

**Town of Woodstock  
Water Pollution Control Authority  
Regular Meeting Minutes  
Tuesday, October 22, 2019  
7:00 PM – Town Hall Meeting Room A**

**MEMBERS PRESENT:** Roger Gale, Stewart Morse, Timothy Rainville, Richard Canavan, Peter Ellsworth

- 1. Call to Order:** Chairman Roger Gale called the meeting to order at 7:01 pm.

Chairman Gale noted two additional items to include on the agenda, which were 2(c) Approval of the October 3, 2019 Special Meeting Minutes, and 5(c) Approve the Regular Meeting Schedule for January 2020—January 2021.

**Motion** was made by Stewart Morse, and **Seconded** by Peter Ellsworth, to add 2(c) to the agenda. **The motion passed unanimously.**

**Motion** was made by Peter Ellsworth, and **Seconded** by Tim Rainville, to add 5(c) to the agenda. **The motion passed unanimously.**

- 2. Approval of Minutes:**

- a. Special Meeting Minutes of July 16, 2019:**

**Motion** was made by Stewart Morse, and **Seconded** by Tim Rainville, to approve the July 16, 2019 Special Meeting Minutes as presented. **The motion passed unanimously.**

- b. Regular Meeting Minutes of September 24, 2019:**

Chairman Gale and Stewart Morse requested revisions to the following section:

Page 2, No. 6, System Maintenance Update, replace full paragraph with: “The cinder block building behind Java Jive holds a major pump which serves to lift sewerage over an elevation of the line across Route 169. From there, gravity handles the flow to Putnam. We need to check on build-up and flume condition located at the termination of the system to Putnam. Because of distances, this is a two-person task by a qualified contractor.”

Stewart Morse requested that 4(d) be stricken from the minutes because he made a general comment about this topic, and there is no indication that there will be any extended use. Members agreed.

**Motion** was made by Stewart Morse, and **Seconded** by Peter Ellsworth, to approve the September 24, 2019 Regular Meeting Minutes as amended. **The motion passed unanimously.**

- c. Special Meeting Minutes of October 3, 2019:**

**Motion** was made by Stewart Morse, and **Seconded** by Peter Ellsworth, to approve the October 3, 2019 Special Meeting Minutes as presented. **The motion passed unanimously.**

- 3. Citizens Comments:** None.

- 4. Election of Officers:**

Chairman Gale reported that the positions of Chairman, Vice Chairman, and Secretary are up for renewal. Mr. Gale requested nominations for Chairman.

**Motion** was made by Stewart Morse to nominate Roger Gale as Chairman of the WPCA for a term of five years. **The motion passed unanimously.** Mr. Gale abstained. Mr. Morse thanked Roger Gale for his continued service as Chairman of the WPCA.

Chairman Gale stated that Peter Ellsworth would like to be replaced as Vice Chairman. Mr. Gale requested nominations for Vice Chairman. **Motion** was made by Stewart Morse to nominate Tim Rainville as Vice Chairman of the WPCA for a term of five years. Tim Rainville abstained. **The motion passed unanimously.**

Chairman Gale requested nominations for Secretary. **Motion** was made by Stewart Morse to nominate Richard Canavan as Secretary of the WPCA for a term of five years. Richard Canavan abstained. **The motion passed unanimously.**

## **5. New Business:**

### **a. Service Calls:**

Roger Gale received a message from the owner of 36 Ellen Lane who was having trouble with the alarm system due to the grinder pump not working. He learned that the gentleman was a new owner of the property. The owner called a service company and an electrician to troubleshoot. Mr. Gale returned the owner's call and shared the updated regulations with him, which states that as of October 15, 2015, the WPCA is no longer responsible for the maintenance of grinder pumps once a new owner purchases the property. Stewart Morse suggested a list be created of all grinder pumps that are no longer the responsibility of the WPCA. Members agreed. Roger Gale will follow-up with the new owner to receive a status update.

