

**Town of Woodstock  
Water Pollution Control Authority  
Special Meeting Minutes  
Wednesday, January 22, 2020  
7:00 PM – Town Hall Meeting Room A**

**MEMBERS PRESENT:** Roger Gale, Stewart Morse, Timothy Rainville, Richard Canavan

**MEMBERS ABSENT:** Peter Ellsworth

1. **Call to Order:** Chairman Roger Gale called the meeting to order at 7:00 pm.
2. **Approval of Minutes:**
  - a. **Regular Meeting Minutes of November 26, 2019:**

**Motion** was made by Stewart Morse, and **Seconded** by Timothy Rainville, to approve the November 26, 2019 Regular Meeting Minutes as presented. **The motion passed unanimously.**
3. **Citizens Comments:** None.
4. **New Business:**
  - a. **Justin Skelly, DPC Engineering – Proposal for flume installation:** Chairman Gale referenced the DPC Engineering proposal submitted by Justin Skelly. The proposal is specific to Woodstock Academy Sewer Billing Meters and the Town of Woodstock WPCA. Scope of services include a kick-off meeting with WPCA and Woodstock Academy staff to review project goals; field investigations; opinion of probable project costs; and, a summary memorandum. Stewart Morse referenced the third paragraph on page one which indicates that “the two WA campuses are connected to the Town’s sewer system and are suspected to be sources of inflow and infiltration.” Mr. Morse clarified that this is not established in WPCA’s view at this time. Similarly, the proposal offered that the number of connections points from WA’s two campuses is unknown. Mr. Stewart offered that North Campus is a single point. Last, on page two, number 2, there is reference to dye/smoke testing to determine the number and location of sewer connections on both WA campuses. It was felt that the campus that is questionable is South Campus only. However, Chairman Gale recommended this testing be included at North Campus, as well.

Chairman Gale has spoken with the Head of Woodstock Academy in recent months, and he shared that WA is in favor of this project. Mr. Gale explained that WPCA requires appropriate due diligence in ensuring that the project and installation is reviewed and authorized by an engineering firm. Tim Rainville recommended contacting Neponset to learn of any alternative courses of action. Ultimately, any engineering specs will need to be reviewed and approved by WPCA prior to the project commencing.

It was agreed that Neponset will be added to the next meeting agenda and invited to attend. Mr. Rainville will contact them. He will also research the manhole at the flume. Chairman Gale will contact Mr. Skelly explaining that WPCA will do further research, and he will keep him apprised as updates become available.

- b. **Service Calls:** Chairman Gale stated that Chaput Electric completed some electrical work recently and ordered additional materials to keep on hand for any future work required. One

property where work was completed will be reimbursed to WPCA by the new owner. An invoice was mailed to the owner on January 15.

- c. **Meeting Date Change (April 28 to April 21):** Due to a conflict with the Presidential Preference Primary on April 28, WPCA will change its meeting from April 28 to April 21, at 5:00 pm, at the Woodstock Town Hall. As well, due to a meeting conflict the recording secretary has, the March 24 meeting will move from 7:00 pm to 5:00 pm. Both meetings are not required to be special meetings.

**Motion** was made by Roger Gale, and **Seconded** by Richard Canavan, to approve the new meeting date and time of April 21, at 5:00 pm, and the new time of 5:00 pm for the March 24 meeting. **The motion passed unanimously.**

- d. **Updated 2020 Housekeeping Items Calendar:** WPCA members received a final housekeeping items calendar. Cindy Brown noted that the Election of Officers was moved from June to July, and the Audit of Wet Wells was added in the month of December. Timothy Rainville recommended the flume maintenance be moved from August to June. WPCA members agreed with the revisions.

## 5. Old Business:

- a. **Grease Trap for Woodstock Fair:** Chairman Gale referenced a document regarding food vendor notice/requirement for solids and grease traps from the Arizona State Fair. He shared that this document may serve as a reference point should any revisions to WPCA's requirements for the Woodstock Fairgrounds grease traps be made. He stated that Parent Sanitation pumped the wet well on January 21, 2020. It was recommended that Rawson Manufacturing be contacted to quote the installation of safety grading to place over the top of the wet well at the Fairgrounds. Timothy Rainville will contact them.
- b. **Review Alarm Security System at Lift Station Proposal:** At the last meeting, Timothy Rainville asked to revisit the Venture Communications proposal to upgrade the lift station monitoring system. A copy of the proposal was included in the meeting packets. Members agreed that since Chaput Electric fixed the issue with the phase monitor, the frequency of calls has decreased. Mr. Rainville recommended members consider reviewing the annual costs for Frontier vs. Venture as there may be a cost savings. Stewart Morse suggested revisiting this item in six months to allow the current system to be evaluated a bit longer. This will be added to the June 2020 agenda.

