

**Town of Lebanon**  
**WATER POLLUTION CONTROL AUTHORITY**  
Town Hall – Lower Level Conference Room  
Regular Meeting  
Thursday, October 11, 2018 – 7:00 PM

**MINUTES**

1. Call to Order – Chairman C. Morris-Scata called the meeting to order at 7:03 p.m.  
Members present: Chairman C. Morris-Scata, S. Farrick, Treasurer, G. Lafontaine, H. Anderson,

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

Absent: D. Hartley

2. Correspondence  
Discuss and Act Upon Correspondence Received – C. Ely-DeCarlo presented an email received from Evoqua Water Technologies regarding the Amston Lake Bioxide Station VDLT Unit (screen and keyboard) which are malfunctioning and require replacement. The email stated that replacement of these items would cost approximately \$1500.00 which includes the technician time to install. J. Nowosad stated that he visited the Bioxide Station and noted that the screen is broken. However, he was unable to verify the keyboard since the screen is not working. S. Farrick requested that we obtain a further breakdown of costs for replacing these items. H. Anderson moved to obtain breakdown of cost from Evoqua and proceed with replacement of the screen and keyboard. S. Farrick Seconded. Motion unanimously approved.
3. Minutes  
Discuss and Act Upon:
  - 3.1 Approving the Minutes from September 27, 2018, Regular Meeting – H. Anderson moved to approve the minutes from the September 27, 2018 Regular Meeting. G. Lafontaine seconded. Motion approved 3-0. S. Farrick abstained.
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, noted F. R. Mahony was called out one time this month. J. Nowosad was not involved with the call.
    - 4.1.2 Other Service Issues – J. Nowosad indicated there were no other service issues to report.
    - 4.1.3 Flushing Schedule & Costs – J. Nowosad reviewed flushing schedule with members and is currently working on obtaining costs for this project. J. Nowosad stated he received input from B. Handfield suggesting that flushing be done on a more frequent schedule than indicated in the proposed flushing schedule. A brief discussion was held on the flushing schedule and associated costs. J. Nowosad will continue working on obtaining costs for this initiative.

5. Financials

Discuss and Act Upon:

- 5.1 Treasurer's Report – Treasurer S. Farrick provided members with a copy of the Invoice Approval Summary Report. A review of invoices paid was conducted. S. Farrick also provided members with a copy of the Effluent Processing Report. A discussion was held on sewer usage as reported. Reports were provided for Accounts 235, 236, and 437 and activity in each of these accounts was reviewed.
- 5.2 Invoices Received (Mahoney, Evoqua, Others) – No other invoices were presented for approval.

6. New Business

Discuss and Act Upon New Business

- 6.1 Evoqua Replacement Parts for VDLT Unit (Screen & Keyboard) – Discussed above under Correspondence Received.
- 6.2 Magnetic Meter Replacement – J. Nowosad looked at a couple different manufacturers/contractors, however, was unable to find one that might be able to assist with replacement and install. J. Nowosad contacted Joint Facilities for recommendations. Joint Facilities suggested New England Instrument. J. Nowosad contacted New England Instrument to see if they would be able to install/calibrate the magnetic meter. He left a message requesting a return call and has not yet received a response. C. Morris-Scata stated that Joint Facilities has been helpful in the past. S. Farrick asked if we are looking to replace the unit. J. Nowosad stated he is looking to obtain a new magnetic meter which is his preference. This is depending on replacement costs.
- 6.3 Hebron WPCA Meeting November 13, 2018 – C. Morris-Scata stated that K. Kelly from Hebron confirmed that he will be adding Lebanon WPCA to the Hebron WPCA Meeting scheduled to be held on November 13, 2018. C. Morris-Scata suggested a question for Hebron WPCA may include how they go about estimating charges when meter is not working. S. Farrick noted Hebron WPCA should be advised, as they come up with their budget on a yearly basis, Lebanon WPCA would like to be part of the process and be invited to the budget meeting to provide input during the budget (rate setting) process. S. Farrick noted Lebanon WPCA should inform Hebron WPCA that we are going to replace the flow meter at the Amston Lake Bioxide State and we are going to use a vendor suggestion by Joint Facilities. Additionally, since Hebron WPCA can change rates as problems arise, a discussion item might be, what do you (Hebron WPCA) have planned that may affect Lebanon WPCA. G. Lafontaine suggested notifying Hebron of the flushing process coming up, so Hebron WPCA is aware of this activity. A brief discussion was held on the budget process used by Hebron WPCA and the various expense items that are included in the calculation.
- 6.4 Atlantic States 2018 CT Conference & Trade Show – C. Morris-Scata presented information on the Atlantic States 2018 CT Conference & Trade Show and discussed benefits for having J. Nowosad attend this conference and trade show. C. Morris-Scata noted that this may be an organization that we could join in the future. C. Morris-Scata moved to approve sending J. Nowosad to the Atlantic States 2018 CT Conference & Trade Show. H. Anderson seconded. Motion unanimously approved.
- 6.5 71 Lakeview Heights Application – C. Ely-DeCarlo presented completed WPCA Sewer Application received from 71 Lakeview Heights. J. Nowosad provided members with information regarding this application. C. Morris-Scata approved the application. J. Nowosad noted that after the grinder pump installation at 71 Lakeview Heights, additional grinder pumps will need to be ordered.

6.6 Incident Reports – C. Morris-Scata presented examples of Incident Reports provided by D. Johnson from USDA. One example was a report being used by the Town of Litchfield and one was the State of CT By-Pass Report Form. C. Morris-Scata noted that the State of CT By-Pass Report Form might be the best report for the Town of Lebanon WPCA. All forms must be submitted electronically.

7. Old Business

Discuss and Act Upon Old Business

7.1 52 Lakeview Heights – J. Nowosad stated there was nothing to report.

8. Topics for Next Agenda – Flushing Maintenance Plan and Costs, Magnetic Meter Replacement Options, Review of Town of Hebron WPCA Meeting, F. R. Mahony & Evoqua Contracts, Review of Trade Show (Atlantic States Conference and Trade Show), Standard Topics.

9. Adjournment –S Farrick /moved to adjourn the meeting at 8:14 p.m. H. Anderson seconded. 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.