service Calls: None.
- c. Northeast Placement Services – Assessor Cards: Chairman Gale stated the assessor cards on Northeast Placement Services were included in the meeting packets. In reviewing the cards, it appears as though they have expanded their property ownership. Chairman Gale reviewed some of the properties. He will research further and report back with more information at the April meeting. This item will be on next month’s agenda.
- d. Bruce Williams’ Annual Grinder Pump Inspection Report: The annual grinder pump inspection report was included in the meeting packets. Chairman Gale will contact Glenn Boies at Deep 6 Plumbing to replace certain items recommended on the report. Chairman Gale will take care of replacing any light bulbs noted in the report. A letter will be sent to Mr. Williams thanking him for his report.

Paul Gohn noted that 12 Davis Road has changed owners. He recommended WPCA send a letter notifying them of the grinder pump policy regarding changes of ownership along with other helpful information. Cindy Brown will prepare a letter to the new owners.

#### 5. Old Business:

- a. Repair Services: After researching Southbridge Tire's website, Timothy Rainville stated he decided to forego contacting them as they did not seem to be heavily involved in this type of servicing. He is aware that Tasse Oil & Propane in Southbridge services pumps. He has not heard back from the service manager at Tasse and will follow-up. He will contact Southbridge Tire should he not hear back from Tasse.

Stewart Morse stated that Parent Sanitation no longer services pumps. They referred him to a company in Jewett City. Mr. Morse learned that this company could not help due to its limited workforce. He then contacted Blake Equipment, and they do not service individual grinder pumps.

Mr. Morse spoke with John at Buell's Truck & Engine Repair. Mr. Buell stated he is not planning to slow down his business and would like to continue servicing the generator for WPCA.

#### 6. System Maintenance Update:

- a. Grinder Pump Repairs/Main Line Maintenance: Chairman Gale stated the Brookwood Apartments pump will need to be installed, and he will speak with Glenn Boies about scheduling this. A new pump at the Fairgrounds needs to be installed as well, and Chairman Gale stated Putnam WPCA is willing to do this when the weather changes. It was clarified that the rebuilt pump, which Piela Electric did and is currently in the Conex, will replace pump #1 at the Fairgrounds.

Timothy Rainville spoke about the safety rail at the pumping station at the Fairgrounds. This project was presented several months ago but has not moved forward. Mr. Rainville will follow-up with Boudreau's Welding in Dayville, CT, which was planning to install the safety rail.

Upon his return, Chairman Gale will coordinate with Timothy Rainville the removal of the two pumps at Linemaster Switch.

#### 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, which reflected numbers through the end of February. Cindy Brown will ask Stan at Putnam WPCA to send the readings to Chairman Gale's email as well.
- b. Rainfall Data: The rainfall data was emailed to Board members prior to the meeting. There was no change from the prior report.

Chairman Gale stated he will research the third quarter readings for Woodstock Middle School that was provided in February. He will also be taking the fourth quarter readings upon his return in April.

#### 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 \$7,765.16 as presented. **The motion passed unanimously.**

- b. **Treasurer's Report / FY 2021-22 Budget Process:** The Treasurer's Report as of March 1, 2021 was included in the meeting packets. At the next meeting, Chairman Gale will suggest budget adjustments to certain line items to help ensure positive ending balances toward the end of the fiscal year. Chairman Gale shared the history of holding flat on the sewer use fees.
- 9. **Correspondence:** The owner of Brookwood Apartments, Doug Hurd, submitted payment to WPCA for the repairs completed at his property. These funds have been placed back into the WPCA budget. Discussion ensued regarding holding in-person meetings at the Town Hall. Board members felt it may be possible over the next couple of months as more people become vaccinated. Timothy Rainville will be meeting with Neponset Controls tomorrow (3/24) at 9 am to recalibrate the meter.
- 10. **Review of Member Follow-up Activities for Next Meeting:**
  - a. Stewart Morse: Coordinate a time to meet John Cimochoowski and Paul Gohn at the Fairgrounds and give them each a set of keys. Contact Bill Chaput regarding pumps at Fairgrounds.
  - b. Roger Gale: Upon return home, review Middle School meter reading from third quarter; take meter readings for fourth quarter; replace light bulbs noted on annual grinder pump inspection report; coordinate pump #1 replacement with Putnam WPCA; coordinate the removal of two pumps at Linemaster Switch. Research NEPS assessor cards and report back in April. Contact Glenn Boies to review items on Annual Grinder Pump Inspection Report.
  - c. Timothy Rainville: Follow-up with Tasse regarding grinder pump servicing. Follow-up with Boudreau's Welding on safety rail at Fairgrounds.
- 11. **Adjournment: Motion** was made by Stewart Morse, and **Seconded** by John Cimochoowski, to **Adjourn**. **The motion passed unanimously.** The meeting adjourned at 8:12 pm.

The recording of this meeting can be found here: <https://youtu.be/tghatLdAlx4>

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.