

**Town of Woodstock
Water Pollution Control Authority
Special Meeting Minutes
Meeting Room 1
Tuesday, January 10, 2023 @ 7:00 P.M.**

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

MEMBERS ABSENT: None

OTHERS PRESENT: Leeanne Lachapelle

1. Call to Order: Gale called the meeting to order at 7:07 P.M.

2. Approval of Minutes

A. Approve the Minutes October 25, 2022,: Rainville moved to approve the minutes as presented, Morse seconded, all in favor.

B. September 27, 2022 minutes to be approved at next regular meeting January 24, 2023.

3. Citizens'/Chair's/Executive Assistant's Comments:

Gale welcomed and introduced Leeanne Lachapelle to group as new WPCA executive assistant

Gale noted that he will join next meeting virtually and Rainville will preside over meeting.

Gale asked for volunteer for first call for Murdock while he is in FL. Rainville first, Morse second, third Cimochoowski, fourth Gohn. All agreed.

4. New Business

A. Pump Station Maintenance:

-Gale noted total flow was up due to wet weather. Gale noted also that the fairground meter was off from last April to his July reading. Afterwards their reading increased considerably. Their dedicated line into our wet well running full during rain event. Noted with F/B Office after Jan. recording. Rainville suggested Neponset Calibrate meter.

B. Service Calls:

-2 service calls: Brookwood Apartments and house on Rt 171—Deep 6 corrected both-electrical in Box on buildings. Noted that Connex supply is not always used for fixes. Gale suggested inventory of material and update supply. Noted that Chaput has keys for Connex.

-Change of ownership and responsibilities for vacated 4 family house on Rt 169 near south campus discussed. Gohn suggested sending courtesy letter to owner/management w/do's and don'ts septic use pamphlets for prospective tenants. Gale has spoken directly with owner.

-Gale to speak to Atty Roberts about accounts past due and liens on properties as needed.

-Rainville suggested starting to look for eventual replacement for Deep 6.

To do suggestion: Update list of wells on system.

C. Update/Review of Engineering Services:

-Rainville suggested Manta Ray purchase and use by WPCA. Rainville to resend Neponset Control (NCI) sales quote information to WPCA email to be shared with committee members for discussion at next meeting.

-Gohn noted that area towns are applying for and receiving STEEP grant funds. He suggested WPCA look grants going forward. Gale is working on the possibility of grant writing for funds as well as use of ARPA funds Cimochowski aware of various grant opportunities and will update WPCA as he becomes aware of them going forward. Morse suggested possible need to put Engineering firm on retainer for upgrade of system.

-Resident on Dupre and Lane Rd. requests connecting to septic system and does qualify. Gale discussed with homeowner.

D. Review Connection Requirements:

-WPCA New Sanitary Sewer Service Connection Form Copies handed out to committee by Gale. Reviewed section 2 and 8 in Policy and Procedures manual. Tabled and asked to place on agenda for January 24, 2023 regular meeting.

E. Review and accept Executive Assistant Position description:

-Updated document not available. Tabled and to be placed on agenda for next regular meeting January 23, 2023

5. Old Business

A. Repair Services: None

6. System Maintenance Update

A. No problem

B. Holding pattern

7. Flow Report

- A. Weekly Meter Readings of Main Line Wastewater Flow to Putnam FY 2022-2023:
Figures have been going up a bit possibly due to ground water/surface water.
- B. Rainfall Data: None received yet. Gale had stopped in ask to have overdue data sent.

8. Financial Update

- A. Payment of Bills: Rainville motioned to pay the bills as presented from Deep 6 and Solar System. Morse seconded, all in favor.
- B. Treasurer's Report: Not available yet.

9. Correspondence: None

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

- 1. Lachapelle-check on schedule of WPCA meetings filed with Town Clerk for 2023-24
- 2. Gale- follow up in writing with new land owner/manager of WPCA process; f/u attorney; update list of wells on system
- 3. Cimochoowski to email WPCA exec asst job description
 - keep WPCA updated on future grants that would be beneficial
- 4. Rainville to forward Neponset Controls (NPI) Manta Ray quote to WPCA

11. Adjournment: Morse motioned to adjourn at 9:04 p.m., Cimochoowski seconded, all in favor.

Respectfully submitted by Leeanne Lachapelle, Recording Secretary. **DISCLAIMER:** These minutes have not yet been approved by the WPCA. Please refer to next month's minutes for approval/amendments. WPCA Regular Meeting – January 24, 2023