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*Gayle Furman*  
GAYLE FURMAN  
TOWN CLERK

## Colchester Sewer and Water Commission

**Minutes of the April 22, 2020 Regular 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, T. Hochdorfer, K. Fagnoli,  
G. LePage, R. Segura

**Members Absent:**

**Others Present:** J. Paggioli (Public Works), Ellen Bartlett, P.E.

### Regular Meeting Portion

1. **Call to Order-** Chairman Coyle called the Regular Monthly meeting to order at 7:04 p.m.
2. **Additions to Agenda –** None.
3. **Approval of the Sewer and Water Commission February 26, 2020 Regular Monthly Meeting Minutes–** Motion to approve the minutes of the February 26, 2020 Regular Monthly Meeting Minutes as submitted, by K. Fagnoli, second by R. Segura ; Motion approved 4-0-3. Abstained: R. Silberman, R. Peter, T.Hochdorfer,
4. **Citizen's Comments-** None
5. **Subcommittee Reports**
  - A. **Finance – Transfers, Monthly financial reports, Quarterly billing, Disputes, other**

Transfers – None

Disputes- FOI request for Water Main Information 572-584 Norwich Avenue, Record Maps made, Contact with local Surveyor made. Survey Field Work and location completed. Title information given to Surveyor, contact made with Mr. Reguin regarding Appraiser services. Awaiting delivery of maps.

Monthly Financials – Discussion. It should be noted that collections for the month of April appear to be on schedule.

Quarterly Billing –As of 3/31/2020 we have billed out 73.8% of the projected FY 19-20 budget and have collected 72.77%.

**6. Water Activities**

**A. Water Activities Report** –March and April to date. Note: Critical Infrastructure Social Distancing of Staff has been in effect since last week in March.

- 1) Service Work: Mark outs, Samples –Dist. And Source Finals. Profiles, Service Calls, respond to customers complaint issues and profile request.
- 2) New Developments – Two Building Complete at 4 Seasons -343 Lebanon Ave.
- 3) Water Hauling – Halted with Voluntary Conservation Notice –Still in effect.
- 4) Quarterly readings
- 5) Main breaks: None- Rear Wall Street –Still off- No customers affected.
- 6) CUSI Software update presentation and quote development.
- 7) Budget preparation .
- 8) Multiple Days CBYD Mark outs in support of Gas Line Construction.
- 9) Daily Inspection Airline Trail Spur Water Main Extension.

**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. New IT direction at Town.
- 2) Review of Water Main extension. Easement acquired by Bloom energy and work is scheduled began on 4/1/2020. Multiple submission reviews and approvals.
- 3) Review of Gas Main Projects – Eversource Parum Road-Rt 354 to Rt 16 Lebanon Avenue.

**7. Sewer Activities**

**A. Joint Facilities Report** – Joint Facilities Budget has been approved. The cost to Joint Facilities has increased approximately \$20,000. It should be noted that this years budget on the sewer side is year 2 of the 4 required increases that were approved last year to wean off the use of Sewer Capital Fund for meeting the increased Joint Facilities Capital Plan. ( See Budget Item Below)

**B. Sewer Activities Report** – Flatbrook Odor Control Station requires new controllers for oxygen injection pumps. Joint Facilities has been authorized to conduct the repair.

**C. Sewer Projects Status** – Two Buildings 343 Lebanon Ave.

**8. Old Business**

**A) RFP 2015-16 Engineering Services Well 3A Project** – Update as part of the original RFP 2015-16 the construction inspection portion was not awarded (Task 7). This portion has been quoted at \$32,000. There has been a conversation regarding the need to have full services quoted conducted by Weston and Sampson. For budgetary purposes (see below) this number is carried, however staff would like to negotiate scope for the project and obtain a revised quote. Revised Quote updated not to exceed \$20,000 and directed on an “As needed basis”. Contract Amendment signed by First Selectman.

**B) Prospect Hill Pump Station** – Joint Facilities has check valve and are coordinating obtaining quotes for installation from Delray, Kovacs and New England Pump. Work to be conducted in July or August of 2020.

**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. Discussion to occur regarding concerns raised and the potential for direction to Joint Facilities Management in regard to above and possible Funding criteria policy regarding larger expenses in the future. On Going.

