

# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Mary Bylone, First Selectman

Board of Selectman Agenda  
Regular Meeting

Thursday, June 4, 2020 @ 7:00 PM

Zoom Meeting

Please use the link below to join the webinar:

<https://us02web.zoom.us/j/86410104024>

Or Telephone:

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or +1 346 248 7799 or +1 669 900 6833

Webinar ID: 864 1010 4024

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ADDITIONS AND/OR DELETIONS TO THE AGENDA
4. CITIZEN'S COMMENTS
5. CONSENT AGENDA
  - a. Approve minutes of the May 28, 2020 Board of Selectmen Meeting
  - b. Tax Abatements
  - c. Boards and Commissions – Reappointment of Ronald Silberman to the Sewer and Water Commission for a term to expire on 6/30/2023
6. Discussion and Possible Action on Rec Plex Concession Stand
7. Discussion and Possible Action on Adoption of the Colchester Sewer and Water Commission FY 2020-2021 Operating Budget
8. Executive Session – Contract Negotiations
9. Discussion and Possible Approval of Collective Bargaining Agreement between the Town of Colchester and the Library Employees, Local 1303-448 of Council 4, AFSCME, AFL-CIO
10. CITIZEN'S COMMENTS
11. FIRST SELECTMAN'S REPORT
12. LIAISON REPORTS
13. ADJOURN

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COLCHESTER, CT  
2020 JUN -3 PM 1:37  
*Mary Bylone*  
MARY BYLONE  
TOWN CLERK



# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Mary Bylone, First Selectman

Board of Selectman Special Meeting Agenda  
Thursday, May 28, 2020 @ 4:30 PM  
Zoom Meeting

Members Present: First Selectman Mary Bylone, Rosemary Coyle, Denise Mizla, Denise Turner and Taras Rudko

Others Present: Stephen Coyle, Jim Paggioli, Sal Tassone, Marjorie Mlodzinski

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2020 JUN -1 AM 9:34  
MAYLE FURMAN  
TOWN CLERK

1. CALL TO ORDER: First Selectman called the meeting to order at 4:30 p.m.
2. PLEDGE OF ALLEGIANCE
3. CITIZEN'S COMMENTS: None
4. CORRESPONDENCE: T. Rudko provided a statement of open ended questions to be considered for discussion at next Board of Selectmen meeting.
5. CONSENT AGENDA
  - A. Approve the minutes of the May 12, 2020 Board of Selectmen Special Meeting
  - B. Tax Abatements
  - C. Boards and Commission - Reappointment of Kenneth Farfnoli to the Sewer and Water Commission for a term to expire on 6/1/2023
  - D. Boards and Commission – Reappointment of Ronny Segura to the Sewer and Water Commission for a term to expire 6/30/2020: R. Coyle motioned to approve the Consent Agenda with a correction to the expiration of term for R. Segura to reflect 6/30/2023, seconded by D. Turner. **MOTION CARRIED UNANIMOUSLY.**
6. Discussion and Possible Action on Scotland Hardwoods Request for an Extension of the Use of Usher Swamp Road: S. Tassone noted that Scotland Hardwoods have been very good stewards of the land and because of wet

weather are just behind schedule. D. Mizla motioned that the Town of Colchester approve the request by Rod Burgess, Division Manager of Scotland Hardwoods for a 1 year extension to his original May 16, 2019 approval to perform work within the abandoned portion of Usher Swamp Road right-of-way for the purpose of gaining access to conduct a proposed logging operation on the Ashburn Family Trust Land, with the following conditions:

- a. All proposed work including logging activity will be completed within 1 year from commencement.
- b. If any areas within the public right-of-way are disturbed as a result of this activity, Mr. Burgess/Scotland Hardwoods will be responsible for repair/restoration.
- c. The Town of Colchester does not intend to formally resume maintenance of this portion of the roadway, seconded by R. Coyle. **MOTION CARRIED UNANIMOUSLY.**

7. Discussion and Possible Action to Waive Permit Fees for the Installation of a Parking Area at the Bulkley Hill Nature Preserve. R. Coyle motioned to approve the Colchester Land Trust's request to waive the \$50 driveway permit and the \$50 zoning permit application fees for the installation of a parking area at the Bulkeley Hill Nature Preserve, seconded by D. Turner. **MOTION CARRIED UNANIMOUSLY.**

8. Discussion and Possible Action to authorize the First Selectman to sign documents related to Section 5310 Program Grant Application: R. Coyle noted that this grant is done annually as part of the vehicle replacement plan. R. Coyle motioned to approve submitting the application for Section 5310 funding and authorize the First Selectman to sign all necessary documents, seconded by D. Mizla. **MOTION CARRIED UNANIMOUSLY.**

9. Discussion and Possible Action Regarding 16" Sewer Force Main Rupture Airline Trail East Hampton. J. Paggioli detailed the timeline of events and outlined the expedited plan to move forward with repairs, including an Engineering RFP to establish how to repair the sewer main to be followed by a Construction RFP to complete the repair. No action needed at this time. See Attached

10. Executive Session – Contract Negotiations – F.S. stated that this will need to be moved to next Board of Selectmen meeting.

