

**TOWN OF WOODSTOCK
WATER POLLUTION CONTROL AUTHORITY
Regular Meeting Minutes
ROOM A**

Tuesday, September 26, 2023 at 7:00 P.M.

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

MEMBERS ABSENT: None

OTHERS PRESENT: Leeanne Lachapelle, WPCA Executive Assistant

1. Call to Order: Cimochoowski called the meeting to order at 7:00 PM.

2. Discussion with local excavation company: Met with Donny D Excavation for discussion of capabilities and availabilities regarding potential future needs of WPCA. Donny D to send fee schedule for further review. WPCA appreciative of his time at the meeting.

3. Approval of Minutes

A. August 22, 2023 Meeting Minutes: Gale **motioned** to approve the minutes as presented. Rainville **seconded**. Morse and Cimochoowski **abstained**. **All in favor. Motion passed.**

4. Citizens'/Chair's/Executive Assistant's Comments: Lachapelle noted that the annual Public Record Retention/Disposition policy information from Selectman's office is available for review.

5. New Business

A. Pump Station Maintenance

1. Morse reported that fuel tank at pump station is full and calculated that it should last up to 3 days in the event of a power outage. Gale reminded Authority that Town Garage has taken over monitoring and filling fuel tank there although continued monthly monitoring by WPCA is suggested.

2. Morse reported that the pumps at pump station appear to be functioning at an average of 512 hours/yr. Discussion ensued regarding expected life expectancy of pumps. Based on information available to the Authority at this time, it is determined that it would be difficult to calculate pump life expectancy d/t multiple variables. Gale noted that DPC/ARPA project should include this assessment.

3. Gale noted that dehumidifier at pump station is not working. Discussion ensued and Rainville volunteered to oversee purchase of new dehumidifier and arrange installation. Gale motioned to have Rainville oversee purchase and arrange installation of new dehumidifier at pump station. Morse **seconded**. **All in favor. Motion passed.**

4. Rainville reported that attempted pumping by Wind River at pump station on Sept 13, 2023 was unsuccessful d/t large debris clogging the truck's 3 inch hose. It was suggested that a 6 inch hose be used for future pumping. Discussion ensued regarding need to remove large chunks of debris from wet well at pump station. Prior quote

received from McVac was more than the WPCA wished to spend on the issue at that time. Gale will contact Earthworks and inquire/get quote regarding use of larger hose for next pumping and report back at next meeting.

B. Service Calls

1. None noted.

2. Morse **motioned** to notify home owner that lien will be issued for any outstanding bill for repair service not paid to WPCA within 60 days of billing. Discussion ensued. Gale **seconded**. **All in favor Motion passed.**

C. Update WPCA Monthly Action Item Calendar: Tabled until next meeting

D. Review of Emergency Plan in WPCA Policies and Procedures Manual:
Tabled until next meeting

6. Old Business

A. Repair Services: No calls reported.

B. Fairgrounds meter report: Gale and Rainville noted that Fairgrounds flowmeter malfunctioned in late August prior to this year's fair. Gale and Rainville addressed issue and found that the new flowmeter installed in 2023 is not working and was sent back to the manufacturer for evaluation and repair. No further update from Fairgrounds. Rainville suggested WPCA reach out for update before next meeting. Discussion ensued. WPCA will continue to monitor this issue closely.

C. Update ARPA-funded DPC Project: Gale updated Authority. Two blockages containing tree roots and one concerning accumulation of grease noted per DPC that will need to be addressed. Gale and Cimochofski to go to Woodstock Academy in am to address. Cimochofski suggested having the trees causing root issue taken down by the town since appear to be on town property. Cimochofski to address this issue with the first selectman's office. Gale stated that he would check with Roto Rooter to address root obstructions. Gale stated that DPC field work should be completed this week then they will review. Gale also noted that DPC was able to evaluate any inaccessible manholes from bottom up. Pump station has not been evaluated yet, so Lachapelle was charged with addressing this with DPC. Discussion ensued regarding paving of manhole covers on state roads. It was agreed that the WPCA should attend CT DOT preconstruction meetings as needed. Cimochofski suggested having WPCA check with CT DOT annually in January to see inquire about any proposed state paving projects in Woodstock area that would impact WPCA and to add this task to the WPCA monthly calendar.

