

Town of Lebanon
WATER POLLUTION CONTROL AUTHORITY
Lebanon Town Hall
Thursday, January 22, 2015 – 7:30 p.m.

REGULAR MEETING
MINUTES

Members Present: Yaw Nsiah, Chairman, Bill Ingalls, Steve Farrick, David Martin

Staff Present: Brenda Bennett, WPCA Administrator

Also: David Prickett, Engineering Consultant and Todd Gagnat, Technical Sales Rep, Evoqua

1.0 Call to Order: The Regular Meeting was called to order at 7:30 p.m. by the Chairman.

2.0 Public Comment – David Prickett, David Prickett Consulting, LLC provided a Statement of Qualifications and highlighted his background and client services to assist municipalities and utilities with infrastructure projects and is available to the Commission for technical and administrative assistance.

3.0 Approval of Regular Meeting Minutes, 12/11/14. Moved by S. Farrick and seconded by B. Ingalls to approve the 12/11/14 Regular Meeting Minutes. Motion unanimously approved.

4.0 Correspondence –

4.1 Email, Waller, Smith & Palmer, 1/12/15 – Regarding possible amendment to Sewer Benefit Assessment Resolution to reflect a “due on sale” clause. The matter is now closed.

4.2 Email, Joyce Okonuk, 12/26/14 connected properties and billing policy. It was the Auditor’s recommendation to request a written policy procedure to notify the Collector of Revenue of connected properties.

4.3 Letter, Hain Materials Corp., 12/12/14 – Amston Lake Improvements, request to release of 2% retainage.

5.0 Project Update –

5.1 Presentation and update on Bioxide Station by Evoqua Rep. Todd Gagnat, Technical Sales Representative provided a summary on the status of the bioxide station, monthly test results, dosage adjustments/monitoring remotely via computer, training and computer access to allow Administrator access to computer monitoring. Evoqua staff will keep the Commission updated on the possible need to purchase bioxide in March/April, 2015.

6.0 Field Agent’s Report –

6.1 Monthly Flow Summary – A summary report dated 1/2/15.

7.0 Application Review – none.

8.0 Old Business –

- 8.1 Grinder Pump Storage Unit – The matter has been tabled. The current contract with Water Resource Technologies will cover the cost of pump deterioration; the Commission will not move forward on removing grinder pumps at this time.
- 8.2 Park Road Storage Shed; report from Wes Wentworth, P.E. –Mr. Wentworth was present and stated Phase I of his work which consisted on field delineation of wetlands, field sketch of wetlands location, preliminary layout of shed and driveway has concluded and his findings are contained in a report dated 10/23/14. He presented his proposal for Phase II which consists of the following work: boundary survey and topographic base map by Aeschliman Land Surveying and site plan for ZBA and IWC application process. The Commission was in favor of Phase II and requested Mr. Wentworth to move forward on the project. It may be possible to make application with ZBA for the February meeting.
- 8.3 Plantings at Bioxide Station. The matter will be removed from future agendas and there will be no further discussion.

9.0 New Business/Action Items –

- 9.1 WPCA Budget FY2015-16, Accounts #437, 235 and 236 – Moved by S. Farrick and seconded by D. Martin to approve WPCA Budget FY2015-16 for Account #437 in the amount of \$6,730.00, Account #235, \$231,855.00 and Account #236, \$333,753.00. Motion unanimously approved.
- 9.2 Town of Hebron, November 2014 Invoice, \$871.34; December 2014 Invoice \$1,154.88. Moved by B. Ingalls and seconded by D. Martin to approve the November, \$871.34 and December \$1,154.88 payments, WPCA Acct. 235-5398. Motion unanimously approved.
- 9.3 Waller, Smith & Palmer, P.C., Bill No. 57409 services 10-14-11/24/14, \$1,455.00; Bill No. 57408 services 10/1-11/13/14, \$660.00; Bill No. 57646 services 12-1-12/31/14, \$337.00; Bill No. 57648 services 12/5/15, \$210.00. Moved by B. Ingalls and seconded by D. Martin to approve payment to Waller, Smith & Palmer, WPCA Acct. 437- 5468. Motion unanimously approved.
- 9.4 Evoqua Water Technologies, LLC, Bill #901928880, Invoice dated 10/31/14, \$345.00, WPCA Acct. 235-5398. Moved by B. Ingalls and seconded by D. Martin to approve payment to Evoqua, WPCA Acct. 235-5398. Motion unanimously approved
- 9.5 Hain Materials Corp., 10/22/12, \$4,180.36. Moved by B. Ingalls and seconded by D. Martin to approve payment to Hain Materials Corp, WPCA Acct. 229 (Construction). Motion unanimously approved.
- 9.6 Mileage Reimbursement – Building Official, September 2014-November 2014, \$77.84; Sanitarian, July 2014-October 2014, \$235.20. Moved by B. Ingalls and seconded by D.

Martin to approve mileage reimbursement to Building Official, \$77.84 and Sanitarian, \$235.20, WPCA Acct. 235-5510. Motion unanimously approved.

- 9.7 151 Ryan Terrace property status – The owner called and stated he will not be able to hook up to the sewer system as the property does not have any plumbing or electrical. The Building Official has gone out and the inspection report states there is no plumbing and electrical, the house is rough framed and no there is no well or septic. The owner will need to follow up with the Commission on a more “formal” basis to request an Exemption and request the Building Official to provide a written report. The Commission will consider an Exemption if the owner moves forward on completing the construction and hookups within a timely manner.
- 9.8 12/26/14 – Authorization for User Fee Billing - A new policy was created in response to the Selectman’s request, Policy No. 001, Policy Title: Authorization for User Fee Billing, effective date: 12/26/14.
- 9.9 Treasurer’s Report – Reports were reviewed from Accounts #437, 235, 236. Y. Nsiah and B. Ingalls attended the Board of Finance meeting on Tuesday, January 20th and provided WPCA Budget Reports for Enterprise Fund 234 and 236 as well as a detailed report of the collection sequence and revenue collection.
- 10.0 Topics for next Agenda – Standard Agenda Items; obtain professional opinion on financials of Fund 236, possible investment, cost vs. payback.
- 12.0 Adjourn Regular Meeting – Moved by D. Martin and seconded by S. Farrick to adjourn the Regular Meeting at 9:37 p.m. Motion unanimously approved.

Respectfully Submitted By,

Brenda Bennett, Administrator

January 28, 2015(*Minutes are unapproved as of transcription date.*)