## 6. System Maintenance Update:

- a. **Grinder Pump Repairs/Main Line Maintenance:** Chairman Gale stated that the wet well was pumped recently—only a partial cleaning. Further discussion ensued. It was agreed that Mr. Gale will research a pump system vs. a gravity feed for certain locations.

## 7. Flow Report:

- a. **Weekly meter readings of main line wastewater flow to Putnam – FY 2019-2020:** The weekly meter readings spreadsheet was included in the meeting packets. The rain data from 8/26/19 to 11/25/19 had large rain flows, which correspond to the higher meter readings. However, the flume should still be calibrated. Mr. Gale confirmed that the Woodstock Inn has been on since July 1, 2019 and is being billed quarterly at their request. There is also a new residential customer on Peake Brook Road.

Discussion continued relative to flow readings. Mr. Gale shared that upon his return in the spring, he will compile the appropriate information needed to present WPCA's case to Brian

Lynch, Putnam Public Works Supervisor, relative to the high flows they encountered several months ago.

- b. **Quarterly Meeting Readings:** The quarterly meter readings were included in the meeting packets.
- c. **Rainfall Data:** The historical rain data was included in the meeting packets.

**8. Payment of the Bills:**

- a. **January 22, 2020 Bills Summary:** Invoice #3166 noted an incorrect address for services rendered. It should be 296 Route 171. Discussion ensued regarding Linemaster Switch. Mr. Gale stated he would contact Glen Boise and someone at Linemaster regarding this matter.

**Motion** was made by Stewart Morse, and **Seconded** by Timothy Rainville, to approve the invoices listed on the WPCA Bills for January 22, 2020 Special Meeting totaling \$51,249.64. **The motion passed unanimously.**

- b. **FY 2019-2020 Budget & Treasurer's Report:** The FY 2019-2020 Budget & Treasurer's Report was included in the meeting packets. Mr. Gale stated that Cindy Brown will visit Peter Ellsworth soon to review the budget in order to assume responsibility. He further stated that Crabtree & Evelyn closed the sale of its property. WPCA received \$4,210 for outstanding sewer usage from 4/20/19-12/11/19. Additionally, Cindy Brown shared that \$7,500 was also received as a result of this closing and represented the metered sewer use bill from Grand List 2008. The bill was never paid due to Crabtree declaring bankruptcy on the same day the bill was due.

9. **Correspondence:** Members discussed the delinquent accounts. It was agreed that Cindy Brown will draft a letter to residents who are behind on their bills. This will be reviewed by the WPCA Board prior to distribution. It was suggested the letters be mailed on June 1 and coordinated with the Tax Collector Office's mailing.

10. **Review of Member Follow-up Activities for Next Meeting:** None.

11. **Executive Session: Motion** was made by Stewart Morse, and **Seconded** by Timothy Rainville, to open an Executive Session. **The motion passed unanimously.**

Chairman Gale stated that Cindy Brown is doing well in her new role as Executive Administrator for WPCA and he is appreciative of her work thus far. He recommended WPCA members consider offering two paid holidays per year if the holidays fall on her scheduled workday of Wednesday.

No motions were made and no votes were taken in Executive Session.

**Motion** was made by Stewart Morse, and **Seconded** by Timothy Rainville, to close Executive Session. **The motion passed unanimously.**

**Motion** was made by Stewart Morse, and **Seconded** by Timothy Rainville, to authorize two paid holidays per year for the Executive Administrator when they fall on the scheduled workday of Wednesday. **The motion passed unanimously.**

Chairman Gale stated that Cindy Brown asked to tour the wet well, metered and other locations that are frequently discussed so she can connect the sites to the conversations. Chairman Gale will do this when he returns in the spring.

**12. Adjournment: Motion** was made by Stewart Morse, and **Seconded** by Timothy Rainville, to adjourn. **The motion passed unanimously.** The meeting adjourned at 8:57 pm.

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.