

**Town of Woodstock
Water Pollution Control Authority
Regular Meeting Minutes
Tuesday, April 27, 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 7:05 pm.

2. Approval of Minutes:

a. March 23, 2021 Regular Meeting:

The following changes were recommended:

- 6a, 2nd para.: Strike third sentence

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

3. Citizens'/Chair's/Executive Assistant's Comments: None.

Motion was made by Stewart Morse, and **Seconded** by John Cimochoowski, to **Add** 7(c) Quarterly Meter Readings to the agenda. **The motion passed unanimously.**

4. New Business:

- a. Pump Station Maintenance: Stewart Morse stated the #2 pump remains the lead pump at this time. Further discussion continued regarding the history of the pumps and the last time the lead pump was switched, which was sometime around December 2020. It was suggested over the next few days to switch the lead over from #2 to #1 and note the hours and time at which the pumps were switched over. Stewart Morse offered to take care of this. It was suggested that in the future Chaput Electric place a timing mechanism to automatically switch the pumps rather than manually changing them. Chairman Gale will speak with Putnam WPCA to schedule a time in May to install the rebuilt pump to replace the current #1 pump, which is currently in the Conex.
- b. Service Calls: Mr. Morse stated that the alarm was going off when he and Mr. Gohn arrived at the pump station. Chaput Electric was contacted and reset the alarm switches.
- c. Update on Calibration of Putnam Meter: Timothy Rainville met with representatives of the Putnam WPCA to recalibrate the Putnam meter. Mike Didato was reluctant to clean a particular manhole to avoid damaging or moving the transducer. Mr. Rainville suggested the Authority consider some way of flushing the flume bowl periodically to get the silt downstream, which might help with the readings. Chairman Gale will contact Mike Didato at Putnam WPCA to determine when they can clean the pipe upstream and downstream. Timothy Rainville will contact Glenn Boies to see what other systems could possibly be used and see about purchasing a light and a pressure tank. Mr. Rainville will also call John Navarro to determine if he has a list of manholes that currently have seals under them. It was suggested the seals be placed under all manholes.

- d. Putnam WPCA Rate Increase: The Putnam WPCA water use rate increase was discussed. During Putnam's meeting, Chairman Gale proposed Putnam WPCA consider spreading the BOD increase over two years. He felt this would not be considered.

As an example of what Woodstock WPCA might see as an increase, Chairman Gale used the last quarterly invoice from Putnam of \$44,496.72 and took the three increases into account (Flow, BOD, and TSS), which resulted in an increase of \$6,720.46 or approximately 15%.

Mr. Morse asked if the Board should consider increasing the current sewer use rate due to the Putnam WPCA increases. This will be discussed later in the meeting.

5. Old Business:

- a. Repair Services: Timothy Rainville spoke with the Service Manager at Tasse, and he was interested in servicing the grinder pump customers. However, they do not offer 24/7 service except for heating. They could service weekend calls on the following Monday. Tasse would be a back-up to Deep 6 Plumbing which currently services the grinder pumps. Mr. Rainville will contact Tasse to confirm Woodstock WPCA is interested in their service. He will also share how the system works and offer any training of the system if required.
- b. Northeast Placement Services: Chairman Gale stopped by NPS today and received the manager's contact information. Mr. Gale will contact him to schedule a time to review their properties and determine if any changes need to occur due to properties being added or possibly no longer owned.

6. System Maintenance Update:

- a. Grinder Pump Repairs/Main Line Maintenance: Brookwood Apartments is still operating on one pump on its duplex system. Chairman Gale will contact Deep 6 Plumbing to replace the existing pump and install one of the pumps in the Conex. When speaking with Tasse, Mr. Rainville will explain this two-man job that is required at Brookwood Apartments.

7. Flow Report:

- a. Weekly Meter Readings of Main Line Wastewater Flow to Putnam FY 2020-2021: The weekly meter readings report was included in the meeting packets.
- b. Rainfall Data: The rainfall data was included in the meeting packets.
- c. Quarterly Meter Readings: It was noted the Woodstock Fairgrounds' net flows were low. The Board agreed that the Fairgrounds will be charged based on the total reading of 4,300 gallons.

8. Financial Update:

- a. Payment of Bills: **Motion** was made by Stewart Morse, and **Seconded** by John Cimochoowski, to **Approve** the summary of bills totaling \$44,920.41 as presented. **The motion passed unanimously.**
- b. Treasurer's Report / FY 2021-22 Budget Process: The Treasurer's Report as of April 14, 2021 was included in the meeting packets. Chairman Gale shared his suggested revisions to certain beginning balances for the Board's consideration for the FY 21-22 budget. Proposed reductions totaled \$25,600 and resulted in a budget total of \$192,540 from the current \$218,140. Discussion ensued regarding the wastewater treatment budget balance. It was recommended this line item remain the same at \$180,000. Discussion continued regarding metered customers versus

residential customers.

Motion was made by John Cimochoowski, and **Seconded** by Timothy Rainville, to **Approve** maintaining the wastewater treatment budget balance of \$180,000 and that the remaining changes recommended by the Chairman stay the same reflecting a decrease of \$5,600. **The motion passed unanimously.**

9. **Correspondence:** Mr. Morse spoke with John Navarro regarding the manholes near the intersection of 171 and 169 where Garden Gate Florist used to be. Mr. Navarro is looking to find riser rings for the manholes.
10. **Review of Member Follow-up Activities for Next Meeting:**
 - a. Stewart Morse: Switch the lead over from #2 to #1 and note the hours and time the pumps were switched over at the Fairgrounds.
 - b. Roger Gale: Contact Putnam WPCA to schedule a time in May to install the rebuilt pump to replace the current #1 pump, which is currently in the Conex. Contact Mike Didato at Putnam WPCA to determine when they can clean the pipe upstream and downstream. Contact NPS Service Manager for a meeting to review properties. Contact Deep 6 Plumbing to replace the existing pump/parts at Brookwood Apartments and install one of the pumps in the Conex.
 - c. Timothy Rainville: Contact Tasse to secure them as a grinder pump servicer and explain the Brookwood Apartments job. Contact Glenn Boies to see what other systems could possibly be used and see about purchasing a light and a pressure tank. Contact John Navarro to determine if he has a list of manholes that have the seals under them.
11. **Adjournment:** The meeting adjourned at 9:08 pm.

The recording of this meeting can be found here: <https://youtu.be/InBKRH7SQLs>

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.