

Town of Lebanon
WATER POLLUTION CONTROL AUTHORITY
Lebanon Town Hall
Thursday, June 26, 2014 – 7:30 p.m.

REGULAR MEETING
MINUTES

Members Present: Yaw Nsiah, Acting Chairman, Steve Farrick, Bill Ingalls

Absent: David Martin

Staff Present: Brenda Bennett, WPCA Clerk

1.0 Call to Order: The Regular Meeting was called to order at 7:34 p.m. by the Chairman.

2.0 Public Comment:

2.1 James Gulizio, contractor, Glenn Ostrager, homeowner, 509 Deepwood Drive. J. Gulizio reported the Demolition Permit has been filed with the Building Department for removal of the single- family residence. The structure will be removed piece by piece and no heavy equipment will be used in the demo. Concerns were raised as to where the electrical panel should be stored after demolition. He will take all necessary precautions to protect the cover of the grinder pump. The Commission stated they would not dictate “means or methods” of demolition but did recommend the electrical panel not to be stored in g.p. chamber and should be returned to the office for future storage.

2.2 Attorney Ed O’Connell provided handouts for the Commissions’ consideration for the Order to Connect. Atty. O’Connell recommended the Commission conduct the Public Hearing, take comments and questions from the residents and consult with him after the public hearing. Samples were reviewed of the Written Notice letter to be sent to the homeowners via certified mail (no need for legal publication in the local newspaper); Order to Connect mailing was reviewed.

3.0 Approval of Regular Meeting Minutes of 5/22/14 and 6/12/14 Regular Meeting Minutes: Moved by S. Farrick and seconded by B. Ingalls to approve the 5/22/14 minutes and 6/12/14 minutes, with corrections: June 12, 2014 – Section 3.0 change “April 24” to “April 22”; Section 4.1 change “meeting in July” to “meet in near future”; Section 7.1 remove “will be brought to a future meeting” and change to “will be considered at a future meeting”; Section 7.4 add – Enterprise Fund #235-5320.

4.0 Correspondence – none.

5.0 Project Update –

5.1 Project Budget Report – grant fund balance \$14,209 as of 2/27/14; MBR#13 and Change Order #7 were reviewed; Chairman executed the #9 Amendment and will send via email to Fuss & O’Neill.

5.2 Hain Paving Schedule

5.2.1 67 Ryan Terrace/Deepwood Drive – work was completed and awaiting invoice.

5.2.2 166 Deepwood Drive, Lesley Pease, property disturbance (stonewall)

6.0 Application Review – none

7.0 Old Business –

7.1 Attorney O’Connell was heard under Public Comment.

7.2 489 Deepwood Drive, Michelle Boskovic. The Field Agent has been instructed to inspect and provide his professional opinion regarding the saw-cut patch made to the driveway in August, 2013. No report at this time. Matter will be back on the next regular meeting agenda.

7.3 166 Deepwood Drive, Lesley Pease, homeowner was contacted and no response was received to complete the Site Plan showing the exact location of the disturbed area. No further action at this time.

8.0 New Business/Action Items:

8.1 Water Resource Technologies, LLC, Invoice 20140342, \$198.59; Invoice 20140494, \$125.00; Invoice 20140495, \$225.00; Invoice 20140496, \$439.51. No action will be taken until detailed reports are received.

8.2 Hain Material, invoice dated 10/22/13, \$4,180.36. No action until confirmation with Field Agent this bill is a retainer fee.

8.3 509 Deepwood Drive, demolition of single-family residence. Request owner/contractor to provide a \$10,000 Performance Bond prior to any demolition work on the house. The electrical panel on the home should be brought back to WPCA for storage.

8.4 Consult with Town Planner and Field Agent as to possible town property (dry area) which might be available for WPCA to have a storage shed for equipment and supplies, preferably in the lake area.

8.5 Sample letters were reviewed to accompany WRT bills Invoices, 1st and 2nd Warning Letters related to homeowner “emergency” calls for service. For the 1st call, the WRT bill will be forwarded by the WPCA and will request the homeowner to present their case indicating reason(s) for the “emergency” call. Second offenses will be bill directly to homeowner.

9.0 Treasurer’s Report –

9.1 B. Ingalls consulted with the Collector of Revenue regarding the liens for delinquent Assessment fees. The Collector of Revenue has mail 50 Notice of Intent to Lien; 24 properties have made “no” assessment payments.

10.0 Topics for Next Agenda: WRT sample letters.

Motion by S. Farrick and seconded by B. Ingalls to adjourn the regular meeting and enter into Executive Session at 9:42 p.m. to discuss WPCA Administrator and Field Agent 2014-2015 budget. Motion unanimously approved.

11.0 Executive Session - To discuss WPCA Administrator and Field Agent – 2014-2015 budget.

Moved by S. Farrick and seconded by B. Ingalls to adjourn Executive Session and enter into Regular Session at 9:55 p.m. Motion unanimously approved.

11.1 Moved by Y. Nsiah and seconded by B. Ingalls to approve the following wages for 2014-15: WPCA Administrator, \$25.00/hour to be paid from Enterprise Fund #235-5110 not to exceed \$10,000 for the FY 2014-15 and Field Agent salary and duties with hourly rate of \$55.17/hour, work on Thanksgiving, Christmas and New Year will be \$73.56/hour. These numbers are based on the Town contract. (duties to include: 1) Perform requested markouts for CBYD; 2) Serve as direct point of contact for WRT related to service calls; 3) Assist with service call response from residents when required (breakers, valves, etc.); 4) Respond to emergency phone calls and coordinate repairs with on-call contractor; 5) Coordinate and oversee regular sewer system maintenance (Program to be prepared by WPCA or WPCA engineer); 6) Take monthly readings of Flow Meter with Hebron Director. Salary not to exceed \$6,000 year to be paid from Enterprise Fund #235-5398 (Operation & Maintenance). Motion unanimously approved.

12.0 Moved by B. Ingalls and seconded by S. Farrick to adjourn the Regular Meeting at 10:06 p.m. Motion unanimously approved.

Respectfully Submitted By,
Brenda Bennett, Clerk

July 3, 2014 (*Minutes are unapproved as of transcription date.*)