**D) RFP 2019-08 Well 3A Well House and Associated Piping.** Contract with Milton C. Beebe and Sons, Inc. authorized by Board of Selectmen and Signed by First Selectman and Compnay. Notice to proceed given with the contract start date of January 15, 2020. Pre-construction meeting to occur next week at the plant. Motion for appropriation of the funds was requested by CFO. (May Mtg)

**Update-** Multiple submittal review and approved. Precast building design submittals and production started.

**E) Anticipated Capital Project Schedule – Discussion.**

At the meeting, a spread sheet will be handed out to the Commission with the anticipated Capital Projects and Cost/Funding/Schedule for discussion. With the newly created Base Fee increase, and the return to water sales upon completion of the Well 3A project, it is anticipated that approximately \$130,000 per year will be available of Capital Projects without impacting rates. Discussion regarding timing and listing of priorities will be had.

**F) FY 20-21 Proposed Sewer and Water Operating Budget.** The Commission was provided with the proposed FY 20-21 budget expenditure pages and the revenue projections. The highlights of each are that with each of the budgets we are able to hold each budget to a 0% rate increase. The Sewer we are able to accomplish this by taking credit for the increased revenue that Hebron is providing us with increased flows. This allows us to hold the rate and reduce the utilization of the Capital Fund in accordance with the rate structured increases that were deemed necessary last year over a 4 year period to transfer the ongoing Joint Facilities Capital Expenditures from our Capital Fund to the per gallon charge.

The Water side was able to maintain rates and fund Capital at the established \$110K rate that was determined last year and anticipated increases were also accommodated by increased revenues projected to be available once Well 3A comes online and water sales resume. Consensus was made to accept the proposed budget and move the proposed budget a public hearing at the beginning of the May 27, 2020 Regular Meeting. Based upon the present Governor's Executive Orders; The Proposed Budget Package will be attached to expenditure sheets and posted on the Town Webpage and Noticed for Public Hearing to occur on May 27, 2020.

**9. New Business –**

**A) Request to Enlarge Sewer Service Area – 347 Cabin Road, RMD Land Development LLC.** – Ms. Ellen Bartlett, P.E. of CLA Engineers, presented the Commission with mapping and a request letter for the proposed enlargement of the Sewer Service Area to include 347 Cabin Road. The developer wishes to place this property within the sewer service area in order to develop the property as a multi-family site, as opposed to the single family option. The zoning regulations allow for the multi-family use if the property is served by public sewer and water. The surrounding area is predominately single family residences.

Mr. Paggioli explained that the property is shown at the bottom of the scanned map attached. Causally, this is the sand/gravel pit area that has been under construction/excavation off and on over the past few years. It is located just after the "S" turns of Cabin Road on the east side. There exists an 8" water main along the frontage of the property. This was installed as part of the Jordan's Alley single family residence subdivision and was planned/envisioned as part of the loop that would flow up Cabin to Lake Hayward Road, then East on Lake Hayward Road connecting to the 8" main in front of Tractor Supply. This was desired to provide a looped water supply to the envisioned Commercial Development parcels.

The area on Cabin Road is primarily a well drained sand and gravel complex. There are no known systematic failures of septic systems within the general area and due to adequate lot sizes and soils, reserve areas are easily accommodated on each single family lot. There is not planned any Colchester Collection system sewer extension to serve that portion of Cabin Road to the south of the 347 Cabin Road premises, nor was it envisioned to be served

within the facility plans of the Sewer collection system or Joint Facilities Treatment Plant. Cabin Road was/is likely to be the path of choice for East Haddam's Lake Hayward area's force main route to reach the Colchester Gravity system as outlined within the Joint Facility Facilities plan for their reserved 50,000 gpd flows, however no anticipated Colchester gravity mains or connections were to be necessary.

The developer (RMD Land Development) would ( by necessity due to elevation and crossing under Cabin Brook) design a privately owned and maintained pump station to serve the multi-family development only. There would be no accommodation for any East Haddam flows, nor would any designer of a future East Haddam force main utilize the 347 Cabin Road as a Pump Station location to serve the Lake Hayward area.

The Commission briefly discussed the issue and location, then a motion was made to to table the issue so that the Commission can further research the issue. Motion By R. Silberman, Second K. Fagnoli. Motion passed 7-0.

**10. Citizens Comments - None**

**11. Adjourn** - Motion to adjourn, by R. Peter, second by T. Hochdorfer ; Motion approved 7-0. Chairman Coyle adjourned the meeting at 8:07 p.m.

Respectfully submitted,  
James Paggioli, Director of Public Works