

**Town of Woodstock
Water Pollution Control Authority
Special Meeting Minutes
Wednesday, February 2, 2021
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, Timothy Rainville, John Cimochoowski

MEMBERS ABSENT: N/A

OTHERS PRESENT: N/A

1. Call to Order: Chairman Roger Gale called the meeting to order at 7:04 pm.

2. Approval of Minutes:

a. Regular Meeting Minutes of November 24, 2020

Chairman Gale had not received his meeting packet and requested this item be tabled for approval at the next meeting.

Motion was made by Stewart Morse, and **Seconded** by Timothy Rainville, to **Table** approval of the November 24, 2020 minutes to the next meeting. **The motion passed unanimously.**

3. Citizens' Comments: None.

4. New Business:

a. Pump Station Maintenance: Chairman Gale stated he spoke with Mike Didato at the Putnam WPCA who indicated they could replace pump #1 sometime around April 1. It was mentioned that the oil in the generator was not changed when John Buell was there last. Stewart Morse will contact him to request the normal annual maintenance for some time in February.

b. Service Calls: A service call was received for Brookwood Apartments on Route 171. The apartments have a dual pump system and building #2 is currently running on one pump. Chairman Gale spoke with Glenn Boise who has not had an opportunity to address this due to his limited workforce. On December 25th, the high-water alarm engaged, and Mr. Gale and Mr. Morse assessed the matter. Mr. Morse explained there is a lead-lag arrangement on two pumps in the wet well. They changed the lead pump, and the new lead pump was able to keep up with the incoming flow. Chairman Gale stated he previously assessed the #1 pump, and, at the time, it was running approximately 2 hours a day vs. the #2 pump running 6/10 of an hour.

c. Purchase new 2 HP pumps: Stewart Morse stated he received three quotes for a submersible grinder pump with identical specs. One for \$1,711, one for \$1,568 and one for \$1,960, exclusive of freight. All quotes include a 30-foot electrical cord. Mr. Morse will contact Edge who quoted \$1,568 and report back to the Board with the final cost per pump including freight.

It was suggested that additional grinder pump service companies in the area be recommended at the next meeting due to Mr. Boise's limited workforce.

Motion was made by Timothy Rainville, and **Seconded** by John Cimochoowski, to **Approve** the purchase of two new grinder pumps as noted above. **The motion passed unanimously.**

Mr. Morse will confirm pricing with the vendors and report back to the Board with the final cost.

5. Old Business:

- a. **"Should I Flush It?" Information Review:** At the last meeting, Paul Gohn recommended this document be mailed to all customers. Chairman Gale suggested the information sheet be included in the sewer use bills, which are mailed in July. There were no changes to the information sheet.

Motion was made by Stewart Morse, and **Seconded** by John Cimochoowski, to include the information sheet in the next cycle of sewer use bills in July. **The motion passed unanimously.**

- b. **Revised 2021-22 Meeting Calendar:** At the Town Clerk's request, a meeting date for January 2022 was added to the annual meeting calendar—January 25, 2022. All members were in agreement; no action was taken. The updated calendar will be submitted to the Town Clerk's office.

6. System Maintenance Update:

- a. **Grinder Pump Repairs/Main Line Maintenance:** Timothy Rainville stated he spoke with Neponset Controls regarding recalibration on the meter, which is tentatively scheduled for March 24, 2021. Mr. Rainville will contact either Mike Didato or Brian Lynch at Putnam WPCA to coordinate.

Stewart Morse received a message from Cindy Brown that NEPS had inquired with Parent Sanitation for service when needed. Mr. Morse noted that NEPS has greatly increased their footprint on their property. He recommended the Board review NEPS' overall footprint and the current service they are receiving from WPCA at a future meeting.

7. Flow Report:

- a. **Weekly Meter Readings of Main Line Wastewater Flow to Putnam FY 2020-2021:** The weekly meter readings report was included in the meeting packets.
- b. **Rainfall Data:** The rainfall data report was included in the meeting packets.

8. Financial Update

- a. **Payment of Bills:** The bills summary for February 2, 2021 totaled \$44,670.51.

Motion was made by Stewart Morse, and **Seconded** by John Cimochoowski, to **Approve** the February 2, 2021 bills summary totaling \$44,670.51. **The motion passed unanimously.**

- b. **Treasurer's Report:** The Fund Balance for WPCA was included in the meeting packets.

9. Correspondence:

- a. **Wet well warning system for apartment building:** Doug Hurd who owns Brookwood Apartments asked for recommendations on some type of alarm system to alert them when the system fails. He stated the red alarm light goes unnoticed at times. Cindy Brown will contact Mr. Hurd with recommendations.

b. **179 Harrisville Road – inquiry to possibly connect to sewer:** Chairman Gale visited the site and determined the property is in the sewer district, and it appears there is the ability to connect. Cindy Brown left a message for the realtor who inquired; there has been no contact since. The owner would be required to complete the New Sanitary Sewer Service Connection Form to begin the process with the WPCA Board.

c. **Williamson Pump & Motor inquiry:** This inquiry was shared with members to determine if there was something specific they would be interested in reviewing from this company. There were none.

10. Review of Member Follow-up Activities for Next Meeting: **Stewart Morse** to contact John Buell for generator oil change and Edge to finalize total cost for 2 new grinder pumps. **Timothy Rainville** to contact Putnam WPCA to inform them of tentative date for recalibration of meter. **Cindy Brown** to contact Doug Hurd with security company recommendations. **All members** to bring suggestions for grinder pump service companies in the area.

11. Adjournment: Motion was made by Stewart Morse, and **Seconded** by Timothy Rainville, to **Adjourn**. **The motion passed unanimously.** The meeting adjourned at 8:31 pm.

The recording of this meeting can be found here: <https://youtu.be/g--oKEO1uD8>

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.