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Colchester Sewer and Water Commission

Minutes of the October 28, 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 (7:17), R. Peter, T. Hochdorfer (7:16),
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 7:00 p.m.
2. **Additions to Agenda –** None.
3. **Approval of the Sewer and Water Commission September 23, 2020 Regular Monthly Meeting Minutes–** Motion to approve the minutes of the September 23, 2020 Regular Monthly Meeting Minutes as submitted, by G. LePage, second by R. Peter; Motion approved 4-0.
4. **Citizen's Comments-** None.
5. **Subcommittee Reports**
 - A. Finance – Transfers, Monthly financial reports, Quarterly billing, Disputes, other**

Transfers – None.
Disputes- Old Bacon Academy, Meter Bench Test.
Monthly Financials – Noted was the request by Chairman Coyle to revise the practice of advanced payment for the Joint Facilities bills. Mr. Paggioli agreed and will direct staff to advance payment of the first day of the invoice period.
Quarterly Billing –As of 9/30/20 we have billed out 24.8% of the projected FY 20-21 budget and have collected 25.91%. October 2020 billing has been sent.

6. Water Activities

A. Water Activities Report –August to date. Note: Critical Infrastructure Social Distancing of Staff has been restarted with the increase in COVID-19 cases within the region.

- 1) Service Work: Mark outs, Samples –Dist. And Source Finals. Profiles, Service Calls, respond to customers complaint issues and profile request. Bacon Academy Trustees.
- 2) New Developments –Building 3, Four Seasons.
- 3) Water Hauling – Halted with Voluntary Conservation Notice –Still in effect.
- 4) Support Halls Hill Road Reconstruction, corrections by American Industries
- 5) Main breaks: None.
- 6) Retest Well 4 for source test.
- 7) Complete Cross Connection Surveys.
- 8) Assist Water Tank Inspections by Liquid Engineering.
- 9) Assist on Beebe on Well 3A Building electrical solution.
- 10) Aeration Tower repair.

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.

7. Sewer Activities

A. Joint Facilities Report – Meeting 9/15/20. A notice of Award for the Treatment Plant (see attached) was received.

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. Installation of chemical system successful. It is noted that the

Flatbrook Odor Control Station is taken off line in lieu of the Chemical System installation. System is operating well.

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. RFP Awarded to Environmental Partners. Initial design proceeding.
- B) **Prospect Hill Pump Station** – Joint Facilities has check valve and are coordinating obtaining quotes for installation from Delray, Kovacs and New England Pump. Awaiting final installation date from Joint Facilities.
- 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. No further updates at this meeting.
- D) **RFP 2019-08 Well 3A Well House and Associated Piping. Update**
Delivery and Placement of the Building occurred 9/17/2020. Electrical service issue is being resolved by Sampson and Weston. Design and additional work required. Although this was missed in the original design by Weston and Sampson, the cost of the solutions is required to be paid as change order to the project. (See attached documentation) The Commission is required to allocate the additional funds from the Water Capital Fund in order to pay for the work within the project budget.
Motion was made: That the Sewer and Water Commission allocate and encumber the sum of \$30,429.67 from the Water Capital Fund in order to address that change order as detailed from Milton C. Beebe and Sons, Inc. dated 12-Oct-20 and reviewed as reasonable by Weston and Sampson Engineers for the Well 3A project electrical service. Motion By R. Peter, Seconded by R. Silberman, Motion passed 6-0.
- 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. Mr. Paggioli noted that for the Water capital side, the next projects would involve the exterior painting of the storage tanks. Afterwards the likely projects would involve enhancements to the distribution system and meter upgrades. It was noted that the meter upgrades may possibly be conducted over a sufficient time frame to be considered an annual operating expense by Chairman Coyle.

9. New Business – None.

10. Citizens Comments - None

- 11. Adjourn** - Motion to adjourn, by R. Silberman, second by R. Segura ; Motion approved 6-0. Chairman Coyle adjourned the meeting at 7:50 p.m.

Respectfully submitted,
James Paggioli
Director of Public Works