11. Discussion and Possible Approval of Collective Bargaining Agreement between the Town of Colchester and the Library Employees, Local 1303-448 of Council 4, AFSCME, AFL-CIO: To be moved to next Board of Selectmen Meeting.

12. CITIZEN'S COMMENTS: None

13. FIRST SELECTMAN'S REPORT: Town Hall will be opening to the public on June 8, by appointment only. Library began curbside pick-up on May 26. Town has cancelled day camp. Working with businesses to get outside dining. Farmer's Market will open as scheduled, F.S. and Recreation Director will meet with the Farmer's Market representatives on Friday, May 29, to go over layout and plan.

14. LIAISON REPORT: D. Turner attended the Board of Assessment Appeals – topics included outstanding hearings. Conservation Commission covered outstanding applications, enforcement issues and permits.

R. Coyle attended Chatham Health discussed situational awareness, numbers of COVID cases in the district.

R. Coyle attended the Long Term Recovery Plan Committee which is focused on evaluating the needs of all residents, inventory resources and assess what needs to be done.

15. ADJOURN: R. Coyle motioned to adjourn at 5:25, seconded by R. Coyle. **MOTION CARRIED**


**UNANIMOUSLY**

Please see the minutes of future meetings for any corrections hereto.

Respectfully Submitted by:

Heide Perham, Executive Assistant to the First Selectman

## **Town of Colchester Interoffice Memorandum**

**To:** Mary Bylone, First Selectman  
**From:** James Paggioli, Director of Public Works   
**CC:**  
**Date:** 6-1-2020  
**Re:** Recommended Sewer and Water Budget FY 20-21 for BOS adoption.

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On May 27, 2020, The Sewer and Water Commission held a Public Hearing for comment on the Proposed Sewer and Water Budget for FY 20-21. Following the Public Hearing, at the Regular Meeting of the Sewer and Water Commission, the Commission passed a motion for recommendation of adoption to the Board of Selectmen, for the proposed Sewer and Water Commission Fiscal Year 2020-2021 Operating Budget. Minutes of the Public Hearing and Regular Meeting are attached.

The Budget reflects a 0 percent rate increase for water and sewer usage. The continued funding of Capital Projects is included within the proposed budgets at the same rate as last year. Additionally, service fees and the connection fee policy was included within the budget package to meet the review criteria set in the establishment of each. The Operation Budget for The Water Division portion totals \$ 1,078,337.00 and the Sewer Operation budget totals \$1,176,879.00. The budget and fee schedules are attached herein also.

**Proposed Motion: Where as the Town of Colchester Sewer and Water Commission forwarded and recommended the 2020-2021 Fiscal Year Sewer and Water Commission Operating Budget to the Board of Selectmen; The Board of Selectmen hereby adopt said Operating Budgets as recommended and submitted by the Sewer and Water Commission Budget at their meeting on May 27, 2020.**



# Colchester Sewer and Water Commission

Fiscal Year 2020 – 2021

## Operating Budgets

Contents:

Budget In Brief Description

Water Operating Budget Spreadsheet and Justification

Sewer Operating Budget Spreadsheet and Justification

Use Rates

Fees for Services

Connection Fees and Policies

The Colchester Sewer and Water Commission will hold a Public Hearing to present and gather public comment on the proposed budget for the 2020/2021 Fiscal Year including proposed rate schedules on Wednesday, May 27, 2020 at 7:00 p.m. at the Colchester Town Hall and/or Virtual Zoom Meeting

## Colchester Sewer and Water Commission FY 2020 -2021 Budget in Brief

For fiscal year 2020- 2021, the overall themes in both the Sewer and Water budget have been the maintaining the proposed capital funding without increasing use rates. We were successful in managing these tasks and are presenting the Proposed FY 20-21 Operational budgets with a 0% increase in the usage rates, no change to the existing base rate structures, and no increases to service fees and connection fees.

