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TOWN CLERK

Colchester Sewer and Water Commission

Minutes of the May 27, 2020 Public Hearing and 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: K. Fagnoli
Others Present: J. Paggioli (Public Works), Ellen Bartlett, P.E., CLA Engineers

Public Hearing Portion

1. Call to Order – Chairman Coyle called the Public Hearing to Order at 7:00 pm.
2. A) Opened Public Hearing at 7:00 pm – A Brief presentation of Budget was made by J. Paggioli highlighting the zero percent increase in usage rate for the rates payers of the system for the proposed FY 20-21 budget.
B) Public Comments – No members of the public attended the virtual meeting, nor were any comments sent to the Department over the last month regarding the proposed budget. This is typical for the last 7 budget cycles.
3. Motion was made by G. Lepage, seconded by R. Peter to close the Public Hearing. Motion passed 6-0. Chairman Coyle Closed the Public Hearing at 7:06 pm.

Regular Meeting Portion

1. **Call to Order-** Chairman Coyle called the Regular Monthly meeting to order at 7:07 p.m.
2. **Additions to Agenda** – Chairman Coyle requested to move Item 8G to follow Item 4 in order to have Ellen Bartlett of CLA Engineers present and respond to questions prior to longer portions of the meeting. No objections were recorded.
3. **Approval of the Sewer and Water Commission April 22, 2020 Regular Monthly Meeting Minutes**– Motion to approve the minutes of the April 22, 2020

Regular Monthly Meeting Minutes as submitted, by R. Silberman, second by R. Segura; Motion approved 6-0, None Abstained

4. Citizen's Comments- None

8G. Request to Enlarge Sewer Service Area – 347 Cabin Road, RMD Land Development LLC. – Ellen Bartlett, P.E. of CLA Engineers described that the owner/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 anticipated multi-family style would likely be connected Townhouses with an approximate total of 20 units. Should the property not be included within the sewer Service area, then the property would be developed as a single family house lot subdivision.

The property is shown at the bottom of the map entitled “347 Cabin Road RMD Land Development, LLC Proposed Sewer & Water District Modifications CLA Engineers, Inc Date 3/5/2020 Sheet 1 of 1”.

Mr. Paggioli explained that 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. The development of the subject parcel would require a pump station that would be privately owned and operated similar to the one at the Cinema on Old Hartford Road or at Northwoods on Lebanon Ave. There would be no accommodation of sizing for additional properties to utilize the station.

After further discussion concerning that this was not a precedent setting location, the Commission generally felt that the addition of potentially up to 20 additional customers was beneficial for the sewer system. A motion was made to revise and enlarge the Sewer Service area in accordance with the map referenced above prepared by CLA Enigneers, to include the premises known as 347 Cabin Road with the Sewer Service area by R. Silberman, seconded by T. Hochdorfer. Motion Passed 6-0.

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 close to historical rates.

Quarterly Billing –As of 4/30/2020 we have billed out 97.7% of the projected FY 19-20 budget and have collected 89.6%. Compared to last year at this time we are within 1.7% of the collection rate at this time.

Note: Items 6 – 8E were tabled for discussion at the June 2020 meeting.

6. Water Activities

A. Water Activities Report –April, May 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 – None this month.
- 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 and field issues raised 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 Gas Main Projects – Eversource Parum Road-Rt 354 to Rt 16 Lebanon Avenue. Mill Street Revisions.

7. Sewer Activities

- A. Joint Facilities Report** – Meeting Cancelled due to Force Main Break.
- 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** – see Force Main Break under New Business.

8. Old Business

- A) RFP 2015-16 Engineering Services Well 3A Project** – Update. Final submittal work 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. 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.** Motion for appropriation of the funds was requested by CFO. (June Mtg)
Update- Building door frames and colors being selected and fitted.
- 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.
- F) FY 20-21 Proposed Sewer and Water Operating Budget. –**
Commission discussion on Budget and Public Hearing:
In consideration of the Public Hearing comments and the Commission recommendations: A Motion was made; That The Sewer and Water Commission hereby approve the FY 20-21 Operational Budget as presented at the May 27, 2019 Public Hearing, with the Water portion totaling \$1,078,337.00 and the Sewer portion totaling \$1,176,879.00 and forward such to the Board of Selectmen for adoption. Motion by R. Silberman, second by R. Segura, Motion passed 6-0.

9. New Business –

- A) Sewer Force Main Break** – Airline Trail East Hampton Rapello Viaduct area. See attached report. After considerable discussion, the Commission agreed that proceeding with the RFP for Engineering Services should occur with an additional area for review to be included in the area of the Blackledge River Crossing Bridge.

10. Citizens Comments - None

- 11. Adjourn** - Motion to adjourn, by R. Segura, second by R.Silberman ; Motion approved 6-0. Chairman Coyle adjourned the meeting at 8:12 p.m.

Respectfully submitted,
James Paggioli, Director of Public Works