

**Town of Lebanon**  
**WATER POLLUTION CONTROL AUTHORITY**  
**REGULAR MEETING**  
Town Hall – Lower Level  
Thursday, December 14, 2017 – 7:00 PM

MINUTES

Members Present: Chairman, C. Morris-Scata, Treasurer, J. Bendoraitis,  
S. Farrick, H. Anderson

Members Absent: D. Hartley

Staff Present: J. Nowosad, Field Agent, C. Ely-DeCarlo, WPCA Administrator

- 1.0 Call to Order Regular Meeting – C. Morris-Scata, Chairman, called the meeting to order at 7:00 p.m.
- 2.0 Minutes  
Discuss and Act Upon:
  - 2.1 Approving the Minutes from the November 16, 2017 Regular Meeting – J. Bendoraitis moved to approve the minutes from the November 16, 2017 Regular Meeting. H. Anderson seconded. Motion unanimously approved.
- 3.0 Correspondence – WPCA Administrator, C. Ely-DeCarlo, noted receipt of email from Joyce Hoffman regarding WPCA Tax Sale Loss. J. Bendoraitis explained the amount written off (total \$2,537.24) due to a shortfall at the June 8, 2017 tax sale. Property location, 71 Lakeview Drive.
- 4.0 Field Agents Report
  - 4.1 Service Issues – J. Nowosad noted there were no major service issues. Most of the activity is construction related.
  - 4.2 Manholes Located at Amston Lake – C. Morris-Scata noted that we have been discussing roads/manholes since April. J. Nowosad explained that WPCA went out to bid and received two bids (\$9,250 and \$7,725). It was determined to hold off on acceptance of bids to review scope of work. A discussion was conducted on reasons for the delay. It was also noted that J. Nowosad had previously stated he had concerns over two manholes that might be problematic in the spring. Further discussion was put on hold until Jay Tuttle is present to discuss his findings. S. Farrick stated he reviewed specs for original work performed and there was little detail available. J. Nowosad noted that now, after a snow storm, is a good time to drive through the roads at the lake to see road conditions. C. Morris-Scata noted that it was stated in previous meetings that there are 40 depressions. Jason explained the reason for some of the depressions. C. Morris-Scata noted we will do our part to maintain our system. This topic will be added to the next agenda for further discussion.

4.3 Street Repairs – J. Nowosad noted that J. Tuttle has obtained additional numbers (costs) for street repairs and will present this information at a future meeting.

4.4 Storm Preparedness – (See 7.1 Below)

## 5.0 Financials

5.1 Treasurer's Report – WPCA Treasurer, J. Bendoraitis, presented the Treasurer's Report providing members with the financial activity in Accounts 235, 236, and 437. J. Bendoraitis also reviewed the Effluent Processing Report.

5.2 Invoices Received

5.2.1 F. R. Mahony invoices – No invoices were received from F. R. Mahony.

5.2.2 Other Invoices – C. Ely-DeCarlo noted receipt of invoice with charges for WPCA legal notices published in the Norwich Bulletin in the amounts of \$476.92 and \$281.72, totaling \$758.64. J. Bendoraitis moved to approve payment of invoice with charges for WPCA legal notices published in the Norwich Bulletin totaling \$758.64. C. Morris-Scata seconded. Motion unanimously approved.

## 6.0 New Business

Discuss and act upon:

6.1 USDA Loan Repayment – J. Bendoraitis provided members with a USDA Loan Analysis explaining options for repayment of loan with additional principal payments. A brief discussion was held. S. Farrick moved to authorize an additional \$100,000.00 principal payment on top of the loan payment of \$203,384 for the FY 2018 USDA loan repayment.

6.2 2018-2019 WPCA Budget – J. Bendoraitis provided members with a proposed WPCA budget for 2018-2019. A discussion was held on information presented and members provided their suggestions and recommendations. J. Bendoraitis will incorporate recommended changes and present the revised proposed 2018-2019 budget at the next WPCA meeting.

## 7.0 Old Business

Discuss and act upon:

7.1 Communication to Amston Lake Sewer District Residents

7.1.1 New Rates – Article 8 Changes – C. Ely-DeCarlo provided members with a draft letter to Amston Lake Sewer District Residents explaining new rates and changes to Article 8 of the Regulations for use of the Lebanon Municipal Sewer System. An updated copy of the Banned Items List was also provided.

7.1.2 Storm Preparedness – C. Ely-DeCarlo and J. Nowosad provided members with a draft copy of a survey to be provided to residents in the Amston Lake Sewer District. J. Nowosad explained the information collected in this survey will be used to assist the Field

Agent during/after storms and allow WPCA to provide proper service to those residents who need service. Members provided their suggestions and recommendations to improve the survey. These changes will be incorporated and a final copy will be emailed to WPCA members for approval. J. Bendoraitis moved to include the letter to residents, banned items list and survey with the tax bills. H. Anderson seconded. Motion unanimously approved.

8.0 Topics for Next Agenda – Standard topics, Manholes, Street Repairs, 2018-2019 Budget

9.0 Adjournment – C. Morris-Scata moved to adjourn the meeting at 8:18 p.m. Motion seconded by S. Farrick. Motion unanimously approved.

Respectfully Submitted,  
Cheryl Ely-DeCarlo, Administrator  
Water Pollution Control Authority

Please see the minutes of subsequent meeting for the approval of these minutes and any corrections hereto.