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Gayle Furman
GAYLE FURMAN
TOWN CLERK

Colchester Sewer and Water Commission

Minutes of the September 23, 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, R. Peter, T. Hochdorfer, K. Fagnoli,
G. LePage, R. Segura

Members Absent:

Others Present: J. Paggioli (Public Works),

1. **Call to Order-** Chairman Coyle called the Regular Monthly meeting to order at 7:01 p.m.
2. **Additions to Agenda –** None.
3. **Approval of the Sewer and Water Commission July 22, 2020 Regular Monthly Meeting Minutes–** Motion to approve the minutes of the July 22, 2020 Regular Monthly Meeting Minutes as submitted, by R. Peter, second by R. Silberman ; It was noted that the coding of Transfer to Capital was revised to meet MUNIS coding that different than the motion. Mr. Paggioli will verify the correct coding. Motion as amended approved 6-0-1. K. Fagnoli Abstained
4. **Citizen's Comments-** None.
5. **Subcommittee Reports**
 - A. **Finance – Transfers, Monthly financial reports, Quarterly billing, Disputes, other**

Transfers – None:
Disputes- Request for Sewer Credit – 80 Broadway –Director believes the request is valid.
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 8/31/20 we have billed out 24.7% of the projected FY 20-21 budget and have collected 21.96%. As of the date of this meeting readings

have been conducted for the October 2020 billing. FY 19-20 Sheets EOY included in packets. It was noted that there was positive balance in both operating budgets. Upon conclusion of the Annual Audit, these will be transferred to the respective Capital Funds. On the Water side, this may positively impact the scheduling of the Exterior Tank Painting project at Elmwood Heights.

6. Water Activities

A. Water Activities Report –August to date. Note: Critical Infrastructure Social Distancing of Staff has been discontinued. The Commission requested that staff be advised of the still present potential regarding COVID-19.

- 1) Service Work: Mark outs, Samples –Dist. And Source Finals. Profiles, Service Calls, respond to customers complaint issues and profile request. Bacon Academy Trustees again .
- 2) New Developments –Bloom Energy
- 3) Water Hauling – Halted with Voluntary Conservation Notice –Still in effect.
- 4) Support Halls Hill Road Reconstruction.
- 5) Main breaks: Harrington Court.
- 6) CUSI Software update presentation and quote development.
- 7) Spray Park turn off.
- 8) Multiple Days CBYD Mark outs and field issues raised in support of Gas Line Construction.
- 9) Tropical Storm response, Plant ran under emergency power for 6 days.
- 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. (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) Inspection and review of Gas Main Projects – Eversource Mill Street Vault installation.

7. Sewer Activities

A. Joint Facilities Report – Meeting 9/15/20. A notice of Award for the

Treatment Plant (see attached) was received. Discussion occurred regarding a possible field trip to the MAPS location on Oct. 22, 2020.

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.

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. See attached letter from DPC Engineering.
- 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
- 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 – None.

10. Citizens Comments - None

- 11. Adjourn** - Motion to adjourn, by R.Silberman, second by T. Hochdorfer ; Motion approved 6-0 (K.Fargnoli left meeting at 8:00 p.m.). Chairman Coyle adjourned the meeting at 8:07 p.m.

Respectfully submitted,
James Paggioli, Director of Public Works



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1130 Connecticut Ave NW
Suite 1050
Washington DC 20036

T: (202) 893-2672
F: (888) 267-9505

www.nacwa.org

September 10, 2020

Tim Smith
Public Utility Administrator
Joint Facility/Colchester-East Hampton
PO Box 218
East Hampton, CT 06424-0218

Dear Tim:

It gives us immense pleasure to inform you that the Joint Facility/Colchester-East Hampton's Colchester/East Hampton Water Pollution Control Facility has earned its first *Platinum Peak Performance Award* for five years of 100% compliance. Congratulations on this great accomplishment!

As a first-time *Platinum Peak Performance* honoree, the Colchester/East Hampton Water Pollution Control Facility will be recognized with a presentation of its award during NACWA's Virtual Awards Ceremony on Wednesday, October 28, 2020. We hope that you and your staff will be able to attend this celebration of your hard work and achievement.


