

TOWN OF WOODSTOCK WATER POLLUTION CONTROL AUTHORITY

Regular Meeting Minutes

Tuesday, March 28, 2023 @ 7pm

Room A

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

MEMBERS ABSENT: NONE

OTHERS PRESENT: LEEANNE LACHAPELLE WPCA Executive Assistant

1. Call to order: Rainville called the meeting to order at 7:10 PM

2. Approval of Minutes:

A. January 24, 2023, regular meeting minutes: Morse **motioned to approve**. Discussion ensued. Under 6 B "foods" should read "firms" and "Town Treasurer" should read "Director of Finance" and Adjournment motions and time "Morse motioned and Cimochoowski seconded adjournment at 7:55pm" to be added. **Motion** made by Cimochoowski. **Seconded** by Morse to accept Jan 24, 2023, minutes as edited. All in favor. **Motion passed**.

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

A. Letter/phone call to Keyes regarding remaining balance of WPCA loan. Keyes submitted final payment after double checking her records. Loan paid in full with interest.

B. Lachapelle discussed her attendance at a recent grant writing workshop. Information gathered for future grant writing needs for WPCA.

C. Clean Water Fund: Lachapelle discussed information from CT DEEP contact Ivonne Hall regarding application to Clean Water Fund for grant/loan money to assist with future projects. Discussion followed. Lachapelle will follow for potential future need of CWF. Rainville requested the list of preferred engineers list as per the Clean Water Fund CT DEEP for reference.

ARPA funds earmarked from Town of Woodstock for upcoming engineering evaluation of system project to go to bid as well as Manta Ray purchase should cover current expenses according to Gale and Cimochoowski.

4. New Business

A. Pump station maintenance

Morse stated that he checked fuel 1 week ago and was at about ½ tank. Noted service had been performed on generator. Check with John Navarro at Town Garage to get fuel delivered (NOTE: low fuel alarm goes off ¼ to 1/3 full and 100-gallon capacity tank.)

B. Service calls:

Morse stated Woodstock Middle School (WMS) experienced sewage backup approximately 1 week ago. Parent Sanitation and Roto Rooter called to remedy blockage of tree roots in discharge site one of the two connection sites located at WMS. Noted to be WMS responsibility. Morse to obtain manhole number for reference.

Discussion ensued regarding the plan for plumbing back up and support for Granite Group. Board feels searching for a plumber willing to learn/work with WPCA is necessary to plan for the future. Morse suggested WPCA consider local plumber possibilities who have experience with pumps/sewer systems as well as check with Ellis Tech plumbing heating and air conditioning dept. Gohn suggested to send prospective plumber out with Glen to train and bill to WPCA. Gale commented that WPCA would also keep pumps in stock. Gale requested plumber suggestions from board members. Lachapelle to reach out to Ellis Tech and others regarding plumbers in training as well. Cimochowski suggested to talk to Putnam WPCA about Woodstock using their plumbers as Pomfret has. Cimochowski is uncertain if Putnam owns Pomfret sewer infrastructure or solely manages it. Gale offered to discuss the above with Brian at Putnam WPCA and Pomfret First Selectman upon return to Woodstock in April and will report back at the next meeting.

C. Review of Engineering Services

Cimochowski stated that he discussed ARPA funded engineering RFQ (Request For Quote) with Woodstock Finance Director. Justin from DPC Engineering generously volunteered his time to help with development of RFQ offering suggestions on how to go about bidding process based on what other towns have done. RFQ will have one posting published in Hartford Courant with link to Town of Woodstock website. Firms will have 2 weeks to reply. Info will be available online as well with link for other perspective bidders. WPCA can send link to individual companies who may not see advertisement. Crystal Adams Office Manager will post RFQ listing, and Director of Finance Karen Fitzpatrick will set up website for this. Cimochowski to review ARPA RFQ with the town attorney.

Gale **motioned** to have Cimochowski coordinate with Woodstock Director of Finance to post RFQ to Hartford Courant and have access to town link for ARPA engineering proposal bidding and Morse **seconded**. All in favor. **Motion passed**.

Gale requested that Cimochowski forward all communications regarding ARPA/RFQ to WPCA email as well. Rainville thanked Cimochowski for all of his work on the RFQ.

D. Discuss placing sewer lines/maps on Town of Woodstock AxisGIS site.

Lachapelle shared information from attendance at Woodstock AxisGIS (Geographic Information System) workshop which explained the ability of uploading Woodstock Wastewater Collection System Map 2018 created by Tighe and Bond onto town GIS system. No fee if done with town annual uploads on October 1, 2023. The possibility of also getting individual lot sewer maps scanned and uploaded discussed. Lachapelle to investigate and share at the next meeting.

