

Town of Lebanon
WATER POLLUTION CONTROL AUTHORITY
REGULAR MEETING
Lebanon Town Hall
Lower Level Conference Room
Thursday, February 28, 2013 – 7:30 PM

MINUTES

Members Present: Yaw Nsiah, Brandon Handfield, Al Wilder, David Martin, Steve Ferrick

Absent: Paul Oliver, David Benjamin

Also: Brenda Bennett, WPCA Clerk

1.0 Call to Order – The Regular Meeting was called to order at 7:30 p.m. by the Vice-Chairman

2.0 Welcome new Commission Member, Steve Ferrick.

3.0 Approval of 1/24/13 and 2/7/13 Special Meeting Minutes. Moved by A. Wilder and seconded by B. Handfield to approve the 1/24/13 Special Meeting Minutes. Abstaining: S. Ferrick. Motion unanimously passed. Moved by A. Wilder and seconded by B. Handfield to approve the 2/7/13 Special Meeting Minutes with corrections: Paragraph 2.1, change Marting to *Martin*; Article VI, change Induce to *Induced*, Paragraph 2.2 change buget to *budget* and \$138.762 to *\$138,762*, Abstaining: S. Ferrick. Motion unanimously passed.

4.0 Public Comment

4.1 Diane Johnson, P.E. – A draft of the ERP and Vulnerability Assessment was presented to the commission for review. The commission will review the Plan and provide comments to Ms. Johnson before the next Regular Meeting in March.

5.0 Correspondence

5.1 Gabrielle Michels, correspondence and memo was provided to the B. Bennett for comment and review. Ms. Michels is possibly purchase lake property and would like to provide the seller with a septic work completion timeline.

6.0 Project Update

6.1 Joyce Hoffman presented to the commission on the status of a tax sale at 15 Deepwood Drive within the Amston Lake District Sewer Project which is being initiated by The Amston Lake District Tax Collector. J. Hoffman, WPCA Collector of Revenue will invoke a “jeopardy collection” for the assessment of \$16,700. Clarification was requested from the Commission – “Is it the intent of the Commission to collect taxes and assessments upon the property sale?” The Commission responded “the assessment will be due upon sale of property”. It is imperative to file all outstanding easements and will assist with the easements that have “technical” errors. J. Hoffman would like the list of properties to be assessed. Also discussed was the scheduling for collection of user fees and assessments.

6.2 Certificate of Substantial Completion requested by Hubble Construction dated 11/30/12 will be tabled to next Regular Meeting.

7.0 Old Business

7.1 Post Card Mailing – Language has been provided and B. Bennett will proceed with an estimate of cost to have Gugliemo Printing in Willimantic prepare the bulk mailing.

7.2 A subcommittee meeting will be arranged with Building/Health/Land Use to discuss the building permit review process.

8.0 New Business/Action Items

8.1 Waller, Smith & Palmer, #52249, \$1,125.00 and #52479, \$1,432.00. Moved by A. Wilder and seconded by B. Handfield to approve Invoices #52249, \$1,125.00 and #52479, \$1,432.00 motion unanimously approved.

8.2 Chronicle Printing Co., Inv. #240, \$124.39. Moved by B. Handfield and seconded by A. Wilder to approve Inv. #240 in the amount of \$124.39. Motion unanimously approved.

8.3 FedEx, Inv. #2-143-06713, \$25.82. Moved by B. Handfield and seconded by A. Wilder to approve Inv. #2-143-06713 in the amount of \$25.82. Motion unanimously approved.

8.4 Day Pitney, LLP, Inv. #33734028, \$10,588.47. Moved by B. Handfield and seconded by A. Wilder to approve Inv. #33734028 in the amount of \$10,588.47. Motion unanimously approved.

9.0 Treasurer's Report – no report

10.0 Topics for Next Agenda – Discuss User and Assessment Fees, Public Hearing set for March 28, 2013 House; establish date for a subcommittee with Building/Health/Land Use to discuss permitting process; appointment new WPCA Chairman; Budget Summary; Act on Sewer Plan and Sewer District Map; collect comments for Diane Johnson, P.E.; review items remaining on the Certificate of Substantial Completion.

11.0 Adjournment. Moved by B. Handfield and seconded by D. Martin to adjourn the Regular Meeting at 9:28p.m. Motion unanimously approved.

Respectfully Submitted,

Brenda Bennett, Clerk

March 5, 2013 *(Minutes are unapproved as of transcription date.)*