As part of our celebration of our Platinum Peak Performance honorees, we will be honoring our award-winning facilities with a multi-media presentation. Information and key deadlines regarding the presentation are included on the *Essential Information for Award Recipients* included with this correspondence.

Additional honors that your utility may have been awarded, such as Gold or Silver Awards, will be mailed to you along with your Platinum certificate.

Again, congratulations on a job well done.

Sincerely,


Laura Briefer
Chair, NACWA Awards Committee
Director of Public Utilities
Salt Lake City Corporation, UT


Adam Krantz
NACWA CEO

Enclosures: Essential Information for Award Recipients



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DPC Engineering, LLC
22 Northfield Road
Longmeadow, MA 01106

Phone: 413-567-6310
Fax: 413-451-1030
www.DPCengineering.com

MEMORANDUM

TO: Colchester East Hampton Joint Facilities
FROM: David Prickett, P.E.; James Rivers
DATE: July 21, 2020
RE: Colchester East Hampton Joint Facilities WPCF – Facilities Plan Update

Background

The Colchester East Hampton Joint Facilities Water Pollution Control Facility (WPCF) was constructed in the early 1980's as a secondary treatment facility designed for a capacity of 3.90 MGD. The WPCF is jointly owned by the Town of Colchester and the Town of East Hampton. The WPCF is a regional facility that currently treats on average 2.0 million gallons per day (MGD) from the member communities. Minor upgrades to the WPCF were completed in 2009 to replace the dissolved air floatation thickener with a rotary drum thickener and in 2002 to implement a Nitrogen Removal process. No major upgrades to the WPCF have been completed to date. The majority of the remaining equipment and systems at the WPCF are original to the 1980's construction.

Wastewater Facilities Planning

In 2005 a wastewater facilities plan was completed. The plan recommended approximately \$25 million in upgrades at the WPCF (\$47 million in 2021 dollars). The upgrades were intended to modernize the WPCF and implement additional Nitrogen Removal processes. The upgrades to the WPCF were never implemented and major equipment and processes have begun to fail as they reach the end of their useful life. The design life for industrial equipment is approximately 20-years with a useful life of approximately 20 to 30 years. Concrete and masonry structures typically have a design life of 50-years and a useful life of 75-years without any major modifications or repairs. The majority of the WPCF equipment and structures is approximately 40-years old.

WCPF Capital Planning

Per the request of the Joint Facilities Staff, DPC Engineering has provided the following planning level estimates for two different approaches to capital planning at the WPCF. The approaches are:

WCPF Wastewater Facilities Plan Update

Under a wastewater facilities plan update, the information from the 2005 facilities plan would be reviewed and utilized as appropriate. The WPCF would be evaluated for improvements needed to modernize the existing facility and maintain compliance with the existing NPDES permit limits. The WPCF would also be evaluated for upgrades that would be required to maintain compliance with anticipated NPDES permit limits and future growth within the sewer service area (20-year build out conditions). A capital plan would



be prepared along with an implementation plan to implement the improvements as well as how the improvements would be funded and financed. Under this approach the upgrades would most likely be implemented as large construction projects broken into multiple phases. Due to the size of the project, a referendum and subsequent bonding may be required. The debt service for the project would be funded through the rate structure via rate increases. A planning level cost for a wastewater facilities plan update is \$150,000 to \$200,000. The duration of the facilities plan update would be approximately 12 to 18 months.

WPCF Asset Management and Capital Improvements Plan

Under an asset management approach, the assets at the WPCF would be inventoried and evaluated for improvements needed to renew and modernize the existing WPCF assets and maintain compliance with the existing NPDES permit limits. A capital plan would be prepared along with an implementation plan to implement the improvements as well as how the improvements would be funded and financed. Under this approach the upgrades would be implemented based on an asset criticality ranking and would most likely be implemented as smaller individual construction projects (ranging from \$250,000 to \$1,000,000) on an annual/blannual basis. Under this approach the assets with the highest ranking/need would be upgraded first. Depending on the size of the construction projects, a referendum and subsequent bonding may not be required as the projects could be funded through the rate structure via rate increases. The planning level cost for a WPCF Asset Management and Capital Improvements plan is \$75,000 to \$100,000. The duration of the asset management plan would be approximately 9 to 12 months.

We look forward to reviewing these two options with Colchester East Hampton Joint Facilities staff and discussing the next steps.