



TOWN OF LEBANON WATER POLLUTION CONTROL AUTHORITY
November 30, 2023 7:00 pm -- Regular Meeting -- Town Hall Lower Conference Room
MEETING MINUTES

Members Present: Gregg Lafontaine, Jeff Arpin, Riley Leppo, Jessica Caines
Member Absent: Laurel Hennebury
Others present: Jason Nowosad, Field Agent, Cathe McCall, WPCA Administrator

A. Call to order

The meeting was called to order by Chairman Gregg Lafontaine at 7:00 pm.

Introduction and welcome of new board member Jessica Caines.

B. Public Comment - Limit 2 minutes per speaker – no public comment at this time.

C. Minutes

- a. Approval of minutes for October 26, 2023 Regular Meeting

Motion made by J. Arpin and seconded by J. Caines to approve the minutes for the October 26, 2023 Regular Meeting. Motion carried 3-0-1 with J. Caines abstaining.

D. Correspondence

The board received a budget guidance letter and calendar for Fiscal year 2024 – 2025 from the Board of Finance, along with a Capital Budget Excel file for Fiscal Year 2024-2025 (3 worksheets). These will be reviewed and responded to as appropriate.

The board received a brochure from Kropp Engineering containing information about what services they could offer Lebanon WPCA. J. Nowosad thinks it's a good idea to investigate this further as we have worked with them successfully in the past.

E. Old Business

- a. Update on mandatory connections

- i. G. Lafontaine to report on Tax sale of unconnected properties – no updates.

Mr. Lafontaine also had no update on the mandatory connections.

- b. Field Agents Report

- i. Updated flow reports / system performance / maintenance / service issues – J. Nowosad ordered and received new release valves.

c. Hebron – Litigation

Mr. Nowosad has been working with Hebron on a solution that will satisfy both parties regarding meter replacement.

Mr. Lafontaine does not have any further updates.

Chairman Lafontaine returned to Public Comment to hear Deloris Hamilton, 485 Deepwood Drive voice concerns about the tax sale, assessment, and user fees on her property.

F. New Business

a. Review WPCA regulations – This will be an upcoming topic. Mr. Lafontaine asks the board to familiarize themselves with the regulations for future discussion.

b. Financials

i. Invoices approved by G. Lafontaine

- | | |
|-----------------------------|--------------------------|
| 1. Hebron August invoice | \$10,091.67 for 2,895.00 |
| 2. Hebron September invoice | 9,994.53 for 2,801.98 |

ii. Invoices requiring approval

- | | |
|-----------------------------|----------|
| 1. Yantic River Consultants | 460.00 |
| 2. FRMA – Valve purchase | 3,760.00 |
| 3. Hebron October invoice | 9,780.25 |
| 4. FRMA – 90 Deepwood | 4,127.00 |

There was some discussion about purchasing a spare grinder pump. Mr. Lafontaine noted that it is currently not in the budget, but the board might want to think about it for the upcoming budget. He also explained that all pump replacements have been handled out of operating budget up to this point. There is also an untouched pump replacement budget that should be considered.

Motion made by J. Arpin and seconded by R. Leppo to approve payment of the following invoices:

- | | |
|----------------------------------|-----------------|
| 1. FRMA – Valve purchase | 3,760.00 |
| 2. Hebron October invoice | 2,895.39 |
| 3. FRMA – 90 Deepwood | 4,127.00 |

Motion carried unanimously.

c. Review of **October** budget reports provided by the town finance office.

- i. Account 235 Amston Lake Sewer User Fees – This is an operating budget.

- ii. Account 236 Enterprise Amston Lake Sewer Assessments – Account used for Assessment activities.
 - iii. Account 437 Water Pollution Control – Town funded account.
- d. Review other financials if submitted.
Lafontaine passed out a year-to-date analysis of account 235. J. Caines asked for details on monies dedicated to emergencies, and G. Lafontaine explained the purpose.

G. Adjournment

Hearing no other business, the meeting was adjourned at 8:03 pm.

Respectfully submitted,
Catherine McCall, WPCA Administrator