

Town of Lebanon
WATER POLLUTION CONTROL AUTHORITY
REGULAR MEETING
Town Hall – Lower Level
Thursday, June 22, 2017 – 7:30 PM

MINUTES

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

Members Absent: D. Hartley, S. Farrick

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

- 1.0 Call to Order Regular Meeting – C. Morris-Scata, Chairman called the meeting to order at 7:35 p.m.
- 2.0 Public Comment – None to report
- 3.0 Minutes
Discuss and Act Upon:
 - 3.1 Approving the Minutes from the May 17, 2017 Special Meeting – J. Bendoraitis moved to approve the minutes from the May 17, 2017 Special Meeting. H. Anderson seconded. Motion unanimously approved.
- 4.0 Correspondence – Administrator C. Ely-DeCarlo noted receipt of an invoice from the Town of Hebron in the amount of \$6,336.95 for capital projects and an invoice from Waller, Smith and Palmer, P.C. in the amount of \$135.00 for legal services rendered.
- 5.0 Field Agents Report – J. Nowosad reported on the following:
 - 5.1 Service Issues –no service issues to report. There are still two grinder pumps on hand. J. Nowosad also discussed recommendation by F. R. Mahony that WPCA have a storage unit accessible for parts. Small parts are currently located at the old firehouse and grinder pumps and larger parts are located at the transfer station. One option might be to use the bioxide cage. J. Nowosad noted there is room in the bioxide cage which may be large enough to house a small locking job box. F. R. Mahoney could be provided combination to lock for access to parts. J. Nowosad will check on available space in bioxide cage and estimated cost of small locking job box.
 - 5.2 Manholes located at Amston Lake – J. Nowosad reported that there are eight manholes that could use servicing (manhole riser not sealed); two of the eight are sensitive to being flooded (bioxide injection and meter locations). To obtain an accurate estimated cost for replacing problem manholes the manholes will need to be inspected. J. Nowosad noted that the best time complete these repairs is late fall for the two sensitive to flooding and early spring for the remaining six. J. Bendoraitis motioned that J. Nowosad draft a bid spec for the eight manholes requiring attention at Amston Lake and provide a copy of the draft bid spec to WPCA for review no later than the August meeting. H. Anderson seconded. Motion unanimously approved.

6.0 Financials

- 6.1 Treasurer's Report – WPCA Treasurer, J. Bendoraitis presented the Treasurer's Report providing members with a review of the Effluent Processing Report and with the balance in Accounts 235, 236, and 437. J. Bendoraitis also provided members with a User Fee Analysis Report.
- 6.2 Invoices Received – Invoices received and submitted for payment were noted.
- 6.3 Review of User Fees – J. Bendoraitis provided members with an overview of the User Fee Analysis Report. A discussion was conducted on the possibility of adjusting user fees. Further analysis is necessary and this topic will be discussed at future meetings. J. Bendoraitis motioned to receive authorization to reach out to town attorney to obtain outline of steps and timeline for making a change to annual user fees. H. Anderson seconded. Motion unanimously approved. J. Bendoraitis will contact the town attorney to obtain this information and report back to WPCA at the next meeting.

7.0 New Business

Discuss and act upon:

- 7.1 Septic Abandonment Procedures – Uncas Health has not been receiving a call from contractors to verify septic abandonment process and, therefore, is unable to sign off on abandonment. J. Nowosad will review three septic abandonments in question to verify proper septic abandonment. Future septic abandonments will be verified by the WPCA Field Agent. Contractors will be notified of this process when building permits are issued.
- 7.2 Town of Hebron Invoice for Capital Projects – C. Ely-DeCarlo provided members with a copy of the invoice from the Town of Hebron in the amount of \$6,336.95. A discussion was held on the Joint Facilities Committee and intertown agreements referred to in the supporting documentation for the invoice received. C. Ely-DeCarlo will review files to find/verify intertown agreement(s) and/or reference to Joint Facilities Committee. If necessary, C. Ely-DeCarlo will contact WPCA Town of Hebron to obtain copies of these documents. Additionally, C. Ely-DeCarlo will contact Town of Hebron WPCA to obtain additional information on the Joint Facilities Committee such as scheduled meeting dates and copies of agendas and minutes. J. Bendoraitis moved to approve payment of the invoice received from the Town of Hebron in the amount of \$6,336.95 pending verification of intertown agreements. H. Anderson seconded. Motion unanimously approved.

8.0 Old Business

Discuss and act upon:

- 8.1 Billing Options for Misuse of Grinder Pumps – S. Farrick volunteered at the May 17, 2017 WPCA meeting to create a draft proposal for user charges for pump damage caused by flushing banned items//material. Due to the absence of S. Farrick, this item is tabled to the next meeting.
- 8.2 Evoqua Bioxide Contract for 2017-2018 – C. Ely-DeCarlo provided members with a copy of the 2017-2018 Bioxide Supply and Feed and Storage System Annual Service Contract for review. Costs for bioxide and monthly service fee remain unchanged for 2017-2018. J. Bendoraitis moved to authorize Chairman,

C. Morris-Scata to sign Evoqua Bioxide Contract for 2017-2018. H. Anderson seconded. Motion unanimously approved.

9.0 Topics for Next Agenda – Standard Topics, Joint Facilities Committee, Billing Options for Misuse of Grinder Pump System, Review of User Fees, Meeting Dates, Times and Locations

- 9.1 WPCA Meeting Time – C. Morris-Scata recommended meeting be changed to 7:00 p.m. from the current meeting time of 7:30 p.m. A brief discussion was held. J. Bendoraitis moved to change meeting time from 7:30 p.m. to 7:00 p.m. for meetings scheduled from August 2017 to end of the year. H. Anderson seconded. Motion unanimously approved.

C. Morris-Scata also noted that she would not be available for the scheduled September and October WPCA meetings and suggested possible alternate meeting dates. C. Ely-DeCarlo will review town meeting schedules to obtain available meeting dates and locations. Any changes to schedules will be provided to Town Clerk's Office and Selectman's Office.

10.0 Adjournment – J. Bendoraitis moved to adjourn the meeting at 8:52 p.m. Seconded by H. Anderson. 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.