

**Town of Lebanon
WATER POLLUTION CONTROL AUTHORITY
REGULAR MEETING
Town Hall – Upper Conference Room
Thursday, March 22, 2018 – 7:00 PM**

MINUTES

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

Members Absent: D. Hartley

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

- 1.0 Call to Order Regular Meeting – C. Morris-Scata, Chairman, called the meeting to order at 7:05 p.m.
- 2.0 Correspondence – C Ely-DeCarlo presented copy of an email received from G. Lyon. A discussion was held on the contents of the email. Chairman C. Morris-Scata will provide a response to the customer after reaching out to J. Hoffman, Tax Collector. C. Ely-DeCarlo will assist with drafting a response.

J. Bendoraitis noted that 6 Deepwood Drive had presented him with a question concerning payment of sewer charges relative to another property at Amston Lake. J. Bendoraitis provided a response to the customer and no further action is required.

C. Morris-Scata reviewed a letter that was sent T. Gaignat, Evoqua, from WPCA regarding maintenance and monitoring service reports for the Amston Lake Bioxide Station and T. Gaignat's reply. The February Odor Control Report for Amston Lakes provided by Evoqua was also reviewed. A discussion was held on bioxide usage and remote monitoring. J. Nowosad stated there is no other monitoring being performed other than the quarterly monitoring by Evoqua. Next Evoqua quarterly report should be received in May. Administrator will send a reminder to Evoqua. J. Bendoraitis noted that WPCA may be over budget by approximately \$2,000 if the bioxide usage continues at this rate. C. Morris-Scata noted that WPCA may want to revisit remote bioxide monitoring.

- 3.0 Minutes
Discuss and Act Upon:

Approving the Minutes from the January 26, 2018 Regular Meeting. J. Bendoraitis moved to approve the minutes from the January 26, 2018 Regular Meeting. H. Anderson seconded. Motion unanimously approved.

- 4.0 Field Agents Report
Discuss and Act Upon:

- 4.1 Service Issues

- 4.1.1 F. R. Mahony Service Call(s) – J. Nowosad noted storm related service issues including 501 Deepwood Drive and 6 Deepwood Drive. Problems were resolved after the storm with no F. R. Mahony

charges incurred since J. Nowosad, WPCA Field Agent, handled these storm related service calls. C. Ely-DeCarlo provided a copy of an email received from F. R. Mahony regarding a service call issue for a customer at Amston Lake. The email was reviewed and a discussion was held. J Bendoraitis questioned if a response to the customer was in order. C. Morris-Scata noted that other towns do not respond to storm related issues immediately; some have specified times for reporting to storm related issues. C. Ely-DeCarlo will contract F. R. Mahony to determine the exact nature of the service problem that occurred for this customer. A determination will be made at that time as to what action should be taken (if any).

CM Scata also shared a letter from P. Hughes, Marlborough Town Planner, regarding emergency procedures for grinder pump issues. J. Nowosad noted that Lebanon WPCA has two generators and one whip cord for him to use and stated that in-house people could be used in emergency situations. J. Nowosad also noted that he only serviced five customers during the last major storm. J. Bendoraitis noted WPCA could also post information on the Town website for an impending storm. J. Nowosad noted that the Building Department has the capacity to pull a Generator Report for addresses at Amston Lake.

4.2 Manhole Repairs at Amston Lake – Nothing to Report

4.3 Sewer Functioning (Flow Rate) and Evoqua Technician's Report – This item was discussed above.

5.0 Financials

5.1 Treasurer's Report – J. Bendoraitis presented the Treasurer's Report reviewing financial activity in Accounts 235, 236, and 437. The Effluent Processing Report was also reviewed. J. Bendoraitis also provided a review of salaries charged to WPCA.

5.2 Invoices Received

5.2.1 Invoices Received – J. Bendoraitis presented the following invoices from F. R. Mahony for approval: **Invoice #SL7030-IN** dated 1/26/2018 in the amount of \$850.00, **Invoice #SL7768-IN** dated 3/6/2018 in the amount of \$850.00, **Invoice #SL7972-IN** dated 3/12/2018 in the amount of \$850.00, and **Invoice #SL8068-IN** dated 3/15/2018 in the amount of \$850.00. S. Farrick moved approve Invoice #SL7030-IN, Invoice #SL7768-IN, Invoice #SL7972-IN and Invoice #SL8068-IN. H. Anderson seconded. Motion unanimously approved.

5.2.2 Other Invoices – Other invoices-No other invoices were presented for approval.

5.3 2018-2019 WPCA Budget – J. Bendoraitis stated the 2018-2019 WPCA Budget was submitted.

5.4 USDA Loan Reporting Requirements- C. Ely-DeCarlo provided information for 2016 USDA Loan Reporting Requirements and will assist C. Morris-Scata with the completion of USDA Loan Reporting Requirements for 2017 and 2018. C.

Morris-Scata noted that the Department of Energy and Environmental Protection does not require Lebanon WPCA to have an Emergency Action Plan (EAP), however, USDA may require this information. Existing EAP will require review and updating.

6.0 New Business

Discuss and act upon:

- 6.1 WPCA Application for Sewerage Connection – 15 Cove Road- C. Ely-DeCarlo presented an Application for Sewer Connection received from customer at 15 Cove Road. J. Nowosad provided additional information on this property and application. C. Morris-Scata approved application.
- 6.2 2016-2017 Annual Report – WPCA Submission – A discussion was held on the option of WPCA publishing delinquent user fee payments in the 2016-2017 Annual Report. J. Bendoraitis stated that the window for submission may still be open if WPCA so desired to include this information. After a brief discussion, the consensus of the Board was to publish WPCA delinquent user fee payments in the 2016-2017 Annual Report.
- 6.3 Map 104 Lot 6 Deepwood Drive – G. Vitkovskis – J. Nowosad noted that this is a lot and house plans have been submitted. The property can qualify for a septic system-owner must hook up to the sewer system. No further action is necessary.
- 6.4 Contracts – Tabled to next meeting
 - 6.4.1 Evoqua
 - 6.4.2 F.R. Mahony
- 6.5 Emergency Plan Procedures – Tabled to next meeting
- 6.6 Member Reappointments – J. Bendoraitis moved to recommend to Board of Selectmen for reappointment to the WPCA Board; H. Anderson, D. Hartley and S. Farrick. C. Morris-Scata seconded. Motion unanimously approved. J. Bendoraitis stated that he provided a letter to Chairman, C. Morris-Scata, resigning from the Commission effective June 1, 2018.

7.0 Old Business

Discuss and act upon:

- 7.1 Communications to Amston Lake Sewer District Residents to be Mailed with Tax Bills – C. Ely-DeCarlo stated the letter notifying customers of new rates and Article 8 changes along with Grinder Pump Banned Items List and Storm Preparedness Survey were mailed with tax bills.

8.0 Topics for Next Agenda – Standard topics, Emergency Action Plan (5-year certification), Contracts with Evoqua and F. R. Mahony, Appointment of Treasurer, Manhole Covers (Road Repairs)

9.0 Adjournment – J. Bendoraitis moved to adjourn the meeting at 8:55 p.m. Seconded by C. Morris-Scata. 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.