

**WATER POLLUTION CONTROL AUTHORITY
REGULAR MEETING
ROOM A
Tuesday, January 23, 2024 at 7:00 P.M.**

PRESENT: John Cimochoowski, Roger Gale (dialed in), Tim Rainville, Stewart Morse, Paul Gohn

MEMBERS ABSENT: None

OTHERS: Leeanne Lachapelle, Executive Assistant

1. Call to Order: Cimochoowski called the meeting to order at 7:06PM.

2. Approval of Minutes:

A. Approval of Regular Meeting November 28, 2023 minutes: Morse **motioned** to approve the minutes as presented. Rainville **seconded**. Cimochoowski and Gohn **abstained due to not being present at that meeting. All in favor. Motion carried.**

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

4. New Business

A. Update Executive Assistant's PTO policy: Cimochoowski proposed that the WPCA Executive Assistant (EA) receive holiday pay if scheduled to work on a Wednesday that falls on a recognized holiday. According to Cimochoowski, per Town of Woodstock employee policy, if an employee works on a recognized holiday, then the employee should receive holiday pay for that day. In addition, Cimochoowski proposed that the WPCA Executive Assistant (EA) receive two floating paid days off (6 hrs./ea.) annually, to be used on Wednesdays at the EA's discretion. This is based on an average 6 hour work week every Wednesday. Discussion ensued. Morse **motioned** to approve this proposal, stating that if a recognized holiday falls on a Wednesday, the EA should receive 6 hours paid time off in accordance with the Town of Woodstock's employee policy along with the two floating paid days off per year, to be used on Wednesdays at the EA's discretion. Gale **seconded. All in favor. Motion carried.**

B. Service Calls:

1. 296 Route 171: One call was to free up pump d/t accumulation of non-flushables. The second call was to replace an inoperable pump.

2. Pump station high water alarmed. (Code 65) Gale and Morse responded to find that everything was in working order upon their arrival. No further issue.

C. Discuss/Review Emergency Plan in WPCA Policies and Procedures: Gale discussed Colchester's sewer plant Emergency Plan. The Authority agreed on implementing a call tree with each WPCA member's name and contact info for the pump station's Emergency Plan. In the event of an emergency, Murdock Security should be advised to call down the call list until a WPCA member is reached. That WPCA member should be present at pump station to make decisions as needed. Morse proposed adding local contractors' (electrical/plumbing/pumping) contact info to the call list, to be posted inside of the pump station, with a copy sent to the Selectman office. Lachapelle to update and follow up on the call list as discussed.

D. Peake Brook recalibration: Rainville reported that recalibration with Neponset at Peake Brook is scheduled for March 27, 2024. WPCA to notify Putnam WPCA with confirmation information.

E. Annual wet well audit findings and follow up: Lachapelle sent letters notifying homeowners of any issues requiring attention found while doing audit. Lachapelle was tasked by Authority to contact E.D.S. Mechanical Inc. regarding problem list identified in the 2023 Annual Wet Well Audit. Homeowners no longer under WPCA jurisdiction are responsible for their own repairs.

F. Discuss Linemaster Switch Superfund meeting hosted by EPA: Gohn informed the Authority that the EPA meeting was solely for public comments. He reported to EPA that the surrounding area discussed is supported by a public sewer system. Gohn will update WPCA accordingly.

5. Old Business

A. Repair Services: Morse to bring the two inoperable pumps from the Conex to Piela Electric to see if they can be repaired and will follow up as needed.

B. Fairgrounds meter report: Lachapelle to take first reading this month of new meter installed at the Fairgrounds.

C. Update ARPA-funded/DPC project: Awaiting final report.

D. Follow up grease trap maintenance-FOG log: Lachapelle to distribute FOG/grease trap maintenance log/chart/letter to establishments on the sewer system that have food service.

E. Wet well vent caps-review Gale's design: Gale's prototype vent cap was presented alongside quotes of Barnes' various vent caps/kit options. Discussion ensued. Morse **motioned** to purchase 4 of the MV2KT Barnes vent kits. Rainville **seconded**. **All in favor. Motion passed.**

F. Discuss removal of solids at Pump Station: Three quotes considered and discussed. Morse **motioned** to accept contract quote for Slim's & Berthiame Sewer (S&BS) service for fairgrounds pump station. Rainville **seconded. All in favor. Motion passed.** S&BS suggested pumping at pump station when school is not in session.

G. Woodstock Academy re: flowmeters: Morse called WA to suggest that their engineer consider the idea of using 2 flowmeters (to promote ease of use) instead of one if they wish to move forward with installation of flowmeters. No further correspondence from WA at this time.

H. Tree removal follow up r/t root impacted manhole near Conex: Highway Department/Town Garage (HD/TG) requested marking of trees that need to come down d/t root involvement in manhole near Conex. The trees will be removed by HD/TG in the next few months. Cimochowski to mark trees as requested.

