

Town of Lebanon
WATER POLLUTION CONTROL AUTHORITY
TOWN HALL, LOWER LEVEL
Thursday, September 12, 2013 – 7:30 PM

REGULAR MEETING MINUTES

Members Present: Brandon Handfield, Chairman, Al Wilder, David Martin, Paul Oliver, Yaw Nsiah, Steve Farrick

Also: Brenda Bennett, WPCA Clerk

1.0 Call to Order Regular Meeting - The Regular Meeting was called to order at 7:31 p.m. by the Chairman.

2.0 Public Comment

Bill & Nadia Slover, 440 Deepwood Drive expressed concerns as to who should be called in the event of the alarm sounding? He tried to contact the telephone number inside the panel and it was not valid. The Commission stated Water Resources Technologies would be the contact to handle these types of issues. This information will be provided as well as the Do's and Don'ts Disposal List for homeowners in the immediate future. The Slovers also inquired as to whether or not they should leave there power "on" during the winter months because they are seasonal residents. The will be provided in the informational packet once confirmed with Water Resources Technologies as well as emergency contact and the Do's & Don'ts Disposal List for homeowners. The information will be mailed to each homeowner and will be available on the website.

3.0 Approval of 7/25/13 and 8/22/13 Regular Meeting Minutes. Moved by the Chairman to approve the 7/25/13 meeting minutes with the following correction: Page 2, Paragraph 3.0 change "6/25/13" to "6/27/13"; page 3, Item 5.4 change "inhabitable" to "uninhabitable"; Paragraph 6.0 change "regraded" to "regarded". Motion unanimously approved. Moved by the Chairman to approve the 8/22/13 meeting minutes with the following correction: Page 1, Paragraph 4.0 change "6/27/13" to "7/25/13". Motion unanimously approved.

4.0 Correspondence-

- Water Resource Technologies provided a "Seasonal Residence" handout which will be revised for residence equipped with our E-One Grinder Pump model. The following changes will be requested:
- Change "Seasonal Residence" to "Winterization Guidelines";
- Questions as to whether or not the power must remain "on" during winter months for the residence that use the property during the summer months.
- Revise the document to only include our E-One Grinder Pump model.

5.0 Project Update

- Paving - The Chairman provided the following update: 1) Private roads have been paved; 2) Fuss & O'Neill has provided a detailed list of the properties of that have driveway paving/apron issues and the recommendations to repair. 3) Hain Material has

provided a proposal to do the repair work for \$21,400 and USDA has agreed to reimburse the WPCA for this work as well as the old charge of \$11,000 owed to Hain Materials; 4) Fuss & O'Neill will be contacted to draft a Change Order for approval; 5) \$70,000 remains in the grant; 6) Riley Lippo, 36 Lakeview Heights emailed the Commission with photographs of the before/after conditions of his driveway. This property was excluded from the driveway repair list. The Commission will ask for the video of the before/after condition for review before a response is provided. A follow-up request will be made to Fuss & O'Neill and Hubble Construction for the video.

- Winterization – The Commission reviewed the Environment One Grinder Pump Winterization Guidelines for the seasonal property owners with corrections. The corrections will be made and the information will be mailed to residences and also provided on the website.

6.0 Application Review –

Sylvia Tazbir, Spafford Drive – Wes Wentworth, P.E., Wentworth Engineering is present. Mr. Wentworth stated this lot is currently a vacant parcel of land which was originally 3 lots and is now 1 parcel within the Sewer Lake District. The owner would like to develop the property to include a single-family residence and a revised site plan was provided showing the septic system and well location. Mr. Wentworth stated that per the Public Health Code, if public sewers are available, the site plan does not need to include the “reserve area”. The plans have been reviewed by the Town Sanitarian, Reed Gustafson and he has provided the Commission with his approval memo. The Commission would like the town attorney to review the file for the following:

- What are the steps to allow this property to be a building lot?
- How do we obtain an Easement?
- How do we assess a Benefit Assessment?
- What documentation is filed on the Land Records?

7.0 Old Business

7.1 Peter Gandelman, 15 Cove Road, Request for Waiver. The Commission agreed that a Waiver to Connect to the Public Sewer System cannot be issued at this time. Mr. Gandelman has stated on numerous occasions that the structure is uninhabitable and plans to tear down the structure at a future date but did not want to give up any rights he may have to future development of the property. The Mandatory Connection would be issued only after the Commission conducted a public hearing at which time the property owner(s) would have an opportunity to explain why a mandatory connection would not be required. The Commission would make a determination and could consider a “waiver” of the connection, only at this time.

7.2 Certificate of Substantial Completion - A. Wilder will obtain an updated Certificate of Substantial Completion from Fuss & O'Neill and will make available to the Commission for review at the next meeting.

8.0 New Business/Action Items

8.1 Code Compliant Systems. The Mandatory Connection would be issued only after the Commission conducted a public hearing at which time the property owner(s) would have an

opportunity to explain why a mandatory connection would not be required. The Commission would make a determination and could consider a “waiver” of the connection at that time.

8.2 Extension of Invitation to Connect timeframe. The Commission noted that the deadline of December 15th was established earlier on in the project and this may need to be extended into 2014. The Commission will ask the town attorney for procedures on issuing the Order to Connect.

8.3 Discuss and act on additional paving and driveway repair proposal from Hain Material – Moved by Y. Nsiah and seconded by P. Oliver to approve finishing the paving work to be completed by Hain Material in the amount of \$21,400 and to be reimbursed by USDA through the grant. Motion unanimously approved.

8.4 Discuss and act on O&M agreement with East Hampton Joint Facilities – Moved by Y. Nsiah and seconded by D. Martin to accept the 203-2014 Operating Contract with East Hampton Joint Facilities for the amount of \$22,741.05 effective today, 9/12/13 for a period of 1 year with noted correction to the Agreement, Item #IIIA. Motion unanimously approved.

8.5 Discuss and act on O&M agreement with Water Resource Technologies – Tabled to next meeting.

8.6 Invoice from Hebron WPCA – Tabled to next meeting

9.0 Treasurer’s Report –

9.1 Assessment/User Revue Summary – A detailed revenue summary was provided by the Collector of Revenue for the Commission’s review. The Commission would like to receive monthly summary reports with detail indicating the number of properties that have in full, partial payments as well as delinquencies. Also, when will delinquent notices go out and filed on the Land Records? Further information will be provided at the next regular meeting.

9.2 Dept. 437, 229, 235, 236 account reports were provided by the Finance Office for review; WPCA owes \$35,000 to the town from the bond settlement on 1/17/2013.

10.0 Topics for next agenda – next meeting is scheduled for September 16, 2013. 1) Prepare information to send to homeowners for winterization of the grinder pump, the Do’s & Don’ts of disposal items and a telephone number to contact in the event of an emergency; 2) Obtain for review the Certificate of Substantial Completion.

11.0 Adjourn Meeting – Moved by D. Martin and seconded by A. Wilder to adjourn the Regular Meeting at 9:06 p.m. Motion unanimously approved.

Respectfully Submitted,
Brenda Bennett, Clerk

Dated September 19, 2013 (*Minutes are unapproved as of transcription date.*)