

Town of Lebanon
WATER POLLUTION CONTROL AUTHORITY
Town Hall – Lower Level Conference Room
Regular Meeting
Thursday, July 26, 2018 – 7:00 PM

MINUTES

Call to Order – Chairman C. Morris-Scata called the meeting to order at 7:02 p.m. Members Present: Chairman, C. Morris-Scata, Treasurer, S. Farrick, Gregg Lafontaine
Absent: D. Hartley, H. Anderson

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

1. USDA Reporting Requirement
Discuss and Act Upon:

- 1.1 Emergency Action Plan – C. Morris-Scata introduced Diane Johnson from Atlantic States Rural Water & Wastewater Association. D. Johnson stated that the USDA Emergency Action Plan (EAP) and Vulnerability Assessment (VA) is coming due and that her job is to assist with the completion of EAP and VA. D. Johnson has been working with C. Morris-Scata and will review, clean up, finalize, and return the forms to C. Morris-Scata for submission. The next EAP & VA will be due in three years. C. Morris-Scata noted that G. Lafontaine had recommended, at a previous meeting, that WPCA have a manual. This manual will include policies and procedures to be followed and pertinent information regarding Town of Lebanon WPCA such as the EAP and VA. The manual will be available to all Board members. D. Johnson will also share procedures from other towns that might assist the Town of Lebanon WPCA.

C. Morris-Scata stated that she had participated in required training provided by the State of CT. D. Johnson will notify C. Morris-Scata of additional training that might be available for members.

S. Farrick asked, “what is an emergency?” D. Johnson responded that it could be weather related, hazardous materials in system, etc. C. Morris-Scata noted that state requires anything that happens with the main trunk, such as sewerage spills outside manhole covers, be reported. C. Morris-Scata noted there is a two-hour reporting form and a five-hour reporting form. Minor issues must be reported within two hours. S. Farrick noted that different items require different reporting requirements and that some clarity is needed on what is required specifically for Town of Lebanon WPCA. C. Morris-Scata stated that with the Sewerage Right to Know Act WPCA needs to follow the state requirements. One main question is, “did the spill reach a waterway?” Ms. Morris-Scata will contact CT DEEP regarding types of incidents that need to be reported for further clarification regarding the 2-hour and 5-day report. D. Johnson will also obtain clarification. J. Nowosad noted a recent backup that was fixed without any spillage to report. The blockage was pumped out and the issue was corrected.

S. Farrick summarized that WPCA needs clarification on reporting requirements. C. Morris-Scata indicated that she had asked to DEEP whether a

small town like ours needed to make incident reports because we are part of a larger system (Joint Facilities) and therefore perhaps only needed to inform the Superintendent and Administrator in East Hampton. C. Morris-Scata was told that all municipalities/WPCAs had to take the training and were required to report. Every town will have its own ArcGIS map once the system is on board.

C. Morris-Scata requested notification from J. Nowosad of all problems to the main line, especially those requiring pump outs.

1.2 Vulnerability Assessment – Discussed above.

2. Correspondence

Discuss and Act Upon Correspondence Received – C. Ely-DeCarlo indicated no correspondence was received.

3. Minutes

Discuss and Act Upon:

3.1 Approving the Minutes from June 7, 2018, Special Meeting – S. Farrick moved to approve the minutes from the June 7, 2018, Special Meeting. G. Lafontaine seconded. Motion unanimously approved.

4. Field Agents Report

Discuss and Act Upon:

4.1 Service Issues

4.1.1 F. R. Mahony Service Call(s) – Field Agent, J. Nowosad stated that he received a call from 43 Lakeview Heights with an active grinder pump alarm. He visited the site and was able to resolve the issue. There was no F. R. Mahony service call required for this issue.

