

Town of Lebanon
WATER POLLUTION CONTROL AUTHORITY
SPECIAL MEETING
Town Hall – Lower Level Conference Room
Thursday, June 7, 2018 – 7:00 PM

MINUTES

Members Present: Chairman, C. Morris-Scata, S. Farrick, D. Hartley, H. Anderson, Gregg Lafontaine

Staff Present: C. Ely-DeCarlo, Administrator

Absent: J. Nowosad, Field Agent

1.0 Call to Order Special Meeting – C. Morris-Scata, Chairman, called the meeting to order at 7:01 p.m. Chairman Morris-Scata welcomed new member, G. Lafontaine, to the WPCA Board.

2.0 Correspondence

Discuss and Act Upon Correspondence Received

2.1 Freedom of Information - WPCA Administrator, C. Ely-DeCarlo presented members with a copy of a Freedom of Information request received from H2bid, Inc. Information requested was provided to L. McDonald for response to H2bid. No further action is required.

2.2 Members were provided copies of correspondence received from D. Preston Records, 52 Lakeview Heights. A discussion was held on this matter. C. Ely-DeCarlo will contact customer to obtain information to resolve this issue.

3.0 Minutes

Discuss and Act Upon:

3.1 Approving the Minutes from May 17, 2018, Regular Meeting. S. Farrick moved to approve the Minutes from the May 17, 2018 Regular Meeting. H. Anderson seconded. Motion approved: 4 – 0 – 1 Abstained.

4.0 Field Agents Report

Discuss and Act Upon:

4.1 Service Issues – Field Agent not present. No service issues reported.

4.1.1 F. R. Mahony Service Call(s) -no other service issues

4.1.2 Other Service Issues

4.2 Manhole Repairs at Amston Lake – C. Ely-DeCarlo presented email received from J. Tuttle, Highway Foreman, Department of Public Works, regarding Amston Lake Roadway Preservation. A brief discussion was held on this information. C. Morris-Scata noted that WPCA authorized J. Nowosad up to \$10,000 for completion of manhole repairs.

5.0 Financials

Discuss and Act Upon:

- 5.1 Treasurer's Report – S. Farrick provided members with the Effluent Processing Report for review, noting that the usage rate was up in January and February. A brief discussion was held on this report. No other financial information was available for reporting.
- 5.2 Invoices Received (Mahoney, Evoqua, Others) – The following invoices were presented for approval: F. R. Mahony invoice #TL32690-IN dated 5/18/2018 in the amount of \$9,916.00, F. R. Mahony invoice #TL32699-IN dated 5/18/2018 in the amount of \$1,128.00, and Wentworth Septic Service, LLC. invoice dated May 18, 2018, in the amount of \$250.00. D. Hartley moved to approve F. R. Mahony invoice #TL32690-IN dated 5/18/2018 in the amount of \$9,916.00, F. R. Mahony invoice #TL32699-IN dated 5/18/2018 in the amount of \$1,128.00, and Wentworth Septic Service, LLC. invoice dated May 18, 2018, in the amount of \$250.00. H. Anderson seconded. Motion unanimously approved.
- 5.3 USDA Loan Reporting Requirements – C. Morris-Scata discussed email communications with D. Johnson, Atlantic States Rural Water and Wastewater Associates regarding Vulnerability Assessment reporting. C. Morris-Scata will continue working on this report.

6.0 New Business

Discuss and Act Upon New Business

- 6.1 Sewer Application for Connection received from 44 Scanlon Terrace – Application was approved and signed by C. Morris-Scata
- 6.2 Other Sewer Applications Received - No other sewer applications were received.

7.0 Old Business

Discuss and Act Upon Old Business

7.1 Contracts

- 7.1.1 Evoqua – C. Morris-Scata reviewed an email received from Evoqua Water Technologies that suggested a reduction in service visits reducing service visits from four service visits per year to two service visits per year. This would enable Evoqua to keep existing chemical charge at \$2.50 per gallon and monthly fee at \$275 per month. A discussion was held on this option and services received from Evoqua. C. Morris-Scata recommended that WPCA inquire what the charge would be if Evoqua kept the existing schedule of four service visits per year. C. Ely-DeCarlo will contact Evoqua to obtain pricing options for both two and four service visits per year and inform Evoqua that due to WPCA meeting schedules, a final contract decision will not be able to be made until end of July. C. Ely-DeCarlo will ask J. Nowosad, Field Agent, to check to see if a bioxide delivery is required prior to end of the current Evoqua contract which expires on June 30, 2018. J. Nowosad will contact Evoqua if delivery is required.
- 7.1.2 F.R. Mahony – Contract with F. R. Mahony has been finalized; signed by C. Morris-Scata and returned to F. R. Mahony.

- 7.2 Town of Hebron WPCA Budget 2018-2019 – C. Ely-DeCarlo sent email to K. Kelly, Town of Hebron WPCA, requesting additional information regarding 2018-2019 budget/charges and asked to be added to the Town of Hebron WPCA agenda for the month of October or November 2018. To date, no response has been received from K. Kelley. C. Ely-DeCarlo will follow up with K. Kelly. A brief discussion was held on the budgeting process used by the Town of Hebron WPCA.
- 7.3 Emergency Action Plan – C. Morris-Scata discussed the need for an Emergency Action Plan and is working on a plan for Town of Lebanon WPCA. Survey responses received from Amston Lake residents were discussed noting number of residents indicating they have generators. A discussion was held on options for an EAP. G. Fontaine recommended that WPCA obtain pricing from various contractors for pumping customers should a catastrophic emergency occur. C. Morris-Scata will contact Wentworth Septic to obtain this information.
- 7.4 August Mailing to Amston Lake Residents – A discussion was held on sending out a mailing in August to include winter shut down procedures and grinder pump banned items list.

8.0 Topics for Next Agenda – Standard Topics, Evoqua contract, Manhole Repairs, USDA Reporting Requirements, Emergency Action Plan, August Mailing

9.0 Adjournment – C. Morris-Scata moved to adjourn the meeting at 8:11 p.m. S. Farrick seconded. 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.