

Town of Lebanon
WATER POLLUTION CONTROL AUTHORITY
Lebanon Town Hall
Thursday, April 24, 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 7:37 p.m. by the Chairman.

2.0 Public Comment –

2.1 Dave Benjamin, Earthworm Construction presented his progress report for the work completed on Ryan Terrace & Deepwood Drive from 4/2-4/9/14. It was recommended to contact Kurt Mailman, P.E., Fuss & O'Neill regarding a maintenance schedule for flushing of the main lines. D. Benjamin made a recommendation to flush the system 3-4x/year; inquiry was made as to the requirements the WPCA would need for a "response company" during emergency situations and asked to have his name added to the list of contacts.

3.0 Approval of Regular Meeting Minutes of 3/27/14 and Special Meeting Minutes of 4/10/14.

Moved by A. Wilder and seconded by B. Ingalls to approve the Regular Meeting Minutes of 3/27/14 with corrections: 1) Section 3.1 add **"due"** after "credited to the 1st bill that comes"; 2) Section 7.1 change **"hour"** to "hours" per week"; 3) Section 7.3 add **"owner"** after **"will transfer from the WPCA to the property"**. Motion unanimously approved.

Moved by D. Martin and seconded by A. Wilder to approve the Special Meeting Minutes of 4/10/14 with the following addition: 1) Section 2.1 change **"values"** to "valves and 100' of 2" pipe". Motion unanimously approved.

4.0 Correspondence –

4.1 Vinnie Susco, email dated 4/9/14 re: website information, D. Martin to review.

4.2 Newsletter re: Field Chlorination & Dechlorination (not applicable)

4.3 Kurt Mailman, P.E., F&O email dated 4/11/14 with attachments.

4.4 CAWPCA Annual Meeting 5/9/14.

5.0 Project Update – D. Martin provided a “draft” RFP for Emergency Contractors with additional recommendations to add: 1) travel time per day; 2) hourly rate; 3) prospective contractor must have the ability to flush at 90 psi (max 150 psi per engineer); 4) provide emergency services during power outage with portable generator; 5) provide professional references for work on similar system. The RFP will be provided to Field Agent and Fuss & O’Neill to review specs for comment(s). Continued discussion to hire a Field Agent; On-Call company to service lines; B. Ingalls reported on the Maintenance of Low Pressure Mains after meetings with Coventry WPCA Tech/Chief Operator on 4/21/14; Vinnie Susco, East Hampton Joint Facilities, 4/22/14; Dennis Greci, CT DEEP, 4/24/14 and provided a spreadsheet of the 13 branches, total properties on each branch, number of connections on each branch and, connection with owner/same address. Concerns were expressed on the branches off Deepwood Drive where there were few properties and few properties connected. Could these roads be potential for future clogged lines and should there be routine flushing of these lines?

6.0 Application Review -

6.1 501 Deepwood Drive, Kenneth Lavoie, Application for Building Permit to extend 2 bedrooms and bathroom. The applicant was not present at tonight’s meeting. The Commission would like to review: 1) A Site Plan with Detail; 2) Applicant should provide a “before” and “after” design plan; 3) Site Plan must show the location of the grinder pump and easement location; 4) Why the garage not part of the Building Application? 5) Confirm the plan is to extend existing bedrooms and bath, not “adding”; 6) The plan does not show any protection to the grinder pump. The plan must show a cross-section of how the grinder pump will be protected during construction; 7) The Performance Bond must be posted before work can begin; 8) Contact applicant to be available at the next regular meeting for comments and questions.

7.0 Old Business –

7.1 Emergency Response RFP – discussed in Project Update.

7.2 Emergency Response Protocol Flow Chart – D. Martin provided the Commission with a “working” document dated 4/11/14 of the WPCA Emergency Plan to be implemented in the event of a grinder pump alarm and the sequence of reporting the emergency. This document is a “work in progress”.

7.3 Status of support from East Hampton Joint Facilities – no report

7.4 Procedures for flushing and regular maintenance of sewer main lines. B. Ingalls will follow up with Fuss & O’Neill on the procedures and suggested schedule for regular maintenance of the system. The Commission requested B. Ingalls to contact F&O and request to

have something in place before the Memorial Day Holiday and negotiate the compensation of this service.

7.5 Job Description, WPCA Administrator - The Commission reviewed version no. 3 of the job description dated 4/24/14. Moved by D. Martin and seconded by A. Wilder to approve the WPCA Administrator, part-time position with amendments. Advertisement will be published for 1 day (Sunday) in the Norwich Bulletin and website. Motion unanimously approved. B. Ingalls will make recommended revisions and provide version no. 4 to WPCA Clerk for posting.

7.6 Survey DEEP, the deadline to return the survey has past. A. Wilder contacted DEEP with no response. He will continue to make contact to see if our submittal will be accepted.

8.0 New Business/Action Items:

Moved by B. Ingalls and seconded by D. Martin to pay the following bills:

8.1 Quality Data Service, Invoice #032865,-1783, \$373.75 (Account #235-000-5320)

8.2 Xylem Dewatering Solutions, Inc., Invoice #400393440, 4/4/14, \$16.50 (Account #235-000-5398)

8.3 Wentworth Septic Services, LLC., Invoice #236, 4/16/14, \$980.00 (Account #235-000-5398)

8.4 Town of Hebron, 4/4/14, services 3/2014, \$1,121.11, (Account #235-000-5398)

Motion unanimously approved.

8.4 Earth Construction, \$4,175.00, services rendered 5/2-5/9/14. Moved by D. Martin and seconded by B. Ingalls to conditional approve payment of the amount upon the Chairman's receipt of a revised bill with corrected dates. Motion unanimously approved. (Account #235-000-5398)

8.5 C&J Construction & Septic, Invoice dated 4/24/14, services rendered 4/2-4/8/14, \$3,010.00. Moved by B. Ingalls and seconded D. Martin to approve payment of the amount, subject to review of the work by the Field Agent's and his approval of the bill. Motion unanimously approved. (Account #235-000-5398)

9.0 Treasurer's Report –

9.1 B. Ingalls provided a Treasurer's Report of the account balances for #437, #235, #236 and will work with D. Martin on #229 to comply with Audit Finding and provide written response to the Finance Dept. by 4/30/14.

10.0 Topics for Next Agenda: same as current agenda.

The Commission recognized Al Wilder for his years of dedicated service, hard work and immense contribution to the WPCA. His term expires and will not seek reappointment on 5/1/14.

11.0 Moved by A. Wilder and seconded by D. Martin to adjourn the Regular Meeting at 9:30 p.m. Motion unanimously approved.

Respectfully Submitted By,
Brenda Bennett, Clerk

April 29, 2014 (*Minutes are unapproved as of transcription date.*)