

**TOWN OF WOODSTOCK
WATER POLLUTION CONTROL AUTHORITY
Regular Meeting Minutes
Tuesday July 25, 2023 at 7pm**

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

ABSENT: John Cimoichowski

OTHERS PRESENT: Leeanne Lachapelle, WPCA Executive Assistant

1. Call to Order: Gale called the meeting to order at 7:03pm. Morse **motioned** to add "Election of Officers" to agenda as "4E New Business". Gale **seconded. All in favor.**

2. Approval of Minutes:

A. Morse **motioned** to approve May 30, 2023 meeting minutes with amendment to 2A reading "April 25, 2023, Meeting Minutes". Gale **seconded. All in favor.**

B. Morse **motioned** to approve June 13, 2023 special meeting minutes. **Seconded** by Gohn. **All in favor.**

C. Rainville suggested to approve June 13, 2023 regular meeting minutes with removal of last two sentences under 5B. Rainville **motioned** to approve minutes with amendment. **Seconded** by Morse. **All in Favor.**

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

A. Welcome letters sent to new residents at 15 Wainwright and 36 Ellen Lane as reported by Lachapelle.

B. "Grinder Pump Care Do's and Don'ts" & "Should I Flush It?" information mailed to all sewer system users as reported by Lachapelle.

C. Gale stated that it has been a pleasure to serving as Chairman for the WPCA.

4. New Business

A. Pump Station Maintenance:

1. Pumping completed by Parent/Wind River Sanitation. Analysis of solid contents by area lab to rule out grease/oils not attempted due to lack of specificity of testing available. Lachapelle to get quote from Wind River prior to the next pumping scheduled for September 13, 2023, after the fair. Gale suggested getting quotes from other companies as well. Gale noted that Fairground does not have grease traps. He questioned if they should have them as per WPCA Policy and Procedures. Morse noted that other fairs in this area do not have grease traps. Discussion ensued and was decided that no changes need to be made at this time. Gale noted concern about large chunks of grease-type flotsam and that effort should be made to remove however necessary at next pump. Gale requested that next pump at fairgrounds should be with truck using larger diameter hose.

2. Morse reported on hours of use for the two pumps at the fairground pump station. He noted that the reading today was 1028 hours. This indicates use of approximately 500 hours per year thus far. Morse suggested obtaining a replacement pump quote from Crane out of Canada to help determine the expected life/service hours of the pumps. Newest pump is 2 years old acc. to Morse. Gale suggested asking Putnam WPCA about this and volunteered to do so. Gale noted that both pumps seem to be equally efficient.

- B. **Service Calls:** 40 Ellen Lane –2 floats replaced by Chaput.
- C. **Updated WPCA Monthly Action Item Calendar:** Morse suggested adding "Review of Emergency Plan" (last section of WPCA Policy and Procedure Manual) to Action Item calendar. Morse suggested adding "Review of Emergency Plan" to agenda for next meeting and encouraged the Authority to review this section prior and be ready for discussion. All agreed.
- D. **Updated ARPA–Funded Project:** Gale stated that DPC Engineering, LLC spent one day doing GPS work on site in the month of July thus far. No other known activity. Lachapelle to contact DPC for an update. Morse encouraged Lachapelle to provide DPC with email addresses for the entire Authority so everyone can be notified of progress as the information becomes available.
- E. **Election of Officers:** Gale stated that although Cimochofski was not present at the meeting tonight, he had agreed to the nomination of Chairman. Gale **motioned** that the slate of officers be presented as: Cimochofski for Chairman, Rainville for Vice Chairman, Gohn for Secretary. Morse **seconded. All in favor.** Gohn encouraged the Authority to continue cross-training to enhance clarity of WPCA happenings.

Rainville inquired if property on the corner of Route 171 and Route 169 is being assessed sewer usage fees. Lachapelle to review and report back at next meeting.

5. Old Business

- A. **Repair Services:** Ordering new floats to replace Connex supply ongoing. Special order part possibly r/t cord length. Lachapelle to ask Chaput and/or Deep Six what is the recommended length of cord. Last float replaced had 25 ft cord. Rainville suggested order 6 instead of 3 to replenish supply. Morse to contact Granite Group for purchase of floats and report back to Lachapelle. Also, Morse stated will follow up with EDS as discussed at June 13, 2023, meeting under "New Business".
- B. **Fairgrounds Meter Report:** Gale stated meter seems to be working. Gale stated possible I&I problem being evaluated by fairgrounds. Morse suggested that establishing ties with local excavator companies would be beneficial to the WPCA going forward.
- C. **Liens:** Discussed and pending follow up with Tax Collector's office. Lachapelle to provide update at next meeting.

