

Town of Lebanon
WATER POLLUTION CONTROL AUTHORITY
Regular Meeting
Lebanon Town Hall
Lower Level Conference Room
Thursday, January 12, 2012 – 7:30 PM

MINUTES

Members Present: Jason Hofmann, Chairman, Yaw Nsiah, Al Wilder, Dave Benjamin, David Martin,
Paul Oliver

Absent: Brandon Handfield

Also: Brenda Bennett, WPCA Clerk

1.0 Call to Order at 7:40 p.m. by the Chairman.

2.0 Approval of 12/8/12 Regular Meeting Minutes.

Moved by Y. Nsiah and seconded by P. Oliver to approve the 12/8/12 Regular Meeting Minutes.
Abstaining: D. Benjamin. Motion approved.

3.0 Public Comment – none.

4.0 Correspondence –

4.1 Email dated 12/18/11 from Noel H. Aube, 12 Spafford Drive. The minutes of the 12/8/11 Regular Meeting have been forwarded to Mr. Aube to help clarify the WPCA's position on the necessary approvals of the land use, building and health departments prior to granting a sewer lateral for this vacant parcel.

4.2 Email dated 1/12/12 from Administrative Assistant, Patti Handy regarding notification to Fire Marshal Scott Schuett when the construction will commence and if blasting permits will be required prior to construction. The WPCA clerk will reply to the email with a response that there will be no blasting on the project and a pre-construction meeting will be scheduled and the Fire Marshal will be notified of the date and time.

4.3 Email dated 1/9/12 from Phil Chester, Town Planner requesting that a Hubble Construction rep discuss the project at the next IWA meeting on February 6, 2012. The WPCA will contact field rep, Dave Smith at Fuss & O'Neill to coordinate his availability on this date.

4.4 Email dated 1/12/12 from Kurt Mailman, P.E., Fuss & O'Neill with attachment – Amendment #3 to Owner-Engineer Agreement. This will be on the January 26, 2012 agenda for further discussion.

5.0 Project Update –

The contract document has been signed with Hubble Construction to perform the sewer project and copies have been sent to USDA. The question arose as to whether DEEP will require a copy. A 'Limited Release' has been received from Mather Corporation as well as a check in the amount of \$5,000. The WPCA will schedule a pre-construction meeting to be held in February with approximately 40 attendees. Residents will be informed by either postcard or letter of the March 1st construction date.

6.0 Old Business –

6.1 Funding Sources – Peter Hutchins will be available at the January 26, 2012 WPCA Regular Meeting to discuss available funding to assist residents in sewer connections. A. Wilder has also been in contact with the State Small Cities Grant people and will continue discussions regarding grant funding availability.

7.0 New Business/Possible Action Item

7.1 Waller, Smith & Palmer, P.C. bill #47847 for services 10/31/11-11/28/11, \$2,355.00. Moved by D. Martin and seconded by Y. Nsiah to approve payment of Waller, Smith & Palmer, P.C. bill in the amount of \$2,355.00 with noted correction of Invoice #49061. Motion unanimously approved.

7.2 Fuss & O'Neill, Inc., Invoice #0153026 dated 11/21/2011 for services 9/25-10/29/11 totaling \$29,026.40. Moved by J. Hofmann and seconded by Y. Nsiah to approve payment of Fuss & O'Neill, Inc., Invoice #0153026 dated 11/21/11 in the amount of \$29,026.40. Motion unanimously approved.

7.3 2012-13 WPCA Budget – Moved by Y. Nsiah and seconded by D. Benjamin to approve the 2012-13 WPCA Budget with the addition of \$50,000 for Operation & Maintenance – Collection System with Town of Hebron for a total budget amount of \$79,692.00 to be submitted to the Board of Finance. Motion unanimously approved.

Moved by Y. Nsiah and seconded by J. Hofmann to amend the agenda and add (7.4) Discuss and Act upon up appointment of WPCA Collector of Revenue. Motion unanimously approved

7.4 Appointment of WPCA Collector of Revenue. Moved by D. Benjamin and seconded by P. Oliver for the WPCA to appoint the Tax Collector for the Town of Lebanon as the Collector of Revenue for the WPCA. Motion unanimously approved.

8.0 Treasurer's Report – none.

9.0 Topics for next agenda –

Review Annual O&M with Town of Hebron to allocate 1st payment in budget 2012-2013 for Collection System;

Review 1-year short term bond payment in 2012.

'Draft' Sewer Caveat for Amston Lake Sewer District to be forwarded to Attorney E. O'Connell for review.

Amendment #3 to Owner-Engineer Agreement from Fuss & O'Neill for consideration.

Funding sources with Peter Hutchins; regulations with attorney; status of Colchester Agreement; recording of easements on the land records prior to the start of construction.

10.0 Adjournment. Moved by Y. Nsiah and seconded by D. Martin to adjourn the Regular Meeting at 9:10 p.m. Motion unanimously approved.

Respectfully Submitted,

Brenda Bennett, Clerk

January 16, 2012

(Minutes are unapproved as of transcription date.)