

Town of Lebanon
WATER POLLUTION CONTROL AUTHORITY
Lebanon Town Hall, Lower Level Conference Room
Thursday, December 17, 2015 – 7:30 p.m.

REGULAR MEETING
MINUTES

Members Present: Yaw Nsiah, Chairman, Bill Ingalls, John Bendoraitis, Steve Farrick

Absent: David Martin, James Key, Dave Hartley

Staff Present: Cheryl Ely-DeCarlo, WPCA Administrator

1. Call to Order: The Regular Meeting was called to order at 7:40 p.m. by the Chairman.
2. Public Comment – None
3. Approval of Regular Meeting Minutes, November 19, 2015 – Moved by J. Bendoraitis and seconded by S. Farrick to approve the November 19, 2015 minutes as presented. Motion unanimously approved.
4. Correspondence – C. Ely-DeCarlo presented an email received from Kevin Kelly Director of Public Works, Lebanon, CT requesting information on properties connected from Lebanon. Administrator will respond to this correspondence.
5. Field Agent's Report – None
6. Application Review – None
7. Old Business

7.1 Treasurer's Report – A copy of Treasurer's Report dated December 17, 2015, was provided by B. Ingalls. Accounts #437 and 235 were reviewed along with bills submitted for payment. WPCA Usage Revenue Summary 2015 was reviewed.

8. New Business / Action Items

8.1 Discuss and Act on Proposed 2016 WPCA budget – B. Ingalls distributed copies of Account #437, Water Pollution Control and proposed budget for 2016-2017. Line items were reviewed and discussed. Total WPCA meetings for 2016-2017 was changed from 20 to 15; changing the line item for Salaries to \$1170. This change was also reflected in the total for Account #437 decreasing the total to \$6,370.

Moved by Y.Nsiah and seconded by B. Ingalls to accept the proposed 2016-2017 Account #437, Water Pollution Control budget with changes. Motion unanimously approved.

Proposed Fund 235 Enterprise Fund was reviewed and discussed. Town Engineer salary (\$5511) was removed and a corresponding increase was made to Misc. Svcs. Contractual in the amount of \$6,000. The amount of \$1,792 for Sanitarian was removed due to the change to Uncas Health District. Social Security/Medicare will be recalculated to reflect changes to the Town Engineer and Sanitarian line items. B. Ingalls also noted a reduction of \$20,000 to Operations & Maintenance based on a reduction of \$10,000 for Effluent Processing and \$10,000 for annual Grinder Pump Replacement Reserve contribution. S. Farrick moved and B. Ingalls seconded to accept Proposed Fund 235 Enterprise Fund as amended. Motion unanimously approved.

8.2 Discuss and Review Request for Proposal for Contract Field Agent – No RFPs were received to review.

8.3 Discuss and Review Request for Qualifications for emergency repair vendor – Tabled to next regular meeting.

8.4 Review of spare parts list – Tabled until Field Agent identified.

8.5 Discuss and Act on Penalty Fee for new connections – S. Farrick will work on a drafting a proposal outlining a process for connecting remaining properties.

9. Topics for next Agenda – Request for Proposal for Contract Field Agent, Reappointment of commission members in 2016.

Respectfully Submitted By,
Cheryl Ely-DeCarlo, Administrator
December 17, 2015 (*Minutes are unapproved as of transcription date.*)