

**TOWN OF WOODSTOCK
WATER POLLUTION CONTROL AUTHORITY
REGULAR MEETING MINUTES
Tuesday, March 26, 2024 at 7:00 P.M.**

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

MEMBERS ABSENT: John Cimochoowski

OTHERS: LEEANNE LACHAPPELLE, Executive Assistant

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

2. Approval of Minutes

A. Approval of Special Meeting March 5, 2024 minutes: Morse **motioned** to approve the minutes as presented. Gale **seconded**. **All in favor. Motion carried.**

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

4. Flow Report

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

B. Rainfall data: No new data available. Awaiting updates from Putnam WPCA.

5. Correspondence: Putnam WPCA requesting information regarding Woodstock WPCA sewer system attachment fees and charges. Lachapelle to send information.

6. System Maintenance Update

A. Pump Station Maintenance

1. Fuel

A. Morse noted that fuel level now approximately $\frac{3}{4}$ full. WPCA to continue to monitor fuel level.

2. Security

A. Two lock system for entering pump station ready to go live. Gate keys were distributed to members present at the last meeting, the Town of Woodstock Selectman office, and Jason Scranton at the Department of Public Works.

B. Alarm at pump station went off on March 8, 2024, in the morning. Murdock contacted members per protocol. Rainville requested a police evaluation. No foul play or obvious causation found. Gale suggested that extreme wind might have blown the door enough to activate the security system. Cimochoowski/Rainville suggested monitoring further investigation if it occurs again.

3. Switching out pumps: Morse again suggested the idea of swapping out pumps at pump station (taking the one from wet well and replacing it with the one rebuilt two years ago). Discussion ensued. Lachapelle to obtain a quote for this service and report back.

4. Grounds Upkeep: Woodstock DPW agreeable to mow grass at pump station this summer.

B. Grinder Pump Maintenance: See Old Business A.

7. Old Business

A. Evaluation of 2 inoperable pumps stored in Conex: Morse reported that one of the pumps was rebuilt by Piela Electric and one was too old/unable to get parts/unable to be rebuilt so disposed of. He reports that currently there are two rebuilt pumps in the Conex and a new one in a box.

B. Evaluation of 2 unused pumps at Linemaster: Cimoichowski and Rainville had met with Slim's & Berthiaume Sewer Service at the pump/wet well site to evaluate. Slim's suggested pulling pumps when the ground is drier. Quote received by WPCA and will follow up with Slim's for scheduling the pull.

C. Fairground's meter report: Pending Neponset visit on March 27, 2024 for calibration.

D. Update ARPA-funded DPC project: Special meeting with presentation from DPC scheduled for March 27, 2024.

E. Emergency Plan: Chaput met with Rainville & Cimoichowski at pump station and determined that special connection was not necessary to use a rental generator in the event of an emergency. Chaput supplied information about generator rental companies in this area such as United Rentals. Discussion ensued. The idea of using a pump truck in the event of a power outage/non-working generator at the pump station was discussed. A complete review of the Emergency Plan from the WPCA Policy & Procedure Manual is needed and will be discussed further at the next April meeting.

F. Peake Brook Calibration: Neponset scheduled to be completed on March 27, 2024.

G. Conex: Rainville oiled door to Conex to improve ease of opening. Morse has been to Conex recently and noticed improvement.

8. New Business

A. Service Calls: None noted

B. Other:

1. The owner of Brookwood Apartments, LLC called to request a review of his bill for services incurred 12/9/23, 12/13/23 and 12/23/23 totaling \$2,190.00. He does not feel that he should have to reimburse the WPCA for the entire amount. Review in progress/property owner notified.

2. Kinsley Group, Inc. has proposed replacement of battery at next service in August 2024. Discussion ensued about necessity of battery replacement (last changed 2021). Also, discussion ensued about whether the battery change is something WPCA members would/could be able to do independently. Lachapelle to reach out to Kinsley to better understand their criteria for recommending the battery change.

9. Financial Update

A. Payment of Bills: Bills reviewed and discussed. Morse motioned to pay bills as presented. Gohn seconded. All in favor. Motion carried.

Bills for Approval March 26, 2024

<u>VENDOR</u>	<u>Line Item</u>	<u>Charge</u>
Frontier Acct.# 860-928-3192-111198-5 3/5/24	500.00.225.00 Lift Station Telephone Period 3/5-3/29/24	\$77.12
Woodstock Landfill Solar System/Guilford Svgs Bank Invoice#90 3/2/24	500.00.224.00 Period 2/1-2/28/24 Electricity at Pump Station	\$115.28
Eversource 2/28/24	500.00.224.00 Service 1/29/24-2/29/24	\$479.27
Piela Electric, Inc 3/4/24 Quote#jwq19547	500.00.218.00 Repair Barnes 2hp 240v single phase #SGVF2022L	\$1007.54
Tim Rainville 1/22/24	500.00.271.00 Lift station materials/supplies New lock for gate	\$35.72
Tim Rainville 2/1/24	500.00.189.00 Grinder Pump supplies 5 LED light bulbs for Conex	\$25.56
The Lockout Locksmith 2/1/24	500.00.271.00 Lift station materials/supplies 10 duplicate keys	\$31.88
Kinsley Group, Inc 2/21/24 Inv#SCHED01777388	500.00.289.00 Lift station maintenance	\$575.00
TOTAL		\$2347.37

B. Treasurer's report: none

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

Rainville: Neponset calibration.

Lachapelle: Follow up as noted in above minutes.

11. Adjournment: Motion by Morse to adjourn. Gohn **seconded. All in favor. Motion carried.** Meeting adjourned at 8:10PM