

Town of Lebanon
WATER POLLUTION CONTROL AUTHORITY
Lebanon Town Hall
Thursday, February 26, 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

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

2.0 Public Comment – Attorney Andrew Lord, formerly with the law firm of Murtha, Cullina, now in private practice working with David Prickett, David Prickett Consulting, LLC and on the WPCA for Town of East Lyme; specializing in Land Use and Public Utility law. Attorney Lord provided the Commission with his qualifications and highlighted his background and services to assist the WPCA in any way.

3.0 Approval of Regular Meeting Minutes, 1/22/15. Moved by D. Martin and seconded by B. Ingalls to approve the 1/22/15 Regular Meeting Minutes. Motion unanimously approved.

4.0 Correspondence –

4.1 1/22/15, Jessica Satonick, 52 Ryan Terrace – Correspondence was read aloud. The homeowner states a medical and financial hardship for reasons she is unable to connect to the sewer system. Contact information will be provided to Ms. Satonick for the Town of Lebanon Housing Rehab Program with Peter Huckins for possible assistance.

4.2 1/29/15, Eric Hess, FR Mahoney Associates – Request to service E/1 grinder pumps and 24 hour service. Contact has been made with the company to attend the “Public Comment” portion of the WPCA meeting to present further information.

4.3 1/29/15, David Prickett, P.E. – A “thank you” will be sent to Mr. Prickett for his interest in providing his engineering services. No further action will be taken at this time.

4.4 2/6/15, Peter Zvingilas, Building Official, 151 Ryan Terrace – The cottage is “not habitable and has no plumbing or electrical active at this time”. Contact will be made with the homeowner as to their timetable to complete construction and/or obtain a Certificate of Occupancy in the near future. If there is no response, the WPCA will remove the grinder pump from the property.

5.0 Project Update –

- 5.1 A delivery of bioxide was made by Evoqua on 1-29-15 the day after a storm and without any notice. The Field Agent was called to remove snow from the entrance to the bioxide station.

6.0 Field Agent's Report – Grant Fund purchases were discussed and will be considered under Action Items.

7.0 Application Review – none.

8.0 Old Business –

- 8.1 Park Road Storage Shed – Due to the recent email from Norman St. Jean, Area Loan Specialist, Rural Development, U.S. Dept of Agriculture the shed and related work will not be covered under remaining Grant Fund Balance (Construction Account #229). Wes Wentworth, P.E. will be contacted in order to obtain a total cost estimate of Phase II, (application process, preliminary layout of shed, survey) and the cost for site prep work, fencing and driveway pad, etc. as well as the cost of the shed. The matter will now be on “hold” until further information is received from Mr. Wentworth.
- 8.2 Remaining Grant Fund Amount and Expenditures – The Field Agent's recommendations for possible expenditures were reviewed and discussed. Motion made by Y. Nsiah and seconded by D. Martin to authorize B. Ingalls to obtain price estimates for a flow meter, snow blower and shovels for bioxide station and to respond to Mr. St. Jean by March 14, 2015.

9.0 New Business/Action Items –

- 9.1 David R. Prickett, P.E., On-Call Engineering & Consulting Services Proposal, discuss and possible action, Work Order No. 01 – no action taken.
- 9.2 Discuss and Act on USDA Loan Prepayment from Fund 236 Enterprise Fund - Assessment fees – no action was taken at this time. The matter will continue to be reviewed by D. Martin and B. Ingalls and will report at a future meeting.
- 9.3 Discuss and Act on Penalty Fee for new connections – A legal opinion was requested from the town attorney regarding the institution of a “penalty fee” for those properties that have yet to connect to the sewer system. The grace period to connect and/or file a Sewer Connection Permit expired on January 17, 2015. There is currently no fee for filing a Sewer Connection Application. The WPCA will consider adopting a “connection fee” to be instituted in the near future. The town attorney has provided an outline for the Commissions' review of the process and a time table. The Commission recommends sending out a friendly reminder to those remaining properties that have not connected and/or have an application in process informing residents they have a “window of opportunity” prior to the institution of an application fee. Hopefully this will encourage those remaining properties to file their applications and avoid a penalty. There are currently 30+/- property owners that have not responded to the January deadline.

- 9.4 Town of Hebron, 2/11/15, January Usage, \$1,129.11. Moved by Y. Nsiah and seconded by B. Ingalls to approve payment to the Town of Hebron in the amount of \$1,129.11 (Acct #235-5398). Motion unanimously approved.
- 9.5 Waller, Smith & Palmer, P.C., 2/4/15, Bill No. 57843, \$210.00. Moved by D. Martin and seconded by B. Ingalls to approve payment to Waller, Smith & Palmer in the amount of \$210.00 (Acct. #437-5468). Motion unanimously approved.
- 9.6 Evoqua Water Technologies, LLC, Bill #: 902036438, 1/30/15, \$3,600.00. Moved by D. Martin and seconded by B. Ingalls to approve payment to Evoqua Water Technologies in the amount of \$3,600. (Acct #235-5398). Motion unanimously approved.
- 9.7 Moved by B. Ingalls and seconded by D. Martin to approve the Wes Wentworth, P.E., invoice dated 12/2/14 in the amount of \$500.00 which was previously charged under the Construction Account #229 and to now be charged to Enterprise Account #235-5320. Motion unanimously approved.
- 10.0 Treasurer's Report – Reports were reviewed from Accounts #437, 235, 236. The WPCA will meet with the Board of Finance to present the budget on Saturday, March 7th.
- 11.0 Topics for next Agenda – Standard Agenda Items.
- 12.0 Adjourn Regular Meeting – Moved by D. Martin and seconded by S. Farrick to adjourn the Regular Meeting at 9:00 p.m. Motion unanimously approved.

Respectfully Submitted By,
Brenda Bennett, Administrator
March 9, 2015(*Minutes are unapproved as of transcription date.*)