Gale **motioned** to submit Woodstock Wastewater Collection System Map 2018 to CAI and upload it to Town of Woodstock AxisGIS system on October 1, 2023. **Seconded** by Morse. All in favor. **Motion passed.**

E. Clean Water Fund

Discussed in 3C

5. Old Business

A. Repair services

Plumber situation discussed in 4B

B. Clarify automatic payment of Putnam sewer bill by Town Bookkeeper/Payroll

Gale **motioned** to clarify and allow Finance Department/Town Bookkeeper/Payroll to pay Putnam Sewer Bill when received and get WPCA member to sign ASAP. Discussed prior history of late payment resulting in late fees. Cimoichowski **seconded**. All in favor. **Motion passed.**

6. System Maintenance Update

A. Grinder Pump Repairs/Mainline Maintenance

None noted.

B. Engineering Services with Intent of Long- Range Planning

As discussed in 4C

7. Flow report

A. Weekly Meter Readings of Main Line Wastewater Flow to Putnam FYI 2022-2023

Readings shared and discussed. Morse suggested looking at old flows for Fairgrounds for comparison. Rainville noted that Neponset Controls Manta Ray monitor would be useful in this situation to evaluate. Woodstock Fairgrounds is in the process of installing a new meter which is expected to be completed by the first week of April. High readings at Fairgrounds continue to be very concerning due to malfunctioning current meter and likelihood of runoff water into system. This will continue to be closely monitored by WPCA after the new meter is installed. Rainville noted that Neponset Manta Ray purchase on hold and expecting it to be added to WPCA ARPA funding.

B. Rainfall data:

Chart distributed and discussed.

C. Woodstock Academy (WA)-Potential to Open Discussion with WA Regarding Sump Pumps Releasing Water into the Sewer System

Gale to have discussion with WA and will report back.

8. Financial Update

A. Payment Bills

<u>VENDOR</u>	<u>Line Item</u>	<u>Charge</u>
Frontier	500.00.225.00	\$75.27
Acct. #860-928-3192-111198-5	Lift Station Telephone	
2/5/23	Period 2/5-3/4/23	
Eversource	500.00.224.00	No payment due
Acct. #51942724014	Electricity at Pump Station	
1/30/23	Period 12/30/22-1/30/23	
Woodstock Landfill Solar	500.00.224.00	\$55.50
System/Guilford Svgs Bank	Electricity	
2/2/23	Period Jan 2023	
Woodstock DPW	500.00.289.00	\$154.30
Invoice #DPW 021323	Lift Station maintenance	
Labor 1.5 HRS		
NAPA Auto Parts	500.00.289.00	\$110.90
c/o Town of Woodstock DPW	Lift Station maintenance	
Acct#2000013576427855		
Saveway Petroleum, Inc.	500.00.257.00	\$158.36
Ref#354761	Fuel for Generator	
Eversource	500.00.224.00	\$99.66
Acct. #51942724014	Electricity at Pump Station	
4/29/23	Period 1/30/23-2/28/23	
Woodstock Landfill Solar	500.00.224.00	\$101.99
System/Guilford Svgs Bank	Electricity	
3/2/23	Period Feb 2023	
Frontier	500.00.225.00	\$75.27
Acct. #860-928-3192-111198-5	Lift Station Telephone	
3/5/23	Period 3/5-4/4/23	
TOTAL		\$831.25

Morse **motioned** to approve as presented. Gohn **seconded**. All in favor. **Motion passed.**

B. Treasure report: Gale noted WPCA current balance \$436,507.79.

9. Correspondence

None noted.

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

Lachapelle: Contact John Navarro from Town Garage regarding the next fuel delivery scheduled for pump station.

Contact Ellis Tech and various local plumbers regarding interest in training/working with WPCA regarding future plumbing needs.

Follow up on GIS mapping possibilities.

Gale: Follow up with Putnam WPCA and Pomfret First Selectman regarding sewer system questions

Rainville: Follow potential Neponset Controls Manta Ray WPCA needs.

Cimochowski: Review RFQ with Town Attorney

Coordinate with Woodstock Director of Finance and Office Manager about posting RFQ to Hartford Courant for ARPA engineering proposal and website.

Morse: Obtain manhole number recently serviced at WMS.

11. Adjournment

Morse **motioned** to adjourn at 9:16pm/Cimochowski **seconded**. All in favor. **Motion passed**.

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-April 26, 2023.

