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Colchester Sewer and Water Commission

**Minutes the January 22, 2020 Regular Monthly Meeting
7:00 P.M Colchester Town Hall. Room 2
127 Norwich Avenue
Colchester, Connecticut**

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

Regular Meeting Portion

1. **Call to Order-** Chairman Coyle called the Regular Monthly meeting to order at 7:00 p.m.
2. **Additions to Agenda -** None
3. **Approval of the Sewer and Water Commission December 12, 2019 Regular Monthly Meeting Minutes–** Motion to approve the minutes of the December 12, 2019 Regular Monthly Meeting Minutes as submitted, by R. Silberman, second by S. Coyle; Motion approved 2-0-2. G. LePage and R. Segura Abstained
4. **Citizen's Comments-** No members of the public attended the meeting. 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.
Monthly Financials – Discussion.
Quarterly Billing –As of 12/31/2019 we have billed out 49.4% of the projected FY 19-20 budget and have collected 48.7%. Third Quarter Bills were sent out on Jan.2, 2020.
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. Meter coordination 343 Lebanon Ave. project, Incord Warehouse Water Meter Installation.
- 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.
- 5) Main breaks: None- Rear Wall Street –Still off- No customers affected.
- 6) CUSI Software update presentation and quote development.
- 7) Additional distribution Testing for Sodium.
- 8) Aeration Tower Blower drives replaced due to breakdown.
- 9) Well 5A Redevelopment. Returned to service 12/15
- 10) 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). Discussion.
- 2) Review of Water Main extension (Airline Trail spur.)

7. Sewer Activities

- A. Joint Facilities Report** – Joint Facilities activities since last meeting have concerned Capital Items with discussions regarding scale of projects and financing options.
- 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. On going.

- B) **Prospect Hill Pump Station** – Joint Facilities has check valve and are coordinating obtaining quotes for installation from Delray, Kovacs and a third firm.
- C) **Filtration Vessels 1 & 2 Weld Failure** – Vessel #1 and #2 completed. Awaiting Vessel#2 Filter Media for chlorination.
- 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.
- 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 Compnay. Notice to proceed given with the contract start date of January 15, 2020. Pre-construction meeting to occur next week at the plant.
- 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.
Discussion regarding timing and listing of priorities will be had.

9. **New Business** – None

10. **Citizens Comments** - None

11. **Adjourn** - Motion to adjourn, by G. LePage, second by R. Segura ; Motion approved 4-0. Chairman Coyle adjourned the meeting at 8:02 p.m.

Respectfully submitted,
James Paggioli, Director of Public Works