



Colchester Sewer and Water Commission
Minutes of the December 17, 2020 Special Monthly Meeting
7:00 P.M Zoom Virtual Meeting -Colchester Town Hall.
127 Norwich Avenue
Colchester, Connecticut

Members Present: S.Coyle, R. Silberman, R. Peter, K. Fagnoli,
G. LePage, R. Segura
Members Absent: T, Hochdorfer
Others Present: J. Paggioli (Public Works),

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COYLE FURMAN
TOWN CLERK

1. **Call to Order-** Chairman Coyle called the Special Monthly meeting to order at 7:07 p.m.
2. **Additions to Agenda –** None.
3. **Approval of the Sewer and Water Commission October 28, 2020 Regular Monthly Meeting Minutes–** Motion to approve the minutes of the October 28, 2020 Regular Monthly Meeting Minutes as submitted, by R. Peter, second by K. Fagnoli; Motion approved 5-0-1. K. Fagnoli Abstained
4. **Citizen’s Comments-** None, No Citizens attended the Zoom Meeting.
5. **Approval of Calendar year 2021 Sewer and Water Commission Regular Meeting schedule dates:** Motion made by R. Silberman, seconded by G. LePage, to approve the Calendar year 2021 Sewer and Water Commission Regular Meeting schedule as shown on the attached notice, and to file said notice with the Town Clerk. Motion passed 6-0.
6. **Subcommittee Reports**
 - A. Finance – Transfers, Monthly financial reports, Quarterly billing, Disputes, other**

Transfers – None.
Disputes- Old Bacon Academy, Meter Bench Test.- Request was made by Bacon Academy Trustees to come before the Commission at the January of 2021 meeting to request a waiver of charges in regard to their previous bill. The meter

was bench tested and if fact was reading “slow” for the period, such that they actually utilized more water. Mr. Paggioli will place them on the January agenda.

Monthly Financials –
Quarterly Billing –As of 11/30/20 we have billed out 52.0% of the projected FY 20-21 budget and have collected 49.56%. 4 shut offs were conducted 12/16/20 with one making a payment arrangement and returned to service.

7. Water Activities

A. Water Activities Report –October to date. Note: Critical Infrastructure Social Distancing of Staff has been re-established.

- 1) Service Work: Mark outs, Samples –Dist. And Source Finals. Profiles, Service Calls, respond to customers complaint issues and profile request. Bacon Academy Trustees again .
- 2) New Developments –Building 4, Four Seasons.
- 3) Water Hauling – Halted with Voluntary Conservation Notice –Still in effect.
- 4) Generator servicing for Winter preparation.
- 5) Main breaks: None.
- 6) Retest Well 4 for source test.
- 7) Complete Cross Connection Surveys.
- 8) CBYD Mark outs
- 9) Assist on Beebe on Well 3A Building electrical solution. Done, Panel and control work to be conducted by Dominic.

B. Water Projects Status –

- 1) General: The existing Utility Billing/Account History/Enterprise software CUSI, is no longer being supported by the developer Continental. The Software has become/ was not designed to operate with the new Badger meters. (Our existing meters are Model CE, next generation meters are the Model ME, however the present meters are Cellular based meter heads and this meter is the next supported meter and only one presently being supported by Badger). The Model CE meters are no longer available for purchase/ replacement. The upgraded Software is compatible with the Model CE & ME and Cellular based meters. A proposal was received from Continental and coordination was made with Badger such that an system wide meter replacement would not be required in order to transition to the present meter technology. (i.e. Cellular meters can be purchased as needed and individually). Update: In regards to cloud based or server based systems, the software update could be done at approximately 80% of the cloud based installation, along with no on-going hosting charges. In coordination with the IT of the Town, a new server to host the software and provide daily access to customers would be required, however at a cost of approximately \$4,800. This would be instead of the \$1,300 /month hosting fees. Return on invested would be recouped within 4 months. The onsite (Town Hall) server option was chosen and quotes are being obtained by Town IT. CUSI has been informed of the direction to be made and is adjusting implementation of deployment. Novus Insight has agreed to conduct the required work as a “special project” outside of the normal IT functions for the Town.

8. Sewer Activities

A. Joint Facilities Report – During the Joint Facilities Meeting the items of not was that due to the COVID restrictions in place, the tour of the MAPS station can not be done at the present time. A video or Zoom meeting tour was discussed.

B. Sewer Activities Report –It is noted that the Flatbrook Odor Control Station was taken off line in lieu of the Chemical System installation. System appears to be working well.

C. Sewer Projects Status – see Force Main Break under Old Business.

9. Old Business

A) **Sewer Force Main Break** – Airline Trail East Hampton Rapello Viaduct area. Draft Construction specifications documents completed, full Viaduct pipe lining to be proposed with material evaluation being conducted. Life span analysis of repair being conducted.

B) **Prospect Hill Pump Station** – Joint Facilities has check valve and are coordinating obtaining quotes for installation from Delray, Kovacs and New England Pump. Awaiting final installation date from Joint Facilities.

C) **Joint Facilities Committee- Colchester request for Capital Planning Overview and Direction.** – During the Joint Facilities meetings the need for more concise Capital Planning along with Facilities Asset Management/Facilities Management practices has been identified by members of the Committee.

D) **RFP 2019-08 Well 3A Well House and Associated Piping. Update**
Delivery and Placement of the Building occurred 9/17/2020. Electrical service issue is being resolved and installed. Relocation of electrical box over well head being placed on back wall in order to allow for ease of service in the future. Control work to be installed by Dominic within two weeks. Within 30 days we are looking to bring the well online for testing submittals and approvals at DPH.

10. New Business – None.

11. Citizens Comments - None

12. Adjourn - Motion to adjourn, by R. Segura, second by R. Silberman ; Motion approved 6-0. Chairman Coyle adjourned the meeting at 7:52 p.m.

Respectfully submitted,
James Paggioli, Director of Public Works



Colchester Sewer and Water Commission

2021 Scheduled Regular Meeting Dates

All meetings scheduled to begin at 7:00 p.m.

Wednesday, January 27, 2021

Wednesday, February 24, 2021

Wednesday, March 24, 2021

Wednesday, April 28, 2021

Wednesday, May 26, 2021

Wednesday, June 23, 2021

Wednesday, July 28, 2021

Wednesday, August 25, 2021

Wednesday, September 22, 2021

Wednesday, October 27, 2021

Wednesday, November 24, 2021

Wednesday, December 22, 2021

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