

**TOWN OF WOODSTOCK
WATER POLLUTION CONTROL AUTHORITY
Special Meeting Minutes
Tuesday, May 30, 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 7:10 PM

2. Approval of Minutes

A. May 30, 2023, Meeting Minutes: Morse **motioned to approve** the minutes as presented, Cimochoowski **seconded. All in favor.**

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

A. Lachapelle stated that Tighe and Bond 2018 map is now uploaded and accessible on Town of Woodstock website/axisGIS. Morse/Gale suggested checking with town clerk office to verify that map overlay is accurate. Lachapelle/Gale to follow up.

B. Gale suggested having WPCA election of officers July 2023. **Motion made** by Gale and **seconded** by Morse. **All in favor.**

C. Gale to follow up with Pomfret regarding Putnam completely managing their sewer system.

4. New Business

A. Pump Station Maintenance: Morse stated pump station fuel level approx. $\frac{3}{4}$ full on May 17, 2023. Rainville asked how often pumps there are swapped out. Gale/Morse stated that the hours on the pumps are monitored and logged at the pump station. Gale/Morse will check and discuss further at June meeting. Suggestion made that pump hours should be reviewed more frequently than annually. Gale noted that pump chamber may need cleaning by Parent sanitation. Gale noted that it is usually cleaned annually in September after the Woodstock Fair but would benefit from twice a year. Lachapelle to schedule with parent sanitation now and again after the fair.

B. Service calls: None

C. Update WPCA Monthly Action Item Calendar: Add "pump fairgrounds wet well to end of April and after the fair in September"; Add "check pump station fuel levels monthly"; Add "quarterly meter readings in January/April/July/October"; Add Flume calibration with Neponset (which is already scheduled by Rainville for June 8, 2023 and again according to calendar (October). Lachapelle to begin scheduling flume calibration of Putnam meter starting October '23/April '24 visits going forward.

D. Budget FY 23-24: Budget discussed. Morse **motioned** to keep WPCA budget for FY 23-24 unchanged from FY 22-23. Cimochoowski **seconded. All in favor.** Gale stated that WPCA will post this information in the local paper.

E. Review ARPA-funded RFQ bid: Bid discussed. Members agree that it is necessary to discuss certain details of proposed contract with DPC Engineering, LLC prior to June 13, 2023 meeting. Gale to contact DPC in am and ask them to meet with WPCA at Town Hall June 13, 2023 at 6:30pm for a special meeting to discuss.

5. Old Business

A. Repair Services: Morse spoke with Ellis Tech Department Head Plumbing/Heating regarding WPCA future needs d/t Deep Six impending retirement. No candidates available at this time.

B. Fairgrounds Meter Report: Gale has noted discrepancies in readings since September 2022 due in part to malfunctioning/disconnection of meter. New meter is in place now since April 2023. Gale calculated and determined an estimate of the average usage based on FY 2018/19 and recent known usage. Discussion ensued. Gale proposed billing the Woodstock Fairgrounds for 273,485 gallons for FY 22-23 which equals \$5,724.00 based on projection and historical data. Morse **motioned** to bill Fairgrounds \$5724.00 based on projection and historical data. Gohn **seconded. All in favor.**

6. Systems Maintenance Update

A. Grinder Pump Repairs/Mainline Maintenance: None

7. Flow Report

A. Weekly Meter Readings of Main Line wastewater Flow to Putnam: Flows noted and discussed. Lachapelle to add flow/rainfall data excel spreadsheet to members' monthly meeting packets.

B. Rainfall data: None received yet for month of May.

C. Woodstock Academy-

1. Potential to Open Discussion with WA Regarding Sump Pumps

Releasing Water into the Sewer System: Gale stated will request tour to observe sump pumps with WA maintenance representative, Aaron Hogarty. Gale notes that sump pumps cannot dump into sewer-must discharge into open area. Discussion ensued.

2. Discuss billing of pump service provided 9/2022: Gale noted letter from Aaron Hogarty inquiring about WA responsibility of bill based on the location of the problem. Gale stated will contact Hogarty and address this matter during proposed tour as noted in 7C1.

8. Financial update

A. Payment of Bills

Bills for Approval May 30, 2023

<u>VENDOR</u>	<u>Line Item</u>	<u>Charge</u>
Frontier	500.00.225.00	\$84.91
Acct. #860-928-3192-111198-5	Lift Station Telephone	
5/5/23	Period 5/5-6/4/23	
Hartford Courant	500.00.211.00	\$161.17
Classified listing-online	04/1/23-4/30/23	
RFQ for WPCA 7415324	RFQ/ARPA	
Acct#CU00254200		
Woodstock Landfill Solar	500.00.224.00	\$151.99
System/Guilford Svgs Bank	Electricity	
5/2/23	Period April 2023	
Halloran Sage	500.00.212.00	\$1480.00
WPCA-General matters	Legal Services RFQ/ARPA	
Re: ARPA RFQ	4/3/23-4/6/23	
5/11/23		
TOTAL		\$1,878.07

Gohn **motioned to approve** payment of bills as presented. Cimoichowski **seconded. All in favor.**

B. Treasurer's report: Gale reported that Town of Woodstock Administrative Services fees are increasing from \$4100.00 to \$5000.00 for FY 23-24 and then to \$5500 for FY 25-26.

Metered Sewer Billing totals will be submitted to Tax Collector in June along with a "Do's and Don'ts Grinder Pump Care" handout to be included in the sewer assessment mailing.

9. Correspondence:

A. Gale noted and shared a flyer stating that RECAP is offering training workshop for anyone interested.

B. Lachapelle reported that letter was sent to 11 Lane Road inquiring about prior intention to connect with sewer system. No response received as of yet.

C. Gohn suggested that WPCA send welcome letter to new residents at 36 Ellen Lane. Gale acknowledged that has been standard procedure and WPCA will do.

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

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

Check fuel level at pump station monthly and report to Lachapelle if fill is needed.

Meet/tour with Maintenance at Woodstock Academy regarding sump pump drainage and September 2022 service bill dispute.

Lachapelle/Gale to check with town clerk office to verify that map overlay is accurate

Gale/Morse will check on the hours for the pumps/logged at the pump station and discuss further at June meeting.

Rainville: Meet with Neponset for recalibration June 8, 2023.

Morse: Check fuel level at pump station monthly and report to Lachapelle if fill is needed.

Gale/Morse will check on the hours for the pumps/logged at the pump station and discuss further at June meeting.

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

Lachapelle: Lachapelle/Gale to check with town clerk office to verify that map overlay is accurate.

Schedule pump station chamber cleaning by Parent sanitation now and again after fair.

Update WPCA Monthly action item calendar as discussed.

Arrange for approved WPCA FY 23-24 budget to be posted in local newspaper.

Provide Metered Sewer Billing readings/amounts for July 1, 2023, and handouts to Tax Collector.

Add flow/rainfall data excel spreadsheet to members' monthly meeting packets.

Update as needed the "Do's and Don'ts Grinder Pump Care" handout to be included in the sewer assessment mailing.

Send welcome letter to new residents at 36 Ellen Lane

All: Attend special meeting with DPC Engineering at 6:30pm at Town Hall on June 13, 2023, prior to next WPCA regular meeting same day at 7pm.

11. Adjournment: Cimochowski **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-June 13, 2023.