

**Town of Woodstock**  
**Water Pollution Control Authority**  
**Regular Meeting**  
**Meeting Room 1**  
**Tuesday, January 24, 2023**

**MEMBERS PRESENT:** Tim Rainville, Stewart Morse, Paul Gohn, John Cimochoowski, Roger Gale (remote by phone)

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Leeanne Lachapelle WPCA Executive Assistant

**1. Call to Order:** Rainville called meeting to order at 7:02 P.M.

**2. Approval of Minutes**

A. September 27, 2022 Regular Meeting Minutes: Morse **motioned** to accept as presented , Cimochoowski **seconded, all in favor**.

B. January 10, 2023 Special Meeting minutes: Gale noted to amend under 4A for “his” to read “this”; Gale noted clarification needed under 4C to include “meter” after “Manta Ray”; Gohn noted to amend under 4C for “STEEP grant funds” to read “STEAP grant funds”; Gale noted to amend under 4C “septic system” to read “sewer system”. Cimochoowski **motioned** to accept minutes with noted amendments, Morse **seconded, all in favor**.

**3. Citizens’/Chair’s Executive Assistant’s Comments**

None noted.

**4. New Business**

A. Pump Station Maintenance

None noted.

B. Service calls

None noted.

C. Update/Review of Engineering Services

None noted.

D. Review Connections Requirements

Tabled to allow more time for members to review Section 2 and 8 from WPCA Policy and Procedures manual. As an aside, Gale stated application for Dupree Rd homeowner to connect to system has not been filed yet pending evaluation. All agreed.

E. Review and accept WPCA Executive Assistant Position description.

Gale **motioned** to approve, Cimochoowski **seconded and all in favor**.

## 5. Old Business

A. Repair services

None noted.

## 6. System Maintenance Update

A. Grinder Pump Repairs/Main Line Maintenance

None noted.

B. Engineering Services with Intent of Long-Range Planning

Gale reported confirmation of pending ARPA funds (\$99,000 +) to fund WPCA engineering project and possible purchase of Neponset Controls Manta Ray Portable Area-Velocity Flow monitor. Due to requirements of ARPA funding, WPCA is required to put out to bid to local qualified engineering firms who specialize in wastewater removal. Cimochoowski noted recent discussion with Town Treasurer, Karen Fitzpatrick, regarding Request for Proposal (RFP). Town Treasurer to assist with RFP wording/request. Discussion ensued. Gale recommended Atty. Roberts review RFP prior to publication. Cimochoowski to further research info (contact DEEP, area towns with similar issue) needed for RFP. DPC also to be contacted/updated on proposal.

## 7. Flow Report

A. Weekly Meter Readings of Mainline Wastewater Flow to Putnam FY 2023-2024

Data discussed/Increase noted.

B. Rainfall Data

Data discussed.

## 8. Financial Update

A. Payment of Bills

1. Frontier = \$70.37

2. Putnam Sewer Bill = \$47,363.43

3. Chaput Electric (outstanding bill from 7/13/23) = \$250

Morse **motioned** to pay/approve bills as presented, Cimochoowski **seconded. All in favor**.

## B. Treasurer's Report

Not available. Lachapelle to retrieve from Treasurer (Diane) for next meeting.

## 9. Correspondence

-Knapp Engineering Customer Satisfaction Survey: discarded d/t business not known to group

-Homeowner Repair bill of \$2500 (Keyes) incorrectly noted as paid in full by homeowner. Assistant Treasurer noted that \$300 balance remains due on account despite recent payment. Gale stated is aware and has spoken with homeowner. A follow up letter to be sent to homeowner.

## 10. Review of Member Follow-Up Activities for Next Meeting

Gale: Speak to Didato and Lynch for possible recommendations for sewer maintenance/ repair needs

Cimochowski: Begin gathering information needed to begin RFP for WPCA engineering bid. Contact/update DPC on their proposal.

Morse: Gather information of perspective plumbers in area for future sewer maintenance/repair needs

Rainville: Contact/update Neponset Controls regarding WPCA interest/quote.

Lachapelle: Gather Putnam sewer bills for the past year and bring to next meeting for WPCA future budgeting needs.

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