

Town of Lebanon
WATER POLLUTION CONTROL AUTHORITY
REGULAR MEETING
Lebanon Town Hall
Upper Level Conference Room
Thursday, March 14, 2013 – 7:30 PM

MINUTES

Members Present: Brandon Handfield, Al Wilder, David Martin, Steve Farrick

Absent: Yaw Nsiah, Paul Oliver, David Benjamin

Also: Brenda Bennett, WPCA Clerk, Atty. Matt Kinell, Waller, Smith & Palmer

1.0 Call to Order – The Regular Meeting was called to order at 7:36 p.m. by D. Martin

1.1 Appoint WPCA Chairman. Nominations were accepted: D. Martin nominated Brandon Handfield for Chairman and with no further recommendations, nominations were closed. Moved by D. Martin and seconded by A. Wilder to appoint Brandon Handfield as Chairman. Motion unanimously approved. The meeting was turned over to the Chairman.

2.0 Approval of 2/28/13 Regular Meeting Minutes. Moved by A. Wilder and seconded by D. Martin to the 2/28/13 Regular Meeting Minutes with corrections. Change S. Ferrick to *S. Farrick*. Motion unanimously approved.

3.0 Correspondence

3.1 Donna Baccei, email dated 3/11/13 with questions regarding sewer completion date. B. Bennett will respond via email.

3.2 Barbara McShane, emailed dated 1/24/13, regarding misunderstanding of her comments made on Public Hearing Minutes of 1/24/13. The commission agreed that the minutes will remain as written.

3.3 Fuss & O'Neill correspondence regarding Project Update. This will be discussed further under New Business.

3.4 Update on the meeting with Building/Health/Land Use Departments on Tuesday, March 12th. To be discussed under Project Update.

3.5 Invite from Town Planner and Dr. Powitz to attend meeting on 3/28/13 for further consideration on the Seasonal Ordinance and the WPCA opinion and process. To be discussed further under Project Update.

3.6 Email from Atty. Matt Kinell, Waller, Smith & Palmer to B. Bennett with comments from review of easements with "technical errors". After further discussion with Atty. O'Connell, a recommendation will be provided to WPCA.

4.0 Project Update

4.1 Status of post-card mailings and Public Hearing Notices to Amston Lake Residents. It was the recommendation of the Commission to proceed with the printing of the post-card and use Gulemo Printing, Willimantic at a cost of \$38.75 for printing and allow them to provide postage for an additional

amount of \$31.00. A current up-to-date mailing list with current transfers will be provided to Gulemo by B. Bennett on 3/15/13 and proceed with the mailing.

4.2 Discuss Application to Connect and permitting process with Building, Health & Zoning Departments and Roles of Land Use Office. B. Handfield provided the Commission with an overview of the 3/12/13 meeting which included: Phil Chester, Town Planner, Peter Zvingilas, Building Official, Reed Gustafson, Sanitarian, Holli Pianka, Land Use Secretary. A new routing sheet to include the WPCA review of all building permits involving new construction, houses, decks, driveways in the Sewer District, Permit to Connect, Septic Abandonment Form and a revised/separate timesheet for building department staff.

4.3 Legal Notices, Sewer Assessment Resolution and timeframe for publishing were discussed with Atty. Kinell. Revisions will be forthcoming. Seasonal Conversion Ordinance – questions have risen with regard to “automatic conversion” for residents on Amston Lake due to sewer connection. The undeveloped lots were the concern of the commission not the “seasonal” properties. Recently received Conversion Permits will need to be put on “hold” until the WPCA issues an Order to Connect. These properties need to be connected in order to meet the Public Health Code and have a compliant system for a “year-round” designation.

5.0 Old Business

5.1 A. Wilder will compile WPCA comments and bioxide capacity information from F&O to forward to Diane Johnson, P.E. for the EPR & Vulnerability Assessment.

5.2 Outstanding Easements – Atty. Kinell will provide further recommendations on the outstanding easements with “technical errors”. B. Bennett will speak to Diane Johnson, P.E. for her assistance in obtaining new, signed easements for immediate filing, per the Collector of Revenue’s request.

5.3 Certificate of Substantial Completion – It was the agreement of the Commission to have the Certificate of Substantial Completion signed and sent to DEEP to indicate “work has been completed”; WPCA will issue an “Order to Connect” and; request a release from the Consent Order. A draft letter has been prepared by Kurt Mailman, P.E., Fuss & O’Neill. A site walk will be conducted before an “Order to Connect” is issued to document property restoration after construction and workmanship. Residents will have an opportunity to be heard.

5.4 WPCA Sewer User Fees and Assessments - The Legal Notice to include the insertion of properties addresses; further language from Atty. Kinell for payment of Assessment “due upon sale” and “assumable”; incorporate User Fee language into the Resolution for 1 document; with further work to be completed, the tentative date for Public Hearing is scheduled for April 18, 2013 rather than March 28, 2013.

6.0 New Business/Action Items

6.1 Sewer Plan and Sewer District Map. Tabled for discussion to next Regular Meeting.

6.2 Connecticut Light & Power, Work Order 4E320194, \$611.39. Moved by B. Handfield and seconded by A. Wilder to pay Connecticut Light & Power, Work Order: 4E320194 in the amount of \$611.39. Motion unanimously passed.

7.0 Treasurer’s Report – no report

8.0 Topics for Next Agenda – Sewer Plan, Sewer Benefit Resolution, Outstanding Easements, Fuss O’Neill Invoices (Dec, Jan, Feb), Permitting Process/Applications, User Fees, Town Hall Digital Filing.

9.0 Adjournment. Moved by B. Handfield and seconded by A. Wilder to adjourn the Regular Meeting at 9:31p.m. Motion unanimously approved.

Respectfully Submitted,

Brenda Bennett, Clerk

Dated March 19, 2013

(Minutes are unapproved as of transcription date.)