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Gayle Furman
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TOWN CLERK

Colchester Sewer and Water Commission

Minutes of the February 26, 2020 Regular Monthly Meeting

7:00 P.M Colchester Town Hall. Room 2

127 Norwich Avenue

Colchester, Connecticut

Members Present: S.Coyle, K. Fagnoli, G. LePage, R. Segura

Members Absent: R. Silberman, R. Peter, T. Hochdorfer

Others Present: J. Paggioli (Public Works),

Regular Meeting Portion

1. **Call to Order-** Chairman Coyle called the Regular Monthly meeting to order at 7:30 p.m. Chairman Coyle informed the Commission that the May 27, 2020 Regular Meeting would be have to be relocated from Town Hall due to the Town Budget Referendum occurring on that date. The meeting will be relocated to 140 Taintor Hill Road at the Filtration Plant at 6:00 p.m.
2. **Additions to Agenda-** None.
3. **Approval of the Sewer and Water Commission January 22, 2020 Regular Monthly Meeting Minutes-** Motion to approve the minutes of the January 22, 2020 Regular Monthly Meeting Minutes as submitted, by G. LePage, second by K. Fagnoli; Motion approved 3-0-1. K. Fagnoli Abstained
4. **Citizen's Comments-** None – No members of the public attended the meeting.
5. **Subcommittee Reports**
 - A. **Finance – Transfers, Monthly financial reports, Quarterly billing, Disputes, other**

Transfers – None at present time. Mr. Paggioli noted that the software update costs were assigned to the Service Contracts line for each operating budget (Sewer and Water) and would be monitored and addressed at the June meeting as required.

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.

Monthly Financials – Brief discussion occurred, noting specifically the increase in revenue from the Town of Hebron and Town Lebanon portions of Sewer flow.

Quarterly Billing –As of 1/31/2020 we have billed out 73.6% of the projected FY 19-20 budget and have collected 66.02%.

6. Water Activities

A. Water Activities Report –

- 1) Service Work: Mark outs, Samples –Dist. And Source Finals. Profiles, Service Calls, respond to customers complaint issues and profile request. Assist Leak detection at various residences.
- 2) New Developments – None.
- 3) Water Hauling – Halted with Voluntary Conservation Notice –Still in effect.
- 4) Transfer of Filter Media to Vessel #1 and Inspection of Vessel #2. Both Vessels are completed. Chlorination and return to service will occur next week.
- 5) Main breaks: None- Rear Wall Street –Still off- No customers affected.
- 6) CUSI Software update presentation and quote development.
- 7) Budget preparation .
- 8) Aeration Tower Blower drives replaced due to breakdown.
- 9) Additional.

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.
- 2) Review of Water Main extension. Easement acquired by Bloom energy and work is scheduled to begin on 3/21/2020. Mr. Paggioli discussed the one mile of new 8” water main extending from approximately Well #4 to Old Amston Road and then traveling northeasterly up Old Amston Road for 500 feet to the service location and entrance to the Fuel Cell Project.

7. Sewer Activities

A. Joint Facilities Report – Joint Facilities Budget has been approved. The cost to Joint Facilities has increased approximately \$20,000. Chairman Coyle commended Mr. Scott Clayton, the PUA for Joint Facilities for his work in going through the Joint Facilities proposed budget and diligently maintain costs. It should be noted that this year's 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. The issue will be discussed 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 – No Connections this month

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. Meeting is set for 3/2/20 in order to go over the proposed scope with Weston and Sampson.

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, and revised quotes from the three are being obtained in order to obtain possible savings with an extended time schedule.

C) Filtration Vessels 1 & 2 Weld Failure – Vessel #1 and #2 completed. Completed Vessel 1& 2 Filter Media chlorination. Units to be brought online the week of 3/2/20.

D) 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. Mr. Paggioli discussed Mr. Claytons effort to evaluate the condition of the MAPS force main in order to determine if this Capital expense is warranted.

E) 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 Company. 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. Exact language is being determined for each funding account.

F) 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. On Going.

9. New Business –

A) Discussion of Potential Sewer Increase. As anticipated by last year's budget process in order to wean off of use of Sewer Capital Funds for anticipated Capital Projects for shared systems at Joint Facilities, and incorporate these costs into the rate structure. The past years increase in revenue from the Hebron portion of the flow has been established for sufficient time in order to utilize the higher revenues for budgetary purposes. The increase from the Hebron revenue should mitigate the anticipated rate increase for the upcoming year on the sewer portion of the budget. On the Water portion, it is not anticipated that a rate increase would be required. Of the know regulatory inspections, there is a 10 year interior tank inspection required in 2021, and there are anticipated Union negotiations that may impact the labor and insurance portions of the Water half of the proposed budget. The Commission general felt that the issues were reasonable and directed Mr. Paggioli to proceed with the budget preparation in accordance with this.

10. Citizens Comments - None

11. Adjourn - Motion to adjourn, by K. Fagnoli, second by G. LePage ; Motion approved 4-0. Chairman Coyle adjourned the meeting at 8:22 p.m.

Respectfully submitted,
James Paggioli, Director of Public Works