

Town of Lebanon
WATER POLLUTION CONTROL AUTHORITY
Lebanon Town Hall
Thursday, February 27, 2014 – 7:30 p.m.

REGULAR MEETING
MINUTES

Members Present: Brandon Handfield, Chairman (excused 9:26 p.m.), Yaw Nsiah, Al Wilder, Steve Farrick, Bill Ingalls

Absent: Dave Martin

Staff Present: Brenda Bennett, WPCA Clerk

1.0 Call to Order: The Regular Meeting was called to order at 7:34 p.m. by the Chairman.

2.0 Public Comment:

2.1 Mark & Nancy Anderson, 80 Ryan Terrace – expressed concerns regarding their written requests to the WPCA for exemption from connection to the public sewer. The Andersons state they currently have a code-compliant septic system and the plans were provided to the WPCA along with their correspondence. They question why the WPCA has not yet made a decision on their request to be exempt and the Commissions' response was that no Order to Connect has been issued and we are in a "voluntary" connection period. The "voluntary" connection period has been extended until August, 2014. When the Order to Connect is issued, a public hearing will be conducted, and any property owner that feels they should be exempt from connection will have an opportunity to present their case and the WPCA will review the merits of each case individually. There is no further action at this time. Mr. Anderson inquired about the Notice to Lien for delinquency of User Fee payments and interest on the past due amount. This will be looked into further with the Collector of Revenue.

3.0 Approval of January 23, 2014 Regular Meeting Minutes.

Moved by A. Wilder and seconded by S. Farrick to approve the Regular Meeting Minutes of 1/23/14 with corrections: 1) 7.2 add Acct # 5320 to Fund #235; 2) Change Section 8.4 to Section 6.1; 3) add Acct # 235-5398 to the motion; 4) Section 8.5 and Section 8.6 add Acct #229 Construction for approval of Fuss & O'Neill invoices. Motion unanimously approved.

Moved by A. Wilder and seconded by S. Farrick to amend the agenda and move to hear Item 6.0, Application Review. Motion unanimously approved.

4.0 Application Review

4.1 458 Deepwood Drive, Barbara Lederer, 697 s.f. addition with bedroom.

The applicant, Barbara Lederer is present and provided plans for the Commission to review. She states the home is currently a 2 bedroom and she would like to add an additional bedroom, office and family room. All construction activity is outside of the WPCA Easement though foundation excavation for the addition is on the edge of the Easement and there is some concern. The Commission reviewed submitted plans and referenced Article 6 of the WPCA Regulations regarding “induce growth”. The Commission posed the question “Could the office and great room as presented on the plans be used as a bedroom in the future? “Yes, it does to a future homeowner.” Ms. Lederer stated that she does not intend to use the office and great room as bedrooms and will revise the plans to show 5’ wide cased openings and will delete any no privacy doors.

The Commission made the following conditions of approval:

- 1) Show the cross-section of the construction along side of the Easement for the foundation excavation and show bench-mark limits.
- 2) Revise the floor plans to eliminate the 2 additional bedrooms labeled as “office” and “great room” in accordance with Article 6, Induced Growth of the WPCA Regulations and show 5’ cased openings and no privacy doors.
- 3) Contractor must post a \$5,000 Performance Bond with the WPCA.

Moved by A. Wilder and seconded by Y. Nsiah to conditionally approve the application of Barbara Lederer, 458 Deepwood Drive, 697 s.f. addition with the conditions #1-3 noted above. Motion unanimously approved.

5.0 Correspondence

- 5.1 1/28/14 – 1st Selectman, Town of Lebanon, Paul Oliver resignation letter
- 5.2 2/19/14, email Patricia Jacobs, 15 Andrews Street, Ms. Jacobs states that due to the untimely notice of the Winterization Guidelines, she has winterized her home and will not return until the summer. If there is any damage caused to the grinder pump, she does not want to be responsible.
- 5.3 2/19/14, email, Finance Department – Public Hearing schedule.

6.0 Project Update – The following items were signed by the Chairman and will be scanned to Fuss & O’Neill: 1)Change Order #6 for flow meter repair was signed by the Chairman; 2) Pay Request #12; 3) Monthly Budget Report #13. Fuss & O’Neill’s Project Summary and Invoice for October and November were reviewed and were previously approved for payment at the November and January Regular Meeting; Fuss & O’Neill Progress Report was reviewed;

Remaining Grant balance is \$14,200; April road fixes/paving; Fuss & O'Neill's request to approve \$500 to close out project additional pay requisition in Spring.

7.0 Old Business - Job Description, WPCA Clerk and Facilities Maintainer – review of the job descriptions will be continued for further discussion next month. The WPCA will consider a name change to the Facilities Maintainer to Field Agent and discuss rate of pay.

8.0 New Business/Action Items:

8.1 Town of Loan Repayment – Email dated 2/19/14 from Liz Charron, Chairman of the Board of Finance provided clarification on the \$100,000 loan repayment. Ms. Charron stated the loan repayment must be repaid within 5 years and that yearly installment payments were not required.

8.2 Hains Material Corp., 10/22/13 invoice. The invoice in the amount of \$4,180.36 will be covered in the last payment made.

8.3 Mileage Reimbursement, Sanitarian, \$77.00. Look at previous method of payment with the Finance Office and pay accordingly.

8.4 Mileage Reimbursement, Building Official, \$84.75. Look at previous method of payment with the Finance Office and pay accordingly.

8.5 Fuss & O'Neill, Invoice No. 0167852 for services 8/25/13-9/24/13, \$8,378.91; Invoice No.0168719 for services 9/29/13-10/26/13, \$6,234.78, was approved for payment at the November meeting; Invoice No.0169989 for services 10/26/13-11/23/13, \$1,403.55, were approved at the January meeting.

9.0 Treasurer's Report –

9.1 WPCA FY 2014-15 Budget – The Board of Finance heard the WPCA budget requests at their meeting on February 25 and the meeting was attended by Y. Nsiah and B. Ingalls.

9.2 Quality Data – April User Fee Billing – All residents will receive a User Fee bill which will be sent out in mid-March, 2014. Anyone resident that was not connected as of 12/31/13 and made the 1st User Fee Payment will receive a "credit" for the April, 2014 installment. A Connection List as of 12/31/13 will be provided to the Collector of Revenue to assist Quality Data.

10.0 Topics for Next Agenda: Discuss and review job descriptions for Clerk and WPCA Field Agenda; resignations; appointment renewals.

11.0 Moved by A. Wilder and seconded by S. Farrick to adjourn the Regular Meeting at 9:40 p.m. Motion unanimously approved.

Respectfully Submitted By,
Brenda Bennett, Clerk

March 4, 2014 (*Minutes are unapproved as of transcription date.*)