Chairman Gale also received a message from an owner on Bungee Lake. Allegedly, a neighbor was putting copper sulfate on the ground to destroy a row of pine trees and it was also destroying neighboring trees. Mr. Gale recommended the owner contact the Northeast District Department of Health (NDDH) and/or the First Selectman's Office to report the concern as it is out of WPCA's purview.

### **b. Explore the possibility of meter installation reading outgoing flow at all metered customer locations:**

Chairman Gale read the meter a couple of weeks ago at Woodstock Academy and ran into the Headmaster while there. He learned that WA would like to install flow meters at the South and North campuses and would be looking into this possibility. After discussion, it was confirmed per WPCA Regulations that an engineering firm would be required to review WA's proposed plan, which is a cost subsequently passed on to Woodstock Academy. It was agreed that 5(b) will be an ongoing agenda item for the next few months.

### **c. Approve Regular Meeting Schedule for January 2020—January 2021:**

Chairman Gale referenced the proposed regular meeting dates for January 2020—January 2021. It was recommended to eliminate the June 23, 2020 meeting and replace the July 28, 2020 meeting with July 14, 2020.

**Motion** was made by Tim Rainville, and **Seconded** by Rick Canavan, to approve the Regular Meeting Schedule for January 2020—January 2021 as amended above. **The motion passed unanimously.**

## **6. Old Business:**

### **a. Grease Trap for Woodstock Fair:**

Chairman Gale reported that he needs to check with Brooklyn Fairgrounds and NDDH and will eventually report back.

**7. System Maintenance Update:**

**a. Grinder Pump Repairs/Main Line Maintenance:**

Chairman Gale stated that everything seems to be running well and there is no indication of problems at this time. Maintenance usually occurs annually. It was determined that Stewart Morse will contact John Buell to take care of the system maintenance. He will also ask John if fuel stabilizer is necessary in the generator.

Chairman Gale will contact Justin Skelly, who may be able to assist with quarterly inspection/maintenance of the flume. Other potential vendors will be contacted that may be able to assist with recalibration services. Whomever is chosen will need to be qualified to do recalibration of flumes, as well as confined-space qualified.

Mr. Morse mentioned that during last month's meeting, discussion around taking inventory of WPCA supplies in the Conex was an item to accomplish at some point in the future.

**8. Flow Report:**

**a. Weekly meter readings of main line wastewater flow to Putnam – FY 2019-2010:**

Chairman Gale stated that Cindy Brown will be entering the readings into the spreadsheet. This will be included on the agenda for the next meeting. He does not have the rain readings yet. Stewart Morse heard that Putnam WPCA will be embarking on a large improvement project. He didn't know any particulars. Tim Rainville asked if Chairman Gale had spoken with anyone at the Putnam WPCA above overages. Chairman Gale had not, but would be soon, at which time he will also inquire about the improvement project.

**b. Quarterly Meeting Readings:** These will be reviewed at the next meeting.

**c. Rainfall Data:** Chairman Gale reported he is not having any issues receiving the rainfall data.

**9. Payment of the Bills:**

**Motion** was made by Stewart Morse, and **Seconded** by Tim Rainville, to approve the four invoices, which were distributed to members prior to the meeting, totaling \$25,582.33. **The motion passed unanimously.**

**Fiscal Year 2019-2020 Budget:** Chairman Gale stated that the revised budget was approved at the October 3 Special Meeting, and he will mail Stewart Morse and other members a copy.

**10. Correspondence:** None.

**11. Review of Member Follow-up Activities for Next Meeting:**

Chairman Gale stated that Selectman Frank Olah could not make tonight's meeting due to a debate occurring at Woodstock Academy.

**12. Adjournment:**

**Motion** was made by Stewart Morse, and **Seconded** by Rick Canavan, to adjourn. **The motion passed unanimously.** The meeting adjourned at 8:17 pm.

Respectfully submitted by Cynthia Brown, Recording Secretary

**DISCLAIMER:** These minutes have not yet been approved by the WPCA.

Please refer to next month's minutes for approval/amendments.