4.1.2 Other Service Issues – J. Nowosad indicated that there was a blockage on Ryan Terrace. An attempt was made to vacuum out the blockage. J. Nowosad contacted F. R. Mahony to discuss the situation. J. Nowosad also contacted Mike Ruef, Waste Water Treatment Plant Operator, Coventry for his input. J. Nowosad indicated that he reviewed the Amston Lake Sewer Map to determine low spots in the line. Once the location of the block was identified, the road was cut open and the blockage was pumped out. A pump truck was used to pump blockage. Lesson learned from this situation: regular maintenance would be beneficial to prevent future blockages. C. Morris-Scata asked what was the source of the problem that caused the blockage. J. Nowosad indicated that the blockage was black and white sand that was causing the blockage which could be from the wells. There may not be high enough use to keep things flowing. J. Nowosad stated that regular maintenance is necessary to avoid this type of issue. Every line may not need maintenance; however, focus should be on those line identified as problem areas.

J. Nowosad presented the following information that should be considered when identifying locations requiring maintenance:

- Sunset Drive– 15' rise, little use
- Lakeview Heights – all down-hill, no catch spots
- Wildwood Drive – no dips
- Park Road – 8' deep

- West Island Beach Road – no major dip, high flow
- Scanlon Terrace – no major dip
- Bush Road – down Hill
- Louise Road – all down hill
- Catherine Street – all down hill
- Island Beech Road – 10' dip
- West Woodland Drive – 12' dip
- Woodland Drive – 10' dip (flush this year)
- Beech Road – 5' dip (low flow)
- Ledge Road – all down hill
- Ryan Terrace – 2 spots to clean out, dips and low flow
- Kelly's Corner – 18' rise, low flow
- Manion Lane – straight down hill
- End of Deepwood Drive – mostly year round
- Spafford Road – all downhill, plenty of flow

S. Farrick noted that the cost of the Ryan Terrace blockage was approximately \$7,100.00 - 8,000. C. Morris-Scata asked if Lebanon WPCA was on a maintenance schedule with Joint Facilities. J. Nowosad indicated that we are not on any maintenance schedule.

First Selectman, Betsy Petrie introduced herself and indicated that she spoke to Brandon Handfield regarding the maintenance issue. Brandon noted that there are low points in the system. It was his recommended (prior to him leaving) that WPCA have a maintenance schedule. B. Petrie noted that it would be her recommendation to contract it out. S. Farrick stated he did remember having conversations with B. Handfield addressing this problem.

J. Nowosad noted that WPCA needs to have a maintenance schedule. F. R. Mahony does have pumps. WPCA does not have the requirements in house, nor the equipment. S. Farrick noted that WPCA needs to solicit for this maintenance contract. C. Morris-Scata also stated that there are people in the area that may be interested in this job. J. Nowosad stated that the first step is identifying those locations needing maintenance; recommending that ALL areas be flushed this year. This work will be performed by a sub-contractor. G. Lafontaine stated that once we have a proposed plan in place, then we may be able to come up with an estimate of cost and add it to the budget.

S. Farrick noted that it might not be a bad idea to get another opinion to review maintenance locations to confirm that we are performing all the proper maintenance. G. Lafontaine noted that unless the person identified knows the system, there would be a period required to transfer information. J. Nowosad indicated that Fuss & O'Neil left without any instructions and/or advice regarding maintenance. Fuss & O'Neil's viewpoint was that no maintenance was required for this system since there is limited population and minimum use. C. Morris-Scata will reach out to Joint Facilities to obtain information on maintenance requirements. S. Farrick noted B. Handfield is also a resource to review a proposed maintenance plan. C. Morris-Scata noted Marlborough, CT has a similar system. J. Nowosad noted they have not had any problems to date. Again, this is a "use" problem.

J. Nowosad will come up with a maintenance plan (spreadsheet) and will send it to WPCA members.

C. Morris-Scata requested that Field Agent J. Nowosad summarize an issue when a problem arises. D. Johnson will send forms that other towns use to C. Morris-Scata.

4.2 Manhole Repairs at Amston Lake – J. Nowosad stated that shimming has been completed at the Amston Lake area. Chip sealing has not been completed.

