

Town of Lebanon  
WATER POLLUTION CONTROL AUTHORITY  
Town Hall Lower Level  
Thursday, February 25, 2016 – 7:30 p.m.

REGULAR MEETING MINUTES

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

Absent: David Hartley

Staff: Cheryl Ely-DeCarlo – Absent

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

2.0 Public Comment – None

3.0 Minutes

3.1 Approval of Regular Meeting Minutes - 1/28/2016. Moved by J. Bendoraitis and seconded by S. Farrick to approve the 1/28/2016 Regular Meeting Minutes as presented. Motion unanimously approved.

4.0 Correspondence

4.1 WPCA received an email from member Dave Martin indicating his resignation from the WPCA Committee. Chairman Nsiah sent a note of thanks to Dave for his work on the committee.

5.0 Financials

5.1 Treasurer's Report – B. Ingalls presented the Treasurer's Report providing an update on Accounts 235, 236 and 437. Two invoices were submitted for payment; Knapp Engineering in the amount of \$380.00 and Evoqua for 1800 gals of bioxide. Invoice was received from Wentworth Septic Services in the amount of \$600.00 for work performed at pumping valve station. S. Farrick moved to approve invoice for payment. Motion seconded by B. Ingalls. Motion approved unanimously to pay invoice from Wentworth Septic Services in the amount of \$600.00.

5.2 Strategy for USDA Loan Repayment – Discussion was held to determine best possible option for repayment of USDA Loan; 20 years vs. 40 years. WPCA will continue to investigate and evaluate options for repayment of USDA loan.

5.3 Investment of Funds – A lengthy discussion was conducted on possible investment options for Paid Assessment (PA) Reserve. This topic was tabled while additional information is gathered and legal advice is obtained to determine legality for investing these funds.

- 5.4 Purchase of WPCA Laptop – C. Ely-DeCarlo provided an estimate of \$866 for the purchase of a laptop for WPCA. J. Bendoraitis noted cost of obtaining MS Office Suite to install on laptop is \$208 a year. Y. Nsiah moved to approve purchase of laptop (\$866) and MS Office Suite software (\$208) for a total expenditure of \$1,274.00. B. Ingalls seconded. Motion approved unanimously.

## 6.0 New Business

- 6.1 Completion of CT DEEP Authorized Reported Application – S. Farrick explained report needs to be completed and contact name provided to the State of Connecticut in the event there is a break or discharge from the system resulting in an impact on the environment. S. Farrick will provide requested information to the CT DEEP.

## 7.0 Old Business

- 7.1 Vacant WPCA Field Agent Position – No RFP's were received. J. Bendoraitis suggested the Building Inspector for the Town of Lebanon as a possible replacement to fill the vacant WPCA Field Agent position. Chairman Nsiah recommended the Building Inspector submit an RFP to the WPCA if interested in the position. J. Bendoraitis volunteered to contact the Building Inspector and request he submit an RFP with rate schedule if he is interested in the vacant WPCA Field Agent Position.
- 7.2 Grinder Pump Maintenance Contract – S. Farrick will contact C. Ely-DeCarlo to provide copy of current contract. S. Farrick will review existing contract and 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.
- 7.3 Reappointment of Commission members in 2016 – Y. Nsiah moved to approve J. Bendoraitis and B. Ingalls for reappointment to the WPCA Committee. S. Farrick seconded motion. Motion passed unanimously. C. Ely-DeCarlo will notify Linda McDonald to add reappointments to the WPCA Committee to the next Board of Selectmen's Meeting for approval.

## 8.0 Topics for next Agenda

- 8.1 Strategy for USDA Loan Repayment, Investment of Funds, WPCA Field Agent vacant position, Grinder Pump maintenance contract, Penalty Fee for new connections.

## 9.0 Adjourn Regular Meeting

- 9.1 Moved to adjourn by Y. Nsiah and seconded by J. Bendoraitis to adjourn the Regular Meeting at 8:55 p.m. Motion unanimously approved.

Respectfully Submitted By,  
Cheryl Ely-DeCarlo, Administrator  
February 25, 2016 (Minutes are unapproved as of transcription date.)