

Town of Lebanon

**WATER POLLUTION CONTROL AUTHORITY**

Regular Meeting

Lebanon Town Hall  
Upper Level Conference Room

Thursday, June 24, 2010 – 7:30 PM

**MINUTES**

Members Present: Jason Hofmann, Chairman  
Brandon Handfield  
David Benjamin  
Paul Oliver  
Al Wilder  
Absent: Yaw Nsiah, Vice Chairman  
David Martin  
Holli Pianka, Clerk

- 1.0 The meeting was called to order at 7:40 p.m. by Chairman Hofmann.
- 2.0 Approval of Minutes:
  - a) June 10, 2010 Regular Meeting Minutes. P. Oliver motioned, B. Handfield seconded, and members voted unanimously to approve the minutes as presented.
- 3.0 Public Comment: None.
- 4.0 Correspondence:
  - a) Chairman Hofmann has fielded many calls from engineering firms responding to the request for qualifications by phone and email. He has also been in contact with Norm St. Jean from the USDA and the WPCA application is being processed with the available information. Some items to be provided by Dave Martin are still outstanding.
- 5.0 Review Implementation Schedule Progress:
  - a) During a discussion of the current program status, Jason recommended advance cancellation of the July 8<sup>th</sup> regular meeting due to member's vacation schedules. All members agreed.
  - b) WPCA needs to initiate development of sewer regulations; Chairman Hofmann will contact WPCA's Attorney, Ed O'Connell to begin their development process.

6.0 Old Business:

Atlantic States will continue to monitor the USDA application process and offer assistance to the WPCA as needed.

6.1 Review RFQ:

WPCA received 9 bid packages from design/engineering firms which were initially reviewed during the meeting by the members present. Five best qualified bid packages were then split amongst the members for detailed review and reference checks. Schedule was discussed to have all reviews completed by July 22<sup>nd</sup> for the next regular meeting. Current plan is to establish review panel for August 5<sup>th</sup> to interview qualified bidders. Chairman Hofmann will coordinate the meeting set for Town Hall at 6:00 p.m. Goal is for contractor selection by August 12<sup>th</sup>.

7.0 New Business:

a) Bills:

Waller Smith and Palmer, \$165.00

Holli Pianka, \$93.75

Atlantic States, \$12,000.00

D. Benjamin motioned to pay all bills in the amount of \$12,258.75,

B. Handfield seconded. Vote: Approved unanimously.

- b) Chairman Hofmann noted the need for a WPCA phone number and answering machine to handle expected incoming calls. He will check into feasibility with Town Hall administrators. He also discussed the need for a WPCA administrator for which a job description will be required for discussion in early August.

8.0 Subcommittee Report ~ Funding: No report.

8.1 Subcommittee Report ~ Assessments: No report.

9.0 Treasurer's Report: No report.

10.0 Topics for next regular meeting:

- 1.0 Call to Order
- 2.0 Approval of the June 24, 2010 Regular Meeting Minutes
- 3.0 Public Comment
- 4.0 Correspondence
- 5.0 Review Implementation Schedule Progress
- 6.0 Old Business
- 6.1 Review RFQ
- 7.0 New Business
- 8.0 Subcommittee Report ~ Funding
- 8.1 Subcommittee Report ~ Assessments

- 9.0 Treasurer's Report
- 10.0 Topics for Next Agenda
- 11.0 Adjournment

11.0 Adjournment:

P. Oliver motioned, B. Handfield seconded, to adjourn the meeting at 9:00 p.m. Vote: Approved unanimously.

Respectfully Submitted,  
Albert Wilder, Acting Clerk  
June 28, 2010

*(Minutes are unapproved as of transcription date.)*