

WATER POLLUTION CONTROL AUTHORITY

September 26, 2019 7:00 PM

Minutes

Members Present: Carol Morris-Scata (Chairman), Gregg Lafontaine, Harry Anderson

Absent: David Hartley

Others in attendance: Jeff Arpin (41 Olenick Rd.), Kenneth Lovoie (501 Deepwood Dr.), Joyce Clark (6 Deepwood Dr.), Jason Nowosad (Field Agent), Catherine McCall (WPCA Administrator)

1. Call to Order

The meeting was called to order by Chairman Carol Morris-Scata at 7:00pm.

2. Correspondence: Discuss and Act Upon Correspondence Received

Kevin Kelly, Hebron WPCA contacted J. Nowosad requesting information about the Lebanon meter change. Nowosad noted that he has been talking to Paul Santoro who has been hired to do the install and the job as been delayed due to issues with his truck. He hopes to complete the job next week.

3. Minutes Discuss and Act Upon:

G. Lafontaine motioned to approve the minutes of the August 13, 2019 Special Meeting. H. Anderson seconded and the motion passed unanimously.

4. Field Agents Report - Discuss and Act Upon:

- 4.1 Service Issues 4.1.1

F. R. Mahoney Service Call(s)

Some issues were reported in August for which payment was previously approved. None reported this month.

- 4.1.2 Other Service Issues

Within the past couple of weeks there was a leak at Ryan Terrace due to a clogged vacuum release valve. J. Nowosad was able to repair it. The fix required a call to Wentworth Septic for pumping. C. Morris-Scata asked if a regular cleaning of these valves would prevent this type of problem going forward. J. Nowosad believes sediment is getting into the seal which may be caused in homes on wells vs. CT Water. Ms. Morris-Scata noted that in addition to the creation of a flushing schedule there should be a shutdown and other maintenance schedules such as yearly cleanings of release valves. She believes the creation of these is an important goal for this board. Further discussion ensued about the need to have spare release valves

Motion H. Anderson to purchase 2 vacuum release valves to be used as spares. G. Lafontaine seconded. Motion passed with none opposed.

- 4.1.3 Flow Meter – Recorded Flows
No discussion

4.1.4 Flow Meter – Replacement – Installation Date, and Fee(s) (Magnetic Meter Replacement)
C. Morris-Scata will contact Paul Santoro to get more information on when he is planning on completing the meter install.

- 4.1.5 Flushing Schedule & Costs/Proposals
No quote has been received from Wentworth Septic for a flushing contract. Wentworth requires a gallon count to provide a cost estimate. J. Nowosad spoke to B. Handfield regarding the proposed flushing schedule and he believes it is appropriate. J. Nowosad will speak to Jason Hoffman to obtain his opinion on the flushing schedule and with Atlantic States Rural Wastewater Association. He will also ask what the joining fee would be for that Association.

5. Financials: Discuss and Act Upon:

5.1 Invoices Received (D&D Landscaping, FR Mahoney etc.)
D and D Property Maintenance billed for Landscaping services. Chairman Morris-Scata has already approved this invoice.

Engineer James Cowles also billed for the flow estimates he provided.

Motion made by G. Lafontaine to pay the James Cowles invoice of \$840.00. H. Anderson seconded. Motion passed with none opposed.

5.2 C. Morris-Scata reviewed the latest trial balance. She will ask the Finance department how we are doing as compared to our projected budget.

6. New Business: Discuss and Act Upon New Business

6.1 Replacement of Board Treasurer
No members of the Commission can take on the position of Treasurer at this time. G. Lafontaine said he would be willing to do it on an interim basis.

6.2 New Sewer Applications Received
None received

- 6.3 Incident Reports
Nothing else to report
- 6.4 Development of WPCA calendar: Maintenance, Notification of Procedures, Loan Compliance/ERP Updates etc.
The WPCA developed a master calendar of 12 procedures, notifications and compliance actions that should occur in order to systematically manage communication and actions required for the maintenance of the sewer district. This calendar will be reviewed at the next meeting and amended, as needed, in subsequent months to reflect changing needs or requirements.

6.5 Town of Lebanon/ WPCA Interface for Amston Lake District Management
There have been initial talks with the Town of Lebanon regarding its involvement in the administration of the sewer system. As the possible installation of new systems grows, it would

be difficult for a volunteer commission to manage day-to-day operations; it may be more appropriate for the board to act in an advisory and policy making capacity. Thoughts around this are being formulated. In all likelihood, for the town to increase responsibility for maintenance and daily operation of the sewer district would require discussion and consensus at a Public Meeting.

6.6 WPCA Meeting Schedule for 2020

A proposed meeting schedule was presented and discussed.

H. Anderson motioned to approve the proposed 2020 meeting schedule with all meetings starting 7:00 pm. G. Lafontaine seconded and the motion passed.

7. Old Business: Discuss and Act Upon Old Business

- 7.1 Discuss Steps for Compliance of Unconnected Properties
Currently there are 14 properties of concern. Further information is required from the Waller, Smith and Palmer, Attorneys regarding what actions can be taken. C. Morris-Scata will follow up on this.

8. Topics for Next Agenda

Discuss steps for compliance of unconnected properties as advised by Waller, Smith and Palmer.
Review preliminary WPCA calendar.
Review of meter install and readings thereof.

9. Adjournment

Motion made by G. Lafontaine to adjourn the meeting at 8:43pm. H. Anderson seconded the motion and it passed with none opposed.

Respectfully Submitted,
Catherine McCall, WPCA Administrator