

Town of Lebanon  
WATER POLLUTION CONTROL AUTHORITY  
Town Hall Lower Level  
Thursday, January 28, 2016 – 7:30 p.m.

## REGULAR MEETING MINUTES

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

Absent: David Martin

Staff Present: Cheryl Ely-DeCarlo WPCA Administrator

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

2.0 Public Comment – None

3.0 Approval of Regular Meeting Minutes - 12/17/2015. Moved by B. Ingalls and seconded by J. Bendoraitis to approve the 12/17/15 Regular Meeting Minutes as presented. Motion unanimously approved.

4.0 Correspondence – C. Ely-DeCarlo presented email from Eric Hess, F. R. Mahony & Associates containing information about providing grinder pump service for WPCA. Also presented were invoices received from Water Resource Technologies dated 1/9/2016 and 1/12/2016 and an invoice received from Yantic River Consultants, LLC. dated 1/28/2016 in the amount of \$620.70. Moved by B. Ingalls and seconded by Dave Hartley to approve payment of invoice #1100004-1 dated 1/28/2016 in the amount of \$620.70 from Yantic River Consultants, LLC. Motion unanimously approved.

5.0 Treasurer's Report - B. Ingalls presented Treasurer's Report dated January 28, 2016. B. Ingalls explained how to repay the USDA Loan using only Ent. 236 – Assessment Revenues. The recommended approach requires making a standard 40-year payment each January and maximizing return excess revenues accrued in the PA Reserve. WPCA approved a standard 40 year loan payment in January 2016 at the January 7, 2016 Special Meeting. An investment proposal for Paid Assessment (PA) Reserve was discussed. This topic tabled while information is gathered on alternatives.

6.0 – WPCA 2016 Budget - WPCA 2016 budget was approved during

WPCA Special Meeting held January 7, 2016. B. Ingalls submitted WPCA 2016 Budget for account #437 to the Town of Lebanon, Director of Finance, along with “information only” sheets for Ent. 235 and Ent. 236.

7.0 WPCA Vacant Field Agent Position - No RFPs were received. WPCA will continue to work on obtaining a field agent to fill vacant position.

8.0 Grinder Pump Maintenance Contract – A date of March 2016 was set to begin preparation of a request for proposal (RFP) for the upcoming grinder pump maintenance contract that expires June 30, 2016. Solicitation of bids would be anticipated in late March or April.

9.0 Reappointment of Commission members in 2016 - Commission members will be contacted to confirm that they are interested in serving another term.

10.0 Topics for next Agenda - WPCA Field Agent vacant position, Grinder Pump maintenance contract, Reappointment of Commission members in 2016, Penalty Fee for new connections.

11.0 Adjourn Regular Meeting - Moved to adjourn by S. Farrick and seconded by J. Bendoraitis to adjourn the Regular Meeting at 8:28 p.m. Motion unanimously approved.

Respectfully Submitted By,  
Cheryl Ely-DeCarlo, Administrator  
January 28, 2016 (Minutes are unapproved as of transcription date.)