6. System Maintenance Update

A. Grinder Pump Repairs/Main Line Maintenance: As discussed

B. Pump Station Maintenance

1. Snow removal at Pumping Station: Woodstock Fairgrounds/Marc Allard offered pro bono plowing/shoveling of fenced in area near pump station. WPCA grateful and accepting of offer. Discussion ensued about access to pump station for plowing. New lock with key to enter gait obtained by Rainville. Copies of key to be made and distributed as needed. Rainville to update Lachapelle when all keys acquired.

2. Murdock Security: Murdock Security contracted to manage security system at pump station as well as service it annually in August. Lachapelle to obtain most recent report. Also, see "Emergency Plan" above 4C.

3. Discuss Pump Station annual inspection: HD/TG no longer able to service pump station generator. Jason from HD/TG recommended Kinsley Power Systems, Inc. Lachapelle to obtain quote from Kinsley and report back. Morse **motioned** for Kinsley to provide annual servicing of pump station generator. **Seconded** by Rainville. **All in favor. Motion passed.** Morse noted that pump station fuel at half capacity. Lachapelle tasked with scheduling fuel fill with HD/TG.

7. Flow Report

A. Weekly & Monthly Meter Readings of Main Line Wastewater Flow to Putnam: Reviewed and discussed.

B. Rainfall Data: Reviewed and discussed.

8. Financial Update

A. Payment of Bills: Gohn **motioned** to pay bills as presented. Morse **seconded**.
All in favor. Motion passed.

Bills for Approval January 23, 2024

<u>VENDOR</u>	<u>Line Item</u>	<u>Charge</u>
Frontier Acct.# 860-928-3192-111198-5 12/5/23	500.00.225.00 Lift Station Telephone Period 12/5/23-1/4/24	\$77.10
Acct.# 860-928-3192-111198-5 1/5/24	Lift Station Telephone Period 1/5-2/4/24	\$77.12
Woodstock Landfill Solar System/Guilford Svgs Bank Invoice#83 12/1/23	500.00.224.00 Period 11/1-11/30/23 Electricity at Pump Station	\$108.66
Invoice #88 1/2/24	Period 12/1-12/31/23	\$66.90
Eversource Acct#51942724014 11/29/23 Service 10/27-11/29/23	500.00.224.00 Electricity at Pump Station	None due
12/29/23 Service 11/29-12/29/23		\$366.41
Parent Sanitation/Wind River DOS 9/13/23 *adjusted on 1/9/24	500.00.286.00 Mainline Maintenance	\$0
Parent Sanitation/Wind River Invoice# 5963777 7/31/2023 per DPC	500.00.286.00 Mainline Maintenance	\$425.45
Bruce C. Williams Invoice#12123	500.00.285.00 Grinder Pump maintenance 2023 Annual Wet Well Audit	\$2,910.00
Deep 6 Plumbing/Heat LLC Invoice#16289C Service: 12/9/23	500.00.218.00 Grinder Pump repair After hours	\$270.00
E.D.S Mechanical Inc. Invoice#12922 DOS: 11/6/23	500.00.218.00 Grinder Pump repair	\$230.00
E.D.S Mechanical Inc. Invoice#12987 12/20/23 DOS:12/13/23	500.00.218.00 Grinder Pump repair	\$1,380.00
Murdock Electric&SecurityLLC Invoice#934 Contractual services	500.00.217.00 Security at Lift Station	\$325.00
Putnam WPCA Account#191900 Bill#123311	500.00.190.00 Waste Water Treatment Oct/Nov/Dec 2023	\$49,319.82
TOTAL		\$55,556.46

Lachapelle noted that Eversource bill (\$366.41) at higher supplier rate x 10 days during the last billing cycle due to delayed contract renewal by the town. It is now resolved.

1. Follow up Wind River/Parent bill and any other updates: Bill for service dated September 13, 2023 forgiven by WR/Parent leaving \$0 balance.

B. Treasurer's Report: Cimochoowski stated that he reviewed WPCA financials with Town of Woodstock Finance Director. Discussion ensued. He clarified that the Town of Woodstock is our bookkeeper/accountant and will alert WPCA when/if a withdrawal from STIF account is needed to pay bills.

9. Correspondence

A. Town of Woodstock website updated to improve ease of access in reaching WPCA via email.

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

Cimochoowski: Mark trees with roots impacting manhole near Conex. These will be removed in the next few months by the Highway department/Town garage.

Morse: Bring the two broken pumps from the Conex to Piela Electric to see if they can be repaired

-Bring orange cones to pump station to mark area for plowing

Rainville: Make 9 copies of key for new pump station gate lock. Notify Lachapelle when completed so keys can be distributed.

Lachapelle: Update Emergency Plan call list and post copy at pump station and give copy to Selectman Office.

-Give E.D.S wet well audit problem list to resolve.

-Take meter reading at Fairgrounds

-Distribute FOG/grease trap maintenance log/chart/letter for businesses on the sewer system that have food service.

-Purchase 4 of the MV2KT Barnes vent kits from Blake Equipment for Conex

-Get copy of report of service completed in August 2023 by Murdock Security

-Lachapelle to obtain quote from Kinsley and report back

-Contact HD/TG to schedule fuel fill at pump station

11. Adjournment: Motion by Morse to adjourn. Rainville **seconded. All in favor. Motion carried.** Meeting adjourned at 9:37PM.

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

