

**TOWN OF WOODSTOCK
WATER POLLUTION CONTROL AUTHORITY
REGULAR MEETING
ROOM A
TUESDAY November 28, 2023 AT 7PM**

PRESENT: Roger Gale, Tim Rainville, Stewart Morse

MEMBERS ABSENT: John Cimochoowski, Paul Gohn

OTHERS: LEEANNE LACHAPPELLE Executive Assistant, Michael Susi, Associate Head of School for Finance and Operations and Aaron Hogarty, WA Director of Facilities

1.Call to Order: Rainville called the meeting to order at 7:03PM

2.Approval of Minutes:

A. October 24, 2023 meeting minutes: Gale **motioned** to approve the minutes as presented. Morse **seconded**. **All in favor. Motion carried.**

3. Citizens'/Chair's/Executive Assistant's Comments: None

4. New Business:

A. Woodstock Academy re: flow meters: Mr. Susi verbalized interest in the installation of a discharge flow meter on North Campus with WPCA support. Discussion ensued. Gale **motioned** to approve that WA get engineering consultation/proposal for flow meter installation and follow up with WPCA upon its completion. **Seconded** by Morse. **All in favor. Motion passed.** Mr. Hogarty asked the Authority for clarification of property boundaries and responsibility regarding sewer system as it pertains to WA. Gale stated that where the sewer pipe meets the main road is where WPCA responsibility begins but would ask for clarification from the Town Attorney as needed.

B. Service Calls: none to report.

C. Review of the Emergency Plan in WPCA Policies and Procedure Manual: Tabled until next meeting.

D. Snow Removal at Pumping Station?: No one retained for plowing at pump station. Lachapelle to reach out to area contractors for quotes and report back.

5. Old Business

A. Repair Services: 1. Recent wet well issue at 296 Route 171 resolved soon after blown capacitor replaced by Deep 6 Plumbing.

B. Fairgrounds meter report: Rainville reported that the fairgrounds' meter is working and was calibrated by the fairgrounds. Discussion ensued. Rainville recommended that the fairgrounds have the flow meter recalibrated the next time that the WPCA recalibrates with Neponset. Gale to follow up with fairgrounds at next meter reading which is scheduled for January 2024.

C. Updated ARPA-funded/DPC Project: Email dated 10/30/23 from DPC stated, in summary, that all field work has been completed is being processed. Some issues to note are paved over manhole covers, type and quality of piping found in sewer system as well as ductile pipe joint status as well as manhole rehabilitation needs. Discussion ensued. DPC expects that the finished assessment with recommendations will follow as per the contracted timeline.

D. Follow up grease trap maintenance: DEEP's "General Permit for the Discharge of Wastewater Associated with Food Service Establishments 10/5/15-10/4/25" and "Cleaning & Maintenance Log-Grease Interceptor" shared and discussed. Gale proposed that this Authority adopt its own log for use by all food service establishments on the sewer system. The thought is that this log would be noted during on site quarterly meter readings. Will be discussed more at next meeting.

E. Updated list of grinder pump locations no longer managed by WPCA: List was presented, discussed, and noted.

F. Wet well vent caps: Discussion ensued. Lachapelle to obtain quotes to purchase them from Barnes. Gale offered to devise a vent cap and share at next meeting. Follow up for next meeting.

G. Contractor fee schedule updates: Updated information shared and reviewed on Donny D and E.D.S Mechanical Inc. fee schedules.

6. System Maintenance Update:

A. Grinder Pump Repairs/Mainline maintenance: Email from Town Garage/Highway Department dated 10/26/23 stated that pump station maintenance service (oil change and check fluid levels) is done annually and billed to WPCA. Rainville inquired about when the antifreeze was last changed. WPCA to check into this and report back.

B. Pump Station Maintenance: Morse stated fuel half full at pump station. Town Garage/Highway Dept. fills tank every 2 months.

7. Flow report:

A. Weekly Meter Readings of Main Line Wastewater Flow to Putnam: Information shared and discussed.

B. Rainfall data: Information shared and discussed.

8. Financial Update:

A. Payment of Bills:

Bills for Approval November 28, 2023

<u>VENDOR</u>	<u>Line Item</u>	<u>Charge</u>
Frontier	500.00.225.00	\$77.10
Acct.# 860-928-3192-111198-5	Lift Station Telephone	
11/5/23	Period 11/5-12/4/23	
Woodstock Landfill Solar	500.00.224.00	\$123.00
System/Guilford Svgs Bank	Period 10/1-10/31/23	
Invoice#83	Electricity at Pump Station	
11/2/23		
Eversource	500.00.224.00	None due
Acct#51942724014	Electricity at Pump Station	
10/30/23	Service 9/28-10/27/23	

Parent Sanitation/Wind River 9/13/23 *adjusted on 11/21/23	500.00.286.00 Mainline Maintenance	-\$208.23
Tim Rainville 10/25/23	500.00.272.00 lift station materials Surge protector for dehumidifier	\$17.51
TOTAL		\$425.84
		-\$208.23
Final Total		\$217.61

A revised bill from Parent Sanitation/Wind River has been received although does not note the fee adjustment as discussed with Rainville on site the day of service. After multiple attempts over the past month via phone and email to rectify billing issue with PS/WR, Lachapelle to continue to follow up until resolved. Morse **motioned** to pay bills as presented with omission of the Parent Sanitation/Wind River for a total of \$217.61. Discussion ensued. Gale **seconded. All in favor. Motion carried.**

B. Treasurer's report: Gale presented budget report for review. Will update at next meeting.

9. Correspondence: Retirement party for Fire Marshall Baron at Town Hall tomorrow for anyone who wishes to attend.

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

Gale: *Devise vent cap and share at next meeting

*Provide Treasurer's Report

*Clarify WPCA sewer system boundary lines as pertains to WA

*Follow up with Fairgrounds new meter

*Check with Town Garage/Highway Department re: antifreeze quality in generator at pump station

Lachapelle: *Invite Colchester WPCA representatives to next meeting to get input on Emergency Plan and grease trap management.

*Obtain snow removal quotes for pump station

*Obtain quotes on cost of vent caps and flange from BARNES distributor

11. Adjournment: Motion by Morse to adjourn. Gale **seconded. All in favor. Motion carried.** Meeting adjourned at 9:05pm

Respectfully submitted by LeeAnne Lachapelle, WPC Executive Assistant. DISCLAIMER: These minutes have not been approved by the WPCA. Please refer to next month's minutes for approval/amendments.