

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

REGULAR MEETING
MINUTES

Members Present: Yaw Nsiah, Acting Chairman, Dave Martin, Al Wilder, Bill Ingalls

Absent: Steve Farrick

Staff Present: Brenda Bennett, WPCA Clerk

1.0 Call to Order: The Regular Meeting was called to order at 7:39 p.m. by the Chairman.

2.0 Public Comment - none

3.0 Approval of February 27, 2014 Regular Meeting Minutes.

Moved by A. Wilder and seconded by B. Ingalls to approve the Regular Meeting Minutes of 1/23/14 with corrections: 1) 4.1 **remove** “add an additional bedroom” 2) 6.0 **add** “close out their part of the project and work to be done in the Spring”; 3) 9.2 **remove** “Anyone” and **change** “that” to “who”; 4) 10.0 **change** “Agenda” to “Agent” Motion unanimously approved.

Moved by A. Wilder and seconded by Y. Nsiah to amend the agenda and move to hear Item 8.1 and make this Item 3.1 - Joyce Hofmann, Collector of Revenue. Motion unanimously approved.

3.1 Joyce Hofmann, Collector of Revenue – A “rough” draft letter was presented to the Commission for their review and comment. If approved, the letter would be included in the April billing. Ms. Hofmann provided the following information: From the date the WPCA issued the Invitation to connect up to January, 2014, 177 connections have been made and correctly billed a User Fee bill; the remaining 129 residents were bill incorrectly. The homeowners who were not connected and billed the User Fee of \$328.50 are offered the following options: Option 1: To allow the Town to hold the \$328.50 to be credited to the 1st bill that comes following the connection to the sewer system; Option 2: Homeowner may request a refund. The April billing will cover the period of 3/31-9/30/14. The residents connecting this year will receive a pro-rated bill from the date of their connection.

Moved by D. Martin and seconded by B. Ingalls to approve the Collector of Revenue to bill residents for hookups between billing periods on a daily pro-rated basis from the date of a functioning sewer connection. Motion unanimously approved.

4.0 Correspondence –

4.1 3/19/14 email from Finance Dept. re: 4/15/14 BOF Meeting

4.2 DEEP letter and Survey – A. Wilder to complete.

4.3 3/7/14 WPCA membership list, Renewals and Terms of Appointments were provided as a handout.

5.0 Project Update - none

6.0 Application Review -

6.1 500 Deepwood Drive, Michael Buchas - As-built review for Certificate of Occupancy approval. A site plan dated 3/18/14 was reviewed by the Commission for the addition. The building department will be provided a copy of the minutes for the Commissions' sign-off of the Certificate of Occupancy. Holli Pianka, Building Secretary made inquiry regarding the process for Certificate of Occupancy and sign off by the departments which were involved in the initial review of the building permit. The WPCA agreed that B. Ingalls would review all C.O. as-builts, release bonds and report all activity to the Commission at the next regular meeting.

7.0 Old Business –

7.1 Job Description, WPCA Administrator - The Commission reviewed a “draft” job description for a part-time, 10-14 hour per week WPCA Administrator. Minor modifications were recommended and the Commission will continue discussions at the April Regular Meeting with salary to be paid from User Fee Account #235; discussion to hire a temporary part-time clerk for the summer months to handle remaining Sewer Connection Permits, a replacement for the current WPCA Clerk.

Moved by D. Martin and seconded by B. Ingalls to approve a modified job description for a part-time WPCA Administrator with salary to be paid from User Fee Account #235 and to hire a Town of Lebanon, Recording Secretary to be paid from Account #437 for the preparation of agendas, attendance at meetings and preparation of minutes. Motion unanimously approved.

Moved by D. Martin and seconded by Y.Nsiah to hire a temporary, part-time WPCA Clerk for 10 hours per week for 8 weeks at a rate of \$15.30 beginning on May 1, 2014. Motion unanimously approved.

7.2 40 Spafford Drive, At the time of construction, the property was bank owned and did not receive a grinder pump, control panel and sewer lateral and no Easement was executed. The current owner has been given direction and the procedures to complete the work needed to connect to the sewer system. The owner is aware the WPCA would provide the grinder pump and electrical panel but, the property owner has failed to

make further communications with the office. The Commission agreed to send written correspondence, certified mail, to the owner with specific details of the process to connect as well as executed an Easement for recording on the Land Records.

7.3 Outstanding Easements – It was noted there are approximately 6 property owners which have, for a variety of reasons, not provided the town with an executed Easement. Two of the property owners have received a Sewer Connection Permit and have connected to the sewer system without an Easement on file. The Commission agrees to note WPCA files and building files to prohibit any future activity, inspections, etc. until such time as the owners execute the Easement. In addition, the property owner will be sent a certified letter stating “ownership of the equipment (g.p., piping and electrical panel) will transfer from the WPCA to the property for maintenance and equipment repair.”

8.0 New Business/Action Items:

8.1 Town of Hebron, Finance Dept., usage bills \$1,243.13 (December), \$1,404.27 (January), \$1,110.66 (February). Moved by D. Martin and seconded by A. Wilder to approve Town of Hebron bills, \$1,243.13, \$1,404.27 and \$1,110.66 from Account #235-5398. Motion unanimously approved.

8.2 Recommendation for Re-appointment D. Martin and A. Wilder – terms expire 5/1/2014. Moved by Y. Nsiah and seconded by B. Ingalls to recommend the re-appointment of D. Martin. Motion unanimously approved. For the record, it is noted Al Wilder will not seek re-appointment and will complete the remainder of this term.

9.0 Treasurer’s Report –

9.1 B. Ingalls provided a Treasurer’s Report and agreed to attend the BOF Meeting on 4/15/14 with Y. Nsiah and will report at the April Regular Meeting.

10.0 Topics for Next Agenda: Discuss and review job description for WPCA Administrator; resignations.

11.0 Moved by A. Wilder and seconded by B. Ingalls to adjourn the Regular Meeting at 9:39 p.m. Motion unanimously approved.

Respectfully Submitted By,
Brenda Bennett, Clerk

April 8, 2014 (*Minutes are unapproved as of transcription date.*)