

Town of Lebanon  
WATER POLLUTION CONTROL AUTHORITY  
Fire Safety Complex  
Thursday, September 10, 2015 – 7:30 p.m.

REGULAR MEETING  
MINUTES

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

Absent: David Martin, James Key, John Bendoraitis

Also: Joyce Okonuk, 1<sup>st</sup> Selectman, Brandon Handfield, DPW Director/Field Agent, Jason Nowosad, Building Official, Phil Chester, Town Planner/ZEO

Staff Present: Brenda Bennett, WPCA Administrator

Welcome new Commission Member, David Hartley.

1.0 Call to Order: The Regular Meeting was called to order at 7:36 p.m. by the Chairman.

Motion made by S. Farrick and second by B. Ingalls to amend the agenda and move Item No. 8.2 and 8.3 to the top of the agenda for discussion. Motion unanimously approved.

8.2 Review Job Description, Administrator and Field Agent – Joyce Okonuk, 1<sup>st</sup> Selectman presented the proposed job descriptions for the WPCA Field Agent and WPCA Administrator. The Commission reviewed the revisions and Brandon Handfield expressed interest in continuing to perform the duties of the WPCA Field Agent in conjunction with his duties as Public Works Director. An annual stipend of \$6,000 would be paid from the WPCA Salary Account which represents an estimate of 2 hours per week. J. Okonuk stated there was additional work to be done on the Workers Compensation piece for this appointment and this information would be provided at a later date. The appointment would be retroactive from July 1, 2015 through June 30, 2016.

With notice of the resignation given by the WPCA Administrator, J. Okonuk expressed appreciation and acknowledged the work of the WPCA Administrator from the early stages of construction to present and thanked her for her service. J. Okonuk will work on revising the job description as discussed and post the vacancy upon it's completion.

Moved by Y. Nsiah and seconded by B. Ingalls to appoint Brandon Handfield as WPCA Field Agent for the terms and salary agreed upon pending the revision of the job description, salary agreement and workers compensation language. Motion unanimously approved.

Moved by Y. Nsiah and seconded by B. Ingalls to tentatively approve the revised WPCA Administrator job description with a rate of pay \$15-20 per hour, 5 hours per week/20-24 hours per month, upon the Chairman's review and final approval. Motion unanimously approved.

8.3 Permit Reviews by P. Chester, Zoning Officer – The Building Official, Jason Nowosad and Phil Chester, Town Planner/ZEO are present. Concerns were expressed regarding the length of time permits were pending review by the WPCA for activity within the Amston Lake District and the lack of quorum at monthly meetings. Applications for sheds, decks and additions are being held up longer than the Building Official is allowed for his review. Staff requested permission to allow P. Chester, ZEO to review and determine whether an application required "formal" WPCA approval. If the activity falls outside of the WPCA Easement, can staff by-pass the WPCAs' review of the application and move it along the review process? The Commission agreed that any work outside of their Easement can by-pass the WPCA approval as long as the permit contains language stating "the property falls within Amston Lake District and any work within the WPCA Easement is prohibited." P. Chester will develop the language to be used on all future permits.

2.0 Public Comment – none

3.0 Approval of Regular Meeting Minutes, 5/20/15. Moved by S. Farrick and seconded by B. Ingalls to approve the 3/26/15 Regular Meeting Minutes as presented. Motion unanimously approved.

4.0 Correspondence – none

5.0 Field Agent's Report – none

6.0 Application Review – 58 West Island Beach, construction of master bedroom and bath. The Commission reviewed the application and building plans as presented. The building application was denied as per the WPCA Regulations, Article VI, Induced Growth. Induced growth in the Amston Lake District is not allowed and staff has been advised to inform residents/contractors that the addition of bedrooms is a prohibited activity.

The Commission agreed to allow "in-house" approvals by the ZEO for building permits pertaining to an activity outside of the WPCA Easement, excluding the addition of bedrooms, in order to move the review process along in a timely manner.

7.0 Old Business – none.

8.0 New Business/Action Items –

8.1 Discuss and Act on Evoqua 2015 Annual Service Contract proposal; review bioxide pricing for 2015-2016. Motion by B. Ingalls and seconded by S. Farrick to approve the Evoquo Annual Contract for 2015-2016 for O&M Services, \$275.00/month and the

biooxide pricing for 2015-16. Motion unanimously approved. The Administrator will contact T. Gagnat to request to extension of the current contract for 1 additional year and provide an update.

8.3 Review of spare parts list – B. Ingalls will be working with the Field Agent to create a supply inventory, quarterly maintenance log and purchase spare parts to include: check valves, compression fittings and assorted pipe.

8.4 Discuss and Act on USDA Loan Prepayment from Fund 236 Enterprise Fund - Assessment fees; loan analysis – Tabled to next Regular Meeting.

8.5 Discuss and Act on Penalty Fee for new connections – Tabled to next Regular Meeting.

8.6 Moved by B. Ingalls and seconded by S. Farrick to approve payment of invoices from Wentworth Septic Services, LLC, Invoice # 528, 7/2/2015, \$1504.00; Invoice #559. 8/17/2015, \$350.00. Motion unanimously approved. (Acct #235-5398)

9.0 Treasurer's Report – Reports were reviewed from Accounts #437, 235, 236 and submittal of bills for approval.

10.0 Topics for next Agenda – Request for Qualifications, spare parts; status of WPCA Administrator replacement, 2016 Meeting Schedule, re-appointments of commission members in 2016

11.0 Adjourn Regular Meeting – Moved by S. Farrick and seconded by B. Ingalls to adjourn the Regular Meeting at 9:16 p.m. Motion unanimously approved.

Respectfully Submitted By,  
Brenda Bennett, Administrator  
September 16, 2015(*Minutes are unapproved as of transcription date.*)