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TOWN CLERK

Colchester Sewer and Water Commission

**Minutes of the July 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 (7:08), R. Peter, T. Hochdorfer,
G. LePage, R. Segura
Members Absent: K. Fagnoli
Others Present: J. Paggioli (Public Works),

1. **Call to Order-** Chairman Coyle called the Regular Monthly meeting to order at 7:03 p.m.
2. **Additions to Agenda** – None.
3. **Approval of the Sewer and Water Commission June 24, 2020 Regular Monthly Meeting Minutes**– Motion to approve the minutes of the June 24, 2020 Regular Monthly Meeting Minutes as submitted, by T. Hochdorfer, second by R. Peter ; Motion approved 5-0. None Abstained
4. **Citizen's Comments-**
5. **Subcommittee Reports**
 - A. Finance – Transfers, Monthly financial reports, Quarterly billing, Disputes, other**

Transfers – Motion to approve the following transfer was made by R. Peter and seconded by R. Segura:
Water : FY 20-21 As Part of the approved FY 20-21 Adopted Operating Budget. From 4004310 – 50274 (Transfers to Water Capital) the full budgeted amount of \$110,000; To 3053210 -36400 Water Capital Transfer In from Operating Budget.
Motion Passed 6-0.

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 close to historical rates.
Quarterly Billing –As of 6/30/2020 we have billed out 97.9% of the projected FY 19-20 budget and have collected 96.04%. (Sewer 98.6%/98.0% received) and Hebron + \$85,000 over anticipated revenue..

6. Water Activities

A. Water Activities Report –June 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 – Building #2 Four Seasons, Bloom Energy .
- 3) Water Hauling – Halted with Voluntary Conservation Notice –Still in effect.
- 4) Prepare Consumer Confidence Report for 6-30-2020 submittal deadline and July Billing to customers. Done.
- 5) Main breaks: None- Main Street GPL Gas Main- claim against GPL Insurance – Submitted to liberty Mutual – They have agreed once invoiced.
- 6) CUSI Software update presentation and quote development.
- 7) Spray Park turn on, Repair Hydrant JJIS, Halls Hill Road,
- 8) Multiple Days CBYD Mark outs and field issues raised in support of Gas Line Construction.
- 9) Daily Inspection Airline Trail Spur Water Main Extension. Tested and passed Bac & Pressure. Meter
- 10) Inspect Beebe on Well 3A Building flushing- outlet drain, Pipe installation into raw water main into building.

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.

- 2) Review of Gas Main Projects – Eversource Mill Street Revisions.

7. Sewer Activities

A. Joint Facilities Report – Meeting 7/21/20. Chairman Coyle discussed the approval of the funding for the acquisition of pre-owned Vac-truck replacement. The Vac-All is over 30 years old and would be replaced by a 6 year old model formerly owned by Waterbury, and purchased through a reseller from Agawam, MA. The crane truck replacement was delivered. And discussion occurred on the need to address the VFD overheating issues at multiple pump stations. Additionally the roof areas of the Waste Water treatment facility has a condition inspection survey conducted by the Garland Company.

B. Sewer Activities Report – Flatbrook Odor Control Station requires new controllers for oxygen injection pumps. Joint Facilities has been authorized to conduct the repair. **Update: Controllers placed on Hold due to Chemical Feed Non “Air injection” Odor control pilot system being proposed for Prospect Hill Pump Station.**

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

8. Old Business

- A) Sewer Force Main Break** – Airline Trail East Hampton Rapello Viaduct area. See attached report and photos. Discussion and possible actions. As discussed last meeting, an RFP for Engineering Services was prepared and placed out to bid. Bid opening is July 2, 2020. Repair and bypass pumping invoices are being paid. Preliminary numbers are \$128,000 in bypass sewage trucking, Rental of bypass piping for up to 5 months \$92,000, repair services Del Ray - \$21,000, United Rental \$22,000, Hayward Construction – Paid \$96,000
- 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. Update** Delivery of the Building is scheduled for mid-August, Contractor is scheduled be began site work the week of July 6., **Piping for well waste line and Raw Water piping is cut in to system.**

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 may be had.

9. New Business –

A) Recommendation for Award of RFP 2020-06 Engineering Services for 16” Force Sanitary Sewer Force Main Analysis and Design of Repair, to Board of Selectman. – Discussion and Action. On July 2, 2020 the bid submitted by Environmental Partners for the total amount of \$24,900 was opened. The firm had contacted staff and conducted a significant amount of site and record investigation prior to submitting a bid. They have identical experience in Plymouth MA and Nantucket MA, the references were verified, and with the preparation work already conducted by staff, they were prepared to submit their bid for the just the services required. Staff received other calls during the pre-bid portion but there was hesitancy to commit to the schedule required by the RFP and to limit their work to just that portion of the force main. I am confident that Environmental Partners can provide the services that the RFP 2020-06 requires. Proposed Motion: **The Colchester Sewer and Water Commission recommend to the Board of Selectmen the Award of RFP 2020-06 Engineering Services for 16” Force Sanitary Sewer Force Main Analysis and Design of Repair, be made to Environmental Partners Group, Inc. of Middletown Connecticut for the amount of \$24,900 and that the First Selectman be authorized to sign all necessary documents. Motion by R. Peter, Second by R. Silberman , Motion Approved: 6-0.**

10. Citizens Comments - None

11. Adjourn - Motion to adjourn, by R. Silberman, second by T. Hochdorfer ;
Motion approved 6-0. Chairman Coyle adjourned the meeting at 8:18 p.m.

Respectfully submitted,
James Paggioli, Director of Public Works