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TOWN CLERK

Colchester Sewer and Water Commission

Minutes of the September 12, 2019 Regular Monthly Meeting

7:00 P.M Colchester Town Hall. Room 2

127 Norwich Avenue

Colchester, Connecticut

Members Present: S. Coyle, R. Silberman, R. Peter, M. Hayes, K. Fagnoli
Members Absent: T. Hochdorfer
Others Present: J. Paggioli (Public Works), Pam Minella, Civics Students.

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** – A motion was made to add an Executive Session to discuss a potential legal issue regarding Filtration Vessel repair progress by R. Peter and seconded by K. Fagnoli, Motion Passed 5-0. Executive Session will be added as Item #10 and following Items renumbered accordingly.
3. **Approval of the Sewer and Water Commission May 9, 2019 Public Hearing and Regular Monthly Meeting Minutes**– Motion to approve the minutes of the May 9, 2019 Public Hearing and Regular Monthly Meeting Minutes as submitted, by R. Peter, second by M. Hayes; Motion approved 5-0.
4. **Citizen's Comments-** None.
5. **Subcommittee Reports**
 - A. **Finance – Transfers, Monthly financial reports, Quarterly billing, Disputes, other**

Transfers – Motion was made to approve the FY 18-19 Year End Transfers and Recoding of two Sewer Operational line items as shown on attached spreadsheet. Motion by R. Silberman, Second by M. Hayes, motion passed 5-0.

Monthly Financials – Discussion.

Quarterly Billing –For FY 18-19 we had billed out 103.7 % of the projected revenue budget and collected 102.76%. As of 8/31/2019 we have billed out 22.7%

of the projected FY 19-20 budget and have collected 20.25%. It should be noted that the increased rate structure will become effective within the October billing cycle.

6. Water Activities

A. Water Activities Report – June, July, August – by Pam Minella.

- 1) Service Work: Mark outs, Samples –Dist. And Source Finals. Profiles, Service Calls, Quarterly Readings conducted 9/6, respond to customers complaint issues, Elevated sodium and testing.
- 2) New Developments – None.
- 3) Water Hauling – Halted with Voluntary Conservation Notice –Still in effect.
- 4) Lead and Copper Testing- System wide occurring, and School locations beginning.
- 5) Main breaks: Two – Norwich Avenue
- 6) Coordinate with Well Drilling Project and Vessel Repair.
- 7) Additional distribution Testing for Sodium.
- 8) Replace Triple Gate Valve Assembly – Doctor Foote and Cabin Road.
- 9) HVAC Split unit installations, Booster Station and Aeration Tower.
- 10) 341 Lebanon Avenue Water Main (Apartments adjacent to Northwoods) was installed, inspected and tested.

B. Water Projects Status –

- 1) See individual items below.

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. See Discussion Item Below. Additionally the F450 crane utility truck was authorized for “emergency replacement” at a special meeting during the first week in September. Scott Clayton has been appointed the PUA for the Colchester-East Hampton Waste Water Treatment Facility. The Superintendent position job description was posted and two applicants will be interviewed on 9/12/19. Meter calibration was conducted at the PHPS and MAPS station and found to be with 1% accurate.

B. Sewer Activities Report – Pump shaft at Prospect Hill Pump Station (the second of the two within the past 12 months) broke and was replaced on 9/3/2019. Replacement occurred with spare unit that was in stock (from last pump shaft failure) and new “thicker” shaft utilized.

C. Sewer Projects Status – 341 Lebanon Avenue Apartments were installed and inspected.

8. Old Business

A) RFP 2015-16 Engineering Services Well 3A Project – Update: Well is installed and tested. Proposed operating withdrawal rate is 345 gpm. Maximum capacity exceeded 400 gpm however this resulted in a depression of the static water level within the test monitoring wells. Construction documents for building, pump, piping and controls are completed and set to be placed out to bid with the amendment of the PLC/Control specification. Expected bid posting date 9/20/19.

B) Prospect Hill Pump Station – Replacement of check valve installed with pump shaft repair. (See above)

C) Filtration Vessels 1 & 2 Weld Failure – Timeline of Project as detailed by email detail correspondence regarding the tardiness of the completion of the repair and the concerns with Town Staff regarding the work of Weston and Sampson. Staff has requested the elevation of “certification” requirements in order to ensure that the repair meets the stresses of the system/vessel backwashing forces.

- 9. New Business – Discussion – 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 occurred 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. It was agreed to request that electronic format of the previously prepared Facilities Report be provided in order to have a starting point for Capital Plan needs.
- 10. Executive Session** – The Commission entered an Executive Session regarding a potential legal issue and strategy. Motion was made by R. Peter and second by R. Silberman to enter Executive Session and Invite Mr. Paggioli and Ms. Minella to the Session. Motion passed 5-0. The Commission entered Executive Session at 8:02 p.m. The Commission exited Executive Session at 8:32 p.m.
- 11. Citizens Comments** - None
- 12. Adjourn** - Motion to adjourn, by K. Fargnoli, second by R. Silberman ; Motion approved 5-0. Chairman Coyle adjourned the meeting at 8:35 p.m.

Respectfully submitted,
James Paggioli, Director of Public Works

Water FY 18-19 Year End Transfers
4003210

From		To		
Account	Description	Account	Description	Amount
50500	Transfers to Capital Purchases	3053210-36400	Water Capital Fund	\$30,000
42340	Other Purchases and Supplies	46224	Equipment Repairs	\$2,426
50900	Contingency	48404	Machinery and Equipment	\$7,390
50900	Contingency	45622	Electric	\$8,133
50900	Contingency	45221	Fuel/Heating	\$933
50900	Contingency	44231	Advertising	\$860
50900	Contingency	46224	Equipment Repairs	\$5,632
42340	Other Purchases and Supplies	44208	Professional Services	\$14,346
42340	Other Purchases and Supplies	40103	Overtime	\$3,165

Sewer FY 18-19 Year End Transfers
2403207

From		To		Amount
Account	Description	Account	Description	
41210	Employee Related Insurance	40101	Regular Payroll	\$1,427
42340	Other Purchases and Supplies	42301	Office Supplies	\$355
41210	Employee Related Insurance	41230	FICA	\$59
44255	Refunds for Tax or Lien	44231	Advertising	\$201
44223	Service Contracts	45221	Fuel/Heating	\$920
46224	Equipment Repairs	45622	Electric	\$6,550
41210	Employee Related Insurance	45622	Electric	\$12,350
42340	Other Purchases and Supplies	45622	Electric	\$4,650
44223	Service Contracts	45622	Electric	\$1,505
44203	Legal	45622	Electric	\$250
44206	Municipal Insurance	45622	Electric	\$140
44217	Postage	45622	Electric	\$785
48416	Office Equipment	45622	Electric	\$300
45216	Telephone	45622	Electric	\$160
42323	Protective Clothing & Safety Equip	45622	Electric	\$125
44262	Audit	45622	Electric	\$193
50900	Contingency	45622	Electric	\$288
44238	Uniform Rentals	45622	Electric	\$150
43213	Travel, Training and Meetings	45622	Electric	\$31

Recode From		To		Amount
Account	Description	Account	Description	
46269	Joint Facility Sewer Maintenance	3253209	Sewer Capital	\$64,440
48404	Machinery and Equipment	3253209	Sewer Capital -Equip Repair	\$25,453