5. Financials

Discuss and Act Upon:

5.1 Treasurer's Report – S. Farrick reviewed Lebanon WPCA Effluent Processing, and Accounts 437, 229, 235, and 236.

5.2 Invoices Received (Mahoney, Evoqua, Others) – S. Farrick noted one invoice received from the Town of Hebron had a multiplication error. The difference will be deducted from the next Town of Hebron invoice.

The following invoices were present for payment from F. R. Mahony:

- FR Mahony Invoice SL10036-IN, dated 6/6/2018 in the amount of \$850.00 for service at 28 Manion Lane
- FR Mahony Invoice SL11083-IN, dated July 16, 2018 in the amount of \$850.00 for service at 98 Ryan Terrace
- FR Mahony Invoice SL11029-IN, dated July 12, 2018 in the amount of \$850.00 for service at 104,107, and 108 Ryan Terrace
- FR Mahony Invoice SL 71218-IN, dated July 13, 2018 in the amount of \$850.00 for service at 114 Ryan Terrace

A discussion was held on the invoices presented. S. Farrick moved to pay F.R. Mahony (4) invoices at \$850.00 each as listed above. G. Lafontaine seconded. Motion unanimously approved.

Invoice received from Wentworth Septic in the amount of \$4,602.50, dated July 24, 2018 (Ryan Terrace July 10th blockage) was presented. J. Nowosad verified invoice as accurate. S. Farrick moved to pay Wentworth Septic invoice in the amount of \$4,602.50 dated July 24, 2018. G. Lafontaine seconded. Motion unanimously approved.

A brief discussion was held on costs for the Ryan Terrace blockage. C. Morris-Scata questioned the requirement for contractors to maintain a \$25,000 bond. S. Farrick noted the bond requirement was originally for new installs so that any damage to WPCA line(s) would be covered. S. Farrick also stated that solicitation(s) should include some type of bonding to cover any damages to our system. A discussion was held on the need to require bonds. S. Farrick suggested that we may want to prequalify contractors with bonds. J. Nowosad stated that might not be a bad idea in emergencies. It would be good to have procedures in place for emergencies. C. Morris-Scata noted this information will be included in our EAP & VA. J. Nowosad noted that Wentworth Septic does have bond for installs. C. Morris-Scata stated we need consistency with the bond process.

6. New Business

Discuss and Act Upon New Business

6.1 Meeting Date for October 2018 – C. Morris-Scata requested a change to the meeting date in October to Thursday, October 11, 2018. C. Morris-Scata moved to change meeting date for the October WPCA meeting to October 11, 2018. S. Farrick seconded. Motion unanimously approved.

- 6.2 C. Morris-Scata moved to add WPCA Sewer Application received from 461 Deepwood Drive to the agenda. S. Farrick seconded. Motion unanimously approved. A discussion was held on this application. C. Morris-Scata approved application.

7. Old Business
Discuss and Act Upon Old Business
 - 7.1 Contracts
 - 7.1.1 Evoqua – Contracts – A discussion was held on options presented by Evoqua for the 2018-2019 bioxide contract. G. Lafontaine suggested that we leave the current service visits of four times a year and consider options for the future. S. Farrick moved to approve the new contract with Evoqua as per email of July 3, 2018 from Evoqua, keeping four service visits per year with a chemical charge of \$2.70 per gallon. G. Lafontaine seconded. Motion unanimously approved.
 - 7.2 52 Lakeview Heights – J. Nowosad will follow up with DPW regarding removal of rocks.
 - 7.3 August Mailing to Amston Lake Residents – C. Ely-DeCarlo presented a quote for sending out a mailing to Amston Lake Sewer System residents. Proposed mailing will include procedures for shut down on one side and prohibited items on the other side. A discussion was held on the mailing. C. Morris-Scata will work with WPCA Administrator to finalize letter to Amston Lake Residents.
8. Topics for Next Agenda – Maintenance Plan, Incident Report Format, Standard Topics, Standard Operating Procedures, Bioxide Usage/Review, Mailing to Residents
9. Adjournment – C. Morris-Scata moved to adjourn the meeting at 8:50 p.m. S. Farrick seconded. Motion unanimously approved.

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