

Town of Lebanon
WATER POLLUTION CONTROL AUTHORITY
REGULAR MEETING
Town Hall – Upper Conference Room
Wednesday, April 25, 2018 – 7:00 PM

MINUTES

Members Present: Chairman, C. Morris-Scata, S. Farrick, H. Anderson, Treasurer, J. Bendoraitis

Members Absent: D. Hartley

Staff Present: J. Nowosad, Field Agent, C. Ely-DeCarlo, Administrator

- 1.0 Call to Order Special Meeting – C. Morris-Scata, Chairman, called the meeting to order at 7:01 p.m.
- 2.0 Correspondence
Discuss and Act Upon:
 - 2.1 Correspondence sent to resident at 84 Cove Road – C. Morris-Scata reviewed WPCA reply to resident at 84 Cove Road. A brief discussion was held on the process for collecting back taxes. A suggestion was made to have WPCA Treasurer periodically meet with the Tax Collector to review properties in arears with WPCA. S. Farrick suggested this review be performed annually. A discussion was also held on the option of enforcement of implementing fines and penalties for delinquent properties and other issues such as flushing of banned items in grinder pump system. WPCA will contact J. Hoffman to obtain a list of customers that are in arears. J. Bendoraitis shared number of delinquent WPCA (usage) customers for 2015, 2016 and 2017.
 - 2.2 Surveys Received – C. Ely-DeCarlo noted that 92 surveys have been received. All surveys received have been entered into the WPCA database. Next step will be developing reports to assist WPCA during emergency situations.
- 3.0 Minutes
Discuss and Act Upon:
 - 3.1 Approving the Minutes from the March 22, 2018, Regular Meeting – J. Bendoraitis moved to approve the Minutes from the March 22, 2018 Regular Meeting. H. Anderson second. Motion unanimously approved.

4.0 Field Agents Report Discuss and Act Upon:

4.1 Service Issues

4.1.1 F. R. Mahony Service Call(s) – J. Nowosad, WPCA Field Agent, reviewed two service calls listed on F. R. Mahony Call History Report.

4.1.2 Other Service Issues

4.1.2.1 501 Deepwood Drive – Field Agent noted 501 Deepwood Drive was pumped out during the last major storm.

4.1.2.2 52 Lakeview Heights – C. Ely-DeCarlo reviewed a phone call received from customer at 52 Lakeview Heights regarding problems with his grinder pump and rocks that were left on his property after sewer system was installed. A discussion was held on both items. S. Farrick reviewed the grading process used after sewer system installation at Amston Lake. C. Morris-Scata requested Field Agent visit this property at 52 Lakeview Heights and provide WPCA with additional information on the grinder pump issue and rocks in question. J. Nowosad will present his findings at the next WPCA meeting.

4.2 Purchase of Additional Grinder Pumps – J. Nowosad recommended the purchase of two grinder pumps at a total cost of \$9,916.00. J. Bendoraitis moved to approve the purchase of two additional grinder pumps as per Quotation Number 8449-0 received from F. R. Mahony in the amount of \$9,916.00. S. Farrick seconded. Motion unanimously approved. J. Nowosad noted that the new grinder pumps will be delivered to the actual sites requiring the grinder pumps.

4.3 Grinder Pump – 44 Scanlon Terrace – J. Nowosad stated there are three customers requiring grinder pumps - 44 Scanlon Terrace, 15 Cove Road, 71 Lakeview Heights. WPCA will provide grinder pumps to each location. Currently, there are two grinder pumps in reserve at the transfer station.

4.4 Manhole Repairs at Amston Lake – J. Nowosad noted that Department of Public Works (DPW) is in the process of requesting funds for paving at Amston Lake. Manhole repairs will be coordinated with DPW paving work. No further action was taken.

5.0 Financials

5.1 Treasurer's Report – J. Bendoraitis presented the Treasurer's Report reviewing financial activity in Accounts 235, 236, and 437. Evoqua, F. R. Mahony, and Hebron expenses were also reviewed. In addition, J. Bendoraitis reviewed The Effluent Processing Reporting noting trends in effluent flow. A discussion was held on possible causes for increases in flow.

5.2 Invoices Received

5.2.1 Invoices Received – J. Bendoraitis presented invoice #SL8887-IN, dated April 19, 2018 in the amount of \$850.00 from F. R. Mahony for a service call at 52 Lakeview Heights. S. Farrick moved to approve F. R. Mahony invoice #SL8887-IN in the amount of \$850.00 dated April 19, 2018. C. Morris-Scata seconded. Motion unanimously approved.

5.3 USDA Loan Reporting Requirements – C Morris-Scata followed up on USDA Loan Reporting Requirements and noted D. Johnson, Atlantic States Rural Water & Wastewater Association will assist with updating WPCA Emergency Response Plan & Vulnerability Assessment. In addition, D. Johnson will complete required USDA Loan Reports at no cost to WPCA. WPCA will need to request assistance formally. C. Morris-Scata will Invite D. Johnson to the next WPCA meeting. WPCA will need to update information included in these documents and formalize action plan to handle emergencies.

6.0 New Business

Discuss and act upon:

6.1 Contracts

6.1.1 Evoqua – Evoqua Contract was reviewed and a discussion was held on Evoqua's contract and bioxide usage. S. Farrick recommended WPCA review bioxide options and hold off acting on this contract renewal until these options are reviewed. Further action on this item was table until the next meeting.

6.1.2 F.R. Mahony – F. R. Mahony Contract was reviewed. S. Farrick recommended we continue current contract with F. R. Mahony exercising one of two one-year extension options (beyond the initial one-year contract). C. Ely-DeCarlo will contact F. R. Mahony to confirm pricing will remain at the current rate. Further action on this item was table until the next meeting.

6.2 Town of Hebron WPCA Budget – C. Ely-DeCarlo presented members with a copy of an email received from K. Kelly, Administrator, Town of Hebron, Water Pollution Control Authority outlining Town of Lebanon WPCA Flow Charges for 2018-2019. A discussion was held on the proposed charges. C. Morris-Scata will contact K. Kelly to obtain further explanation of the proposed per thousand-gallon charge of \$7.55.

6.3 Member Appointments/Reappointments

6.3.1 Recommend for Appointment – Gregg Lafontaine – S. Farrick moved to recommend to the Board of Selectman the name of Gregg Lafontaine as a member of the WPCA Board. H. Anderson seconded. Motion unanimously approved.

6.3.2 Recommend for Reappointment – Dave Hartley – C. Morris-Scata moved to recommend to the Board of Selectman the name of D. Hartley for reappointment to the WPCA Board. H. Anderson seconded. Motion unanimously approved.

7.0 Old Business

Discuss and act upon:

7.1 Emergency Action Plan Procedures – This item was discussed above (5.3).

8.0 Topics for Next Agenda – Standard topics, Emergency Action Plan (5-year certification), Contracts with Evoqua and F. R. Mahony, Appointment of Treasurer, Manhole Covers (Road Repairs).

9.0 Adjournment – J. Bendoraitis moved to adjourn the meeting at 8:28 p.m. Seconded by S. Farrick. Motion unanimously approved.

Respectfully Submitted,
Cheryl Ely-DeCarlo, Administrator
Water Pollution Control Authority

Please see the minutes of subsequent meeting for the approval of these minutes and any corrections hereto.