6. System maintenance update

1. **Grinder Pump Repairs/Main Line Maintenance:** Gale noted that there are 4 pumps in Connex container one of which is in need of recondition/mainline maintenance.
2. Lachapelle to verify quantity of grinder pumps and their addresses to share at next meeting.

7. Flow Report

- A. **Weekly & Monthly Meter Readings of Main Line Wastewater Flow to Putnam:** Data given to members and discussed.
- B. **Rainfall Data:** Data given to members and discussed.

8. Financial Update

A. Payment of Bills:

| <u>Bills for Approval July 25, 2023</u> | | |
|---|--|---|
| <u>VENDOR</u> | <u>Line-Item</u> | <u>Charge</u> |
| Frontier Acct. #860-928-3192-111198-5 6/5/23 | 500.00.225.00 Lift Station Telephone Period 6/5-7/4/23 | \$66.46 |
| Frontier Acct.# 860-928-3192-111198-5 7/5/23 | 500.00.225.00 Lift Station Telephone Period 7/5-8/4/23 | \$73.28 |
| Chaput Electric LLC Invoice#1675 6/22/23 | 500.00.218.00 Grinder pump repair Date 6/22/23 | \$312.50 |
| Stonebridge Press Reference# 1127051 6/23/23 | 500.00.211.00 Annual statement of rate Period ending 6/30/23 | \$58.80 |
| Woodstock Landfill Solar System/Guilford Svgs Bank Invoice#82 7/2/23 | 500.00.224.00 Period 6/1-6/30/23 | \$139.46 |
| *Parent/Wind River Sanitation Work Order#4289011973 July 2023 | 500.00.286.00 Period 7/5/23 Pumped Fairgrounds Mainline Maintenance | *\$367.32 -20.32(tax) \$347.00 |
| Quality Data Service, Inc. #2019-14119 7/1/23 | 500.00.217.00/194 Contractual Services/billing software Annual Software Support fee | \$1295.44 |
| Eversource Acct#51942724014 6/28/23 | 500.00.224.00 Electricity at Pump Station Service 5/26-6/28/23 | None due (-361.17 bal.) |
| Woodstock Town Clerk 5/18-6/14/23 11 liens | 500.00.006.00 Recording Fees | \$110.00 |
| Halloran Sage Inv#11415458 | 500.00.222.00 Legal Fees/ARPA project (6/16/23) | \$296.00 |
| Town of Putnam/ WPCA 7/12/23 Acct#191900 | 500.00.190.00 Waste Water Treatment Apr/May June 2023 | \$38,913.40 |
| TOTAL | | \$41,612.34 |

* pending clarification of bill

Morse **motioned** to pay bills in the amount of \$41,612.34. Gale **seconded**.
All in favor.

Rainville inquired about the 2 Frontier bills being different amounts.
Lachapelle to follow up and report back at next meeting.

B. Treasurer's report

Gale states WPCA in good financial status. FY 2023-2024 reviewed and discussed. Finances from July 1 to 19, 2023 were also reviewed and discussed.

9. Correspondence: None noted

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.
- *Review Emergency Plan in WPCA Policies and Procedures manual in preparation for discussion at next meeting.
- *Discuss with Putnam WPCA re: determination of the life expectancy/service hours of the pumps at the pump station

Rainville:

- *Discuss doppler option vs. channel system with Neponset/Report back
- *Review Emergency Plan in WPCA Policies and Procedures manual in preparation for discussion at next meeting.

Morse:

- *Check fuel level at pump station monthly and report to Lachapelle if fill is needed.
- *Discuss WPCA's interest further with EDS Mechanical Inc. (EDS)
- *Review Emergency Plan in WPCA Policies and Procedures manual in preparation for discussion at next meeting.

Cimochowski:

- *Discuss WPCA finances and town's STIF fund with Woodstock Director of Finance and report back.
- *Discuss WPCA's interest further with EDS Mechanical Inc. (EDS)
- *Review Emergency Plan in WPCA Policies and Procedures manual in preparation for discussion at next meeting.

Lachapelle:

- * Obtain septic pumping quotes (truck with larger diameter hose) from companies in the area in addition to Parent/Wind River.
- * Provide DPC Engineering, LLC with email addresses and get updates on project.
- * Verify quantity of grinder pumps and addresses.
- * Ask Chaput and/or Deep Six recommended length of cord for floats.
- * Report back on Frontier billing question.
- * Provide update on liens.
- * Obtain replacement floats for Connex.
- * Contact local excavator companies to discuss possible future work with WPCA.

11. Adjournment:

Motion made to adjourn at 8:46pm by Rainville. **Seconded** by Morse. **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-August 22, 2023.

