

**TOWN OF WOODSTOCK
WATER POLLUTION CONTROL AUTHORITY
Regular Meeting Minutes
Meeting Room A
Tuesday, April 25, 2023 @ 7pm**

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

MEMBERS ABSENT: NONE

OTHERS PRESENT: Leeanne Lachapelle WPCA Executive Assistant

1. Call to order: Gale called the meeting to order at 7:07 PM

2. Approval of Minutes

A. March 28, 2023, Meeting Minutes: Gohn motioned to approve the minutes as presented, Morse seconded. Cimochoowski noted that under 4C "RFQ (Request for Quote)" should be read "RFQ (Request for Qualification)". Gohn amended motion to accept minutes with amendment. Morse seconded. All in favor.

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

A. Lachapelle to mail info packets to members prior to upcoming meetings.

B. Gale suggests having an election of officers at July meeting. Morse encourages referring to WPCA Policy and Procedure Manual for more info.

4. New Business

A. Pump Station Maintenance: Morse checked fuel level 2 weeks ago and remains about half full. Morse noted that Town Garage can deliver diesel fuel if there is an emergency. The alarm goes off when down to 1/3...Morse or Gale will let Lachapelle know to call town garage when refill needed.

B. Service calls: 36 Ellen Lane pump alarm/water pooling around holding tank. The homeowner had it serviced by an electrician. Continued to have pooling issues. Gale notified and met with the homeowner. Gohn also assisted the homeowner. Deep Six addressed the issue. Bill will be forwarded to the homeowner. Situation discussed.

C. Review of Engineering Services: Opening of bids for ARPA funded engineering RFQs scheduled for 330pm on April 27, 2023, at Town Hall. Gale encouraged everyone to attend if able.

D. WPCA Executive Assistant payroll: Cimochoowski motioned to accept pay raise to \$22.30/hr. retro to April 3, 2023, Gohn seconded. All in favor.

5. Old Business

A. Repair service: Rainville noted that Fairgrounds' new meter is now installed. Gale has noted discrepancies in readings since September 2022 due in part to malfunctioning meter. Morse states that WPCA should look at historical data over past few years to come up with average volume pumped in order to fairly bill Fairgrounds. Rainville would like to see the fairground meter recalibrated. Gale to calculate and

determine an estimate of the average usage for May meeting so the figure can be given to Tax Collector. Discussion ensued including possibility of inflow issues. Rainville stated will work on how to obtain data from the new pump. Rainville to call Neponset to recalibrate.

B Clarify auto pay of Putnam sewer bill: Completed at March meeting.

C. Discuss placing sewer lines/maps on Town of Woodstock axisGIS follow up: Tighe and Bond 2018 map scheduled to be uploaded to Town axisGIS on October 1, 2023, per First Selectman Office Manager Adams. Still pending if individual lot maps can or should be uploaded. Gale to assist Lachapelle with this.

6. Systems Maintenance Update

A. Grinder Pump Repairs/Mainline Maintenance: None

B. Engineering Services with Intent of Long-Range Planning: Pending opening of ARPA bids

Gale states will follow up with Putnam WPCA and Pomfret First Selectman regarding sewer system questions noted at March 28, 2023, meeting.

Morse states will follow up with Ellis Tech regarding finding interested plumbing prospects for future WPCA plumbing needs. Lachapelle to send contact info to Morse.

7. Flow Report

A. Weekly Meter Readings of Main Line wastewater Flow to Putnam: Flows noted to be low and discussed.

B. Rainfall data: Noted and discussed.

C. Woodstock Academy-Potential to Open Discussion with WA Regarding Sump Pumps Releasing Water into the Sewer System: Gale states will look at sump pumps with WA maintenance representative. Gale notes that sump pumps cannot dump into sewer-must discharge into open area. Discussion ensued. Gale to update at the next meeting.

8. Financial update

A. Payment of Bills

Bills for Approval April 25, 2023

<u>VENDOR</u>	<u>Line-Item</u>	<u>Charge</u>
Frontier	500.00.225.00	\$74.36
Acct. #860-928-3192-111198-5	Lift Station Telephone	
4/5/23	Period 4/5-5/4/23	
Eversource	500.00.224.00	\$23.38
Acct. #51942724014	Electricity at Pump Station	
03/28/23	Period 02/28/23-03/28/23	
Woodstock Landfill Solar System/Guilford Svgs Bank	500.00.224.00	\$139.95
4/3/23	Electricity	
	Period March 2023	
Town of Putnam WPCA		\$43,898.64
Account#191900	500.00.190	
Bill # 115475	WPCA Wastewater Treatment	
Billing Date 12/31/22-3/31/23		

TOTAL

\$44,136.33

Morse motioned to approve payment of bills as presented. Cimochoowski seconded. All in favor.

B. Treasurer's report: Gale states WPCA finances in a good place and suggested maintaining same rates for FY 23-24. General discussion of STIF fund and budget ensued. Cimochoowski to discuss WPCA and town's STIF fund with Woodstock Director of Finance and report back. Current budget information to be shared with the committee for further review at May meeting.

9. Correspondence: Follow up to Woodstock Academy re: outstanding payment of service from 9/22.

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

Gale: Follow up with Putnam WPCA and Pomfret First Selectman regarding sewer system questions noted at March 28, 2023, meeting.

Check fuel level at pump station in 2-3 weeks and report to Lachapelle if fill is needed.

Meet with Maintenance at Woodstock Academy regarding sump pump drainage.

Gale to calculate and determine an estimate of the average sewer usage as discussed for Fairgrounds for May meeting so the figure can be given to Tax Collector

Rainville: Work on how to obtain data from new pump at Fairgrounds. Call Neponset re: recalibration needs.

Morse: Follow up with Ellis Tech regarding finding interested plumbing prospects for future WPCA plumbing needs.

Check fuel level at pump station in 2-3 weeks and report to Lachapelle if fill is needed.

Cimochoowski: Discuss WPCA finances and town's STIF fund with Woodstock Director of Finance and report back.

Lachapelle: Send Morse Ellis Tech contact info.

Follow up on individual lot axis/GIS with Gale

Mail info packets to members week prior to meetings

11. Adjournment: Cimochoowski motioned to adjourn at 8:46pm/Morse seconded. All in favor.

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-May 23, 2023.