

**Town of Woodstock
Water Pollution Control Authority
Regular Meeting Minutes
Wednesday, November 24, 2020 – 7:00 PM**

In accordance with Governor Lamont's Executive Order and social distancing guidelines recommended by the CDC in response to COVID-19, members of the WPCA participated in the meeting via ZOOM online.

MEMBERS PRESENT: Roger Gale, Stewart Morse, Paul Gohn, Peter Ellsworth

MEMBERS ABSENT: Timothy Rainville

OTHERS PRESENT:

1. Call to Order: Chairman Roger Gale called the meeting to order at 7:00 pm.

2. Approval of Minutes:

a. October 27, 2020 Regular Meeting Minutes:

It was recommended the following sentence be clarified with the following language under 6(a)(i), last paragraph: "Mr. Morse suggested a calendar rotation be considered on the pumps in the pump station wet well."

Motion was made by Stewart Morse, and **Seconded** by Paul Gohn, to **Approve** the October 27, 2020 regular meeting minutes as amended. Peter Ellsworth **Abstained**. **The motion passed.**

b. November 4, 2020 Special Meeting Minutes:

Referencing 2(a) - fourth paragraph, Chairman Gale recommended adding a sentence after the first sentence, as follows: "A new lien would be recorded in the new owner's name."

Motion was made by Stewart Morse, and **Seconded** by Paul Gohn, to **Approve** the November 4, 2020 special meeting minutes as amended. Peter Ellsworth **Abstained**. **The motion passed.**

3. Citizens' Comments: None.

4. New Business:

- a. Pump Station Maintenance: Stewart Morse stated Kinsley Power Systems replaced the radiator last week with new hoses and everything seems to be working well thus far. Also, the oil pressure gauge is now working. Mr. Morse will contact Kinsley to determine if they did an oil change.

Chairman Gale stated Venture Communications installed a new strobe light over the building. Additionally, during a recent storm, there was no electricity going to the panel or pumps. Chaput Electric restarted the circuit breaker and it went online as a result.

Chairman Gale learned from John Navarro that the Town secured a new security service company. Venture Communications' contract with the town will expire at the end of the year. The new company is Murdock Electric & Security located in Woodstock. Mr. Gale will be contacting the owner, John Murdock, to schedule a time to review the different alarm scenarios at the lift station to ensure a smooth transition in service calls. Stewart Morse was curious as to how this may affect the WPCA budget.

- b. Service Calls: Chaput Electric serviced Brookwood Apartments on Route 171 recently. The owner of Brookwood Apartments will be responsible for payment. WPCA will forward a bill indicating the associated cost.
- c. 2021 WPCA Meeting Calendar: The 2021 meeting calendar was included in the meeting packets. Chairman Gale requested the July meeting move from the fourth Tuesday to the second Tuesday—from July 27 to July 13.

Motion was made by Stewart Morse, and **Seconded** by Peter Ellsworth, to **Accept** the 2021 WPCA Meeting Calendar as amended. **The motion passed unanimously.**

5. Old Business:

- a. Draft letter to wet well customers: Cindy Brown drafted a letter to wet well customers per the Board's request. Also included was the Do's & Don'ts sheet that is periodically mailed to grinder pump customers.

Stewart Morse suggested that once Bruce Williams' annual grinder pump inspection report is complete, any properties indicating issues be notified in the same letter. Chairman Gale agreed, but preferred the letters be mailed with the January invoices in case Bruce Williams' report is not received beforehand. Chairman Gale clarified that best practice is to mail the sheet with the sewer use bills, but it may not have been consistent in the past.

The Board reviewed the Do's and Don'ts sheet and requested revisions. It was confirmed that each board member has the authority to contact the service technician should they receive a service call from a property owner.

Recommended revisions will be made to the letter and Do's & Don'ts sheet and emailed to the Board for a final review.

6. System Maintenance Update:

- a. Grinder Pump Repairs/Main Line Maintenance: Chairman Gale has not spoken with Putnam WPCA about who they buy their pumps from.

Stewart Morse recommended Piela Electric rebuild the 15 HP pump at a cost of \$2,500. Chairman Gale identified the hours for the pumps on the panel at the pump station. Mr. Morse learned from Piela that the name plate on the pump gives its anticipated operational time between failure. He suggested the Board discuss a proactive plan of rebuilding and rotating these pumps on an hourly basis to negate any unforeseen failure.

Discussion ensued regarding Pomfret's new sewer line down to Putnam. Evidently, a service agreement was prepared between Pomfret and Putnam, as Putnam will be maintaining the four pumps in Pomfret. Mr. Morse suggested the possibility of Woodstock WPCA entering into a service agreement to assist with emergency services. Chairman Gale stated he would contact Putnam WPCA to learn more about this possibility and report back at the January meeting.

Motion was made by Peter Ellsworth, and **Seconded** by Paul Gohn, to **Authorize** Piela Electric to rebuild the 15 HP pump at a cost of \$2,500. **The motion passed unanimously.**

7. Flow Report:

- a. Weekly Meter Readings of Main Line Wastewater Flow to Putnam FY 2020-2021: The weekly meter readings were included in the meeting packets. Chairman Gale noted the flows are still under 500,000 gallons per week.
- b. Rainfall Data: The rainfall data was emailed to Board members prior to the meeting.

8. Financial Update:

- a. Payment of Bills: Chairman Gale stated that more than half of the Chaput invoice will go to the property owner for labor and materials. WPCA will bill the owner for their portion.

Motion was made by Stewart Morse, and **Seconded** by Paul Gohn, to **Approve** the summary of bills totaling \$1,955.14 as presented. **The motion passed unanimously.**

Chairman Gale confirmed that Frontier Communications invoices WPCA for the alarm system telephone. It was suggested the telephone may not be needed with the new security company. Mr. Gale will contact John Murdock to further discuss.

- b. Treasurer's Report: The Treasurer's Report previously prepared for the October meeting was included again in this month's meeting packet as the report was not discussed in Mr. Ellsworth's absence. The next report will be submitted at the January meeting.

9. Correspondence: Chairman Gale shared correspondence from the Zoning Enforcement Officer regarding the possibility of a new business tying into the sewer system at the Scranton Shops. Chairman Gale's response stating the location was not within the sewer district was forwarded to ZEO Tina Lajoie and included in the meeting packets.

Chairman Gale stated the CT DOT will be resurfacing Route 171 for the 2021 construction season. He discussed the potential sewer areas that may be affected with Highway Foreman John Navarro.

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

- a. Stewart Morse: Contact Kinsley to determine if oil change was done; Contact Piela to authorize 15 HP pump rebuild and learn more about the data plate.
- b. Roger Gale: Contact Murdock Electric & Security to review lift station alarm and if telephone is still needed; Contact Putnam WPCA regarding possibility of service agreement with Woodstock and who they purchase their pumps from.
- c. Roger Gale and Timothy Rainville: Schedule time to finalize pump removal at Linemaster.

11. Adjournment: **Motion** was made by Stewart Morse, and **Seconded** by Peter Ellsworth, to **Adjourn**. **The motion passed unanimously.** The meeting adjourned at 8:08 pm.

The recording of this meeting can be found here: <https://youtu.be/HeawJT1WmPE>

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.