

Town of Lebanon
WATER POLLUTION CONTROL AUTHORITY
Town Hall – Lower Level Conference Room
Regular Meeting
Thursday, March 28, 2019 – 7:00 PM

MINUTES

1. Call to Order – Chairman, C. Morris-Scata called the meeting to order at :7:04 p.m.
Members present: Chairman, C. Morris-Scata, G. Lafontaine, H. Anderson, D. Hartley

Staff Present: J. Nowosad, Field Agent, C. Ely-DeCarlo, Administrator

Absent: S. Farrick, Treasurer

Also attending: J. Arpin
2. Correspondence
Discuss and Act Upon Correspondence Received – C. Ely-DeCarlo noted email received from Town of Hebron WPCA requesting C. Morris-Scata attend their next WPCA meeting. C. Morris-Scata will respond to this request. C. Ely-DeCarlo also noted a request from L. Parlin, Amston Lake Association, for digital map of Amston Lake Sewer System. J. Nowosad stated L. Parlin came into the office and looked at the paper copy of the map. J. Arpin asked if a copy could be made. J. Nowosad replied that a copy was able to be made for an applicable charge. J. Arpin indicated Amston Lake Association interest was to reduce amount of sediment that goes into the lake. Specifically, looking at storm water going in to lake. C. Ely-DeCarlo also noted email received from J. Erikson, Lenard Engineering requesting information on the Amston Lake Sewer System on behalf of the Town of Franklin. Information requested was provided.
3. Minutes
Discuss and Act Upon:
 - 3.1 Approving the Minutes from the January 24, 2019 Regular Meeting – G. Lafontaine moved to approve the minutes from the January 24, 2019 Regular Meeting. H Anderson seconded. Motion unanimously approved.
4. Field Agents Report
Discuss and Act Upon:
 - 4.1 Service Issues
 - 4.1.1 F. R. Mahony Service Call(s) No service calls to report and no in-house service calls. C. Morris-Scata noted two service calls made at 124 Deepwood drive. J. Nowosad will review these service calls.
 - 4.1.2 Other Service Issues – No other service issues to report.
 - 4.1.3 Flow Meter – Recorded Flows, Meter Installation Date, and Fee (Magnetic Meter Replacement) J. Nowosad provided Readings and Flow Rate Analysis Report to members explaining readings were taken starting after Christmas and were taken with pictures. The rate, gal./min. has been staying consistent. This consistency would indicate the meter is working. C. Morris-Scata noted statement by Town of Hebron WPCA claiming the amount of rainfall received has increased the flow. C. Morris-Scata provided information on low-pressure sewer systems which described that the advantage of the low-pressure sewer system is that it is “entirely immune to infiltration/inflow”. G. Lafontaine noted

discrepancy between Town of Lebanon WPCA measurements and invoiced flow amounts estimated by the Town of Hebron WPCA. C. Morris-Scata discussed issues with new flow meter installation indicating that she followed up with email to installer, R. Soley, asking for an update on completion of the project. R. Soley indicated that he could not and would not provide us with a specific timeline for completion and was backing out of the project. C. Morris-Scata called Atlantic States Rural Water & Wastewater Association (ASRWWA) for vendors. The contact from ASRWWA recommended P. Santoro. R. Soley is doing the meter portion of the project. P. Santoro was not notified that the installer was not doing the project. C. Morris-Scata made it known that this project is critical to Lebanon WPCA. P. Santoro indicated he was going to contact the installer. C. Morris-Scata received a response back from P. Santoro stating R. Soley was unsure if he wanted to come back to Town of Lebanon WPCA to do the work and that R. Soley would think about it for a couple of days. C. Morris-Scata asked P. Santoro for additional names. D. Hartley stated he would check into a couple installers he knows that might be able to do the work and would check to see if they are interested in looking at the job. D. Hartley will get back to Jason Nowosad with his findings. J. Nowosad explained the process for installation of the meter. C. Morris-Scata held a brief discussion on this issue.

- 4.1.4 Flushing Schedule & Costs – J. Nowosad noted there was nothing new to report. C. Morris-Scata held a discussion on the workmanship done by Fuss and O'Neil on the Amston Lake District Sewer Project. C. Morris-Scata will reach out to the Town of Lebanon's attorneys for their opinion on this matter. C. Morris-Scata also stated that a letter would be sent to Town of Hebron WPCA regarding installation of flow meter.