D. Neponset Update: Rainville proposed to remove extra cable and two stainless steel collars from prior quote which should reduce prior quote by \$1500. Gale

motioned to get updated quote with adjustment noted as above. Discussion ensued. Rainville **seconded**. **All in favor. Motion passed.**

7. System Maintenance Update

A. Grinder Pump Repairs/Main Line Maintenance: None noted. Discussion ensued regarding the 24 grinder pumps in use on the sewer system-7 of which are responsibility of homeowners. Two non-working pumps are located at Linemaster and it is suggested to get quote to have removed in the future. Cimochoowski suggested ensuring that grinder pump location list is updated for upcoming wet well audit in October by Bruce Williams. Lachapelle to follow up. Proposed that the WPCA complete this year's wet well audit as a courtesy and starting next year offer an opt in or opt out for service via mail for the 7 homeowners who are now responsible for upkeep and maintenance of their own wet wells.

8. Flow Report

A. Weekly Meter Readings of Main Line Wastewater Flow to Putnam: Monthly Flows to Putnam/Rainfall spreadsheet provided and discussed.

B. Rainfall Data: Information shared and discussed.

9. Financial Update

A. Payment of Bills: Gale **motioned** to pay bills as presented. Discussion ensued. Rainville **seconded**. Morse **abstained**. **All in Favor Motion passed.** Cimochoowski stated will discuss with Director of Finance regarding the use of ARPA funds for constable for ARPA funded DPC project and update at next meeting.

<u>Bills for Approval September,26 2023</u>		
VENDOR	Line Item	Charge
Frontier	500.00.225.00	\$73.28
Acct.# 860-928-3192-111198-5	Lift Station Telephone	
9/5/23	Period 9/5-10/4/23	
Woodstock Landfill Solar	500.00.224.00	\$153.75
System/Guilford Svgs Bank	Period 8/1-8/31/23	
Invoice#83	Electricity at Pump Station	
9/1/23		
Eversource	500.00.224.00	None due
Acct#51942724014	Electricity at Pump Station	
7/31/23	Service 7/28-8/29/23	
Woodstock Town Clerk	500.00.006.00	\$100.00
8/03-8/21/23	Recording Fees-lien corrections	
Constables for DPC project	505.00.205.00	
Part-time staff		
Check date 8/25/23		\$490.91
Check date 9/1/23		\$703.82
Check date 9/15/23		\$703.82
TOTAL		\$2,225.58

B. Treasurer's report: STIF account discussed. Very good rates currently and no penalty for withdrawal according to Cimochoowski. **Motion** by Rainville to transfer \$100,000 from WPCA fund balance to STIF account. Gale **seconded. All in favor. Motion passed.** Cimochoowski to notify Karen Fitzpatrick.

9. Correspondence: Follow up as needed.

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

Cimochoowski: Follow up with Director of Finance regarding constable fees and ARPA funds

*Follow up with Director of Finance re: request for deposit of WPCA funds into STIF account as noted

*Discuss tree removal causing root issues in sewer system with first selectman

Rainville: Get updated quote with adjustments from Neponset

* Follow up with Fairgrounds regarding flowmeter

* Purchase dehumidifier and arrange installation at pump house

Gale: Follow up with Fairgrounds regarding flowmeter

* Update Woodstock Academy regarding recent DPC findings

* Follow up with Earthworks regarding pumping debris at pump station

* Contact Roto Rooter regarding roots in sewer system

Lachapelle: Ensure wet well information is up to date for upcoming audit.

* Follow up with DPC Engineering regarding pump station assessment

11. Adjournment: Motion by Morse to adjourn at 9:22 pm. Gohn **seconded. All in favor.**