5. Financials

Discuss and Act Upon:

- 5.1 Treasurer's Report – Members were presented with a copy of the financial report provided by S. Farrick, Treasurer. C. Morris-Scata noted two invoices from F. R. Mahoney for service provided at 124 Deepwood Drive. C. Morris-Scata reviewed each of the accounts and charts provided by the Treasurer. C. Morris-Scata stated she attended a meeting with Finance Board to discuss Account 437 noting that the Administrator's pay comes out of Account 235 for work performed and Account 437 for meetings. S. Farrick provided explanation of monies held back from Hebron invoices.
- 5.2 Invoices Received (Mahoney, Evoqua, Others) – No other invoices presented for approval.

6. New Business

Discuss and Act Upon New Business

- 6.1 Amston Lake District – Information Request -
 - 6.1.1 Properties Not Connected to Sewer System – C. Morris-Scata asked for clarification about properties not connected to the Amston Lake Sewer System. J. Nowosad noted some of the remaining properties not connected may be uninhabited or exempt from connecting. When torn down and rebuilt properties would be required to connect. J. Nowosad also explained there are a few properties under foreclosure and in estates which are difficult to get to comply. The eighteen left need to be reviewed to make sure they are uninhabitable/exempt. Falling down properties must repaired/replaced. These properties are not discharging. J. Arpin asked if septic have been pumped. J. Nowosad stated that some properties do have families living in them. J. Nowosad

suggested Town of Lebanon WPCA contact the town attorneys for guidance prior to charging everyone. D Hartley requested we get an updated list of properties not connected (uninhabited/exempt) prior to billing. G. Lafontaine noted that properties will need to be noted as such if not billed. J. Arpin requested updated list be sent to Amston Lake Association. C. Ely-DeCarlo will provide Amston Lake Association a copy of the Properties not Connected List once it is completed.

- 6.2 Amston Lake District – Delinquent Payments and Amounts – Properties are included in the Annual Report. A brief discussion was held on delinquent accounts. G. Lafontaine suggested determining a threshold of non-payment prior to taking any action. C. Ely-DeCarlo will request an updated list of delinquent accounts and information from the Tax Collector.
- 6.3 Reappointment of WPCA Board Members G. Lafontaine
 - 6.3.1 G. Lafontaine (May 1, 2019) – Motion was made by D. Hartley to recommend for approval the reappointment of G. Lafontaine as a WPCA Board member. H. Anderson seconded. Motion unanimously approved.
- 6.4 F. R. Mahony Contract – No information received. C. Ely-DeCarlo will contact F. R. Mahony for information on contract renewal options.
- 6.5 Evoqua Contract –C. Ely-DeCarlo will request pricing of chemical and fees from Evoqua for next contract including option for 1, 2 or additions years for terms of contract.
- 6.6 Annual Report – WPCA Uncollected Taxes for Sewer Assessments – C. Morris-Scata stated WPCA Uncollected Taxes for Sewer Assessments were included in the Annual Report. Nothing new to add.
- 6.7 New Sewer Applications Received
 - 6.7.1 181 Deepwood Drive – No Application Received. J. Nowosad noted that the property is connected and being charged. This is a brand-new home, and no one is living in home yet. WPCA Sewer Application was provided to property owner for completion.
- 6.8 Incident Reports – Nothing to report.

7. Old Business

Discuss and Act Upon Old Business

- 7.1 Update on 52 Lakeview Heights – Rock Removal – J. Nowosad noted that DPW will deal with the rocks. J. Nowosad will follow up with DPW.

8. Topics for Next Agenda – Standard Topics, Flow Meter Replacement, Flushing Schedule & Costs, F. R. Mahony Contract, Evoqua Contract, Connected Properties List, Delinquent Accounts and Amounts, Hebron Flow Charges

- 9. Adjournment – H. Anderson moved to adjourn the meeting at 8:20. D. Hartley seconded. Motion unanimously approved.

Respectfully Submitted,
Cheryl Ely-DeCarlo, Administrator
Water Pollution Control Authority

Please see the minutes of subsequent meeting for the approval of these minutes and any corrections hereto.