As detailed last year, the single largest driver for any increase in rates or base fees is the need for the upkeep and replacement of the aging infrastructure that Town of Colchester and Colchester Sewer and Water Commission are responsible for. The need to budget for and plan responsibly for the replacement of and large maintenance work required for public utilities has been a significant news item across the country. The general public reads about catastrophic failures in roads, bridges, and other structures and often is said: “Why didn’t they fix that before?” Often it has been stated that the work was deferred due to funding constraints. Similar statements are now said statewide at the State of Connecticut weekly. The Town of Colchester and Sewer and Water Commission are responsible for two distinct but related infrastructure facilities. The first is the providing of clean water for consumption of our rate payers for their use, the second is the treatment of waste water from our rate payers and releasing back to the environment. These two different activities are why each bill is divided into a Water Charge and a Sewer Charge. The Sewer portion of the bill includes all those costs for the upkeep of the Town’s sewer collection system within Colchester, the Prospect Hill Road Pump Station, the 16” Force Main that delivers waste water to East Hampton, approximately 44% of shared piping and an additional Pump Station in East Hampton, and 50% of the Waste Water Treatment Facility located in East Hampton as well as the actual treatment of waste water. Many Colchester residents are not aware the Town of Colchester actually owns half of the Waste Water Treatment Plant located in East Hampton. The operation, budgeting and oversight of the Plant is conducted by a joint board of members of the Colchester Sewer and Water Commission and Town of East Hampton Water Pollution Control Agency, known as “The Joint Facilities Committee”. The plant was designed in 1977 to its present day condition and utilizes many core functions that reflect the state of technology that is 43 years old. There have been a few modifications to portions of the Plant in recent years, however there are significant upgrades and regulatory compliance issues that are either being mandated by regulatory agencies, or required to be conducted due to obsolete mechanical features and unavailability repair parts, or the life span of the component is reaching its end. The Joint Facilities Committee has adopted a Capital Plan that addresses these issues and spaces them over a time frame so as to properly plan and budget for each issue. Since the plan is anticipated to occur over a sustained period of time, the budgeting portion of the funding is best provided into the use rates of the users of the system. This differs from the recent “one and done” style of single item repair/replacement that a single payment from the Colchester Sewer Capital fund was used and the Use Rates were unaltered. This year represents the second of four years of Capital Funding to The Joint Facilities while converting the cost for such funding within the usage rate structure. Increased annual sewage flows and revenue from the Towns of Hebron and Lebanon have offset the need to increase the Colchester per gallonage fees for the present year. The realization of this revenue has allowed the Colchester Sewer Usage Rate to remain unchanged for the upcoming fiscal year while maintaining the Capital Funding and weaning off the use of the Colchester Sewer Capital Fund.

Last Year, the increase of the Base Rate for individual service was enacted. This has allowed the systematic scheduling of the Capital Projects required for the Colchester Water System.

Significantly, the replacement of Well 3, with the New Well 3A is projected to come online in late July of 2020. This well will allow the system to have the ability to produce excess water capacity which can be sold to Pool Water delivery services and adjacent water companies. The anticipated revenue for these activities is incorporated into the budget, and as such, will offset the need for any rate increases for the Water Portion Fiscal Year 20-21 budget.

As detailed last year, the Water portion of the bill covers the cost of Wells, (installation, operation, maintenance), Treatment Plant (bond/loan repayment, operation, maintenance), Storage Tanks, Booster Station, and a pipe line system with portions as old as 1938, as well as each of the meters in each home or business. Many of the mandates that the Water system are directed from the State of Connecticut Department of Health, State of Connecticut Department of Energy and Environmental Protection, and other agencies such as OSHA. Recent capital projects that the Water system has conducted over the last ten years have included, system wide meter replacements, Interior Storage Tank Relining (Elmwood Heights both tanks), Exterior Storage Tank Painting (Highland Farms tank), current Well 3A project (the replacement of Well 3 that is over 60 years old). Each of these projects have been conducted without loans or bonding. Following the completion of the Well 3A project, the Exterior Painting of Elmwood Heights Storage Tanks is the next project to be conducted. Further projects will include: Systematic replacement of Actuator Valves at the Water Treatment Plant (On-going) and Elmwood Heights, Updating and Resiliency of SCADA control hardware and software for the water system components (Plant, Tanks, Booster Station), Strategic Pipeline replacement, and eventually meter upgrades due to technology being no longer supported past 15 years.



**2020-2021 Fiscal Year Sewer and Water Comm. Operating Budget**

<b>EXPENSE</b>	<b>18/19 ACTUAL</b>	<b>19/20 APPROVED BUDGET</b>	<b>20/21 PROPOSED BUDGET</b>	<b>DIFFERENCE</b>
<b>WATER OPERATING</b>				
4003210 40101 Regular Payroll	\$ 281,202.24	\$ 293,998	\$ 301,544	\$ 7,546
4003210 40103 Overtime	\$ 40,865.67	\$ 38,102	\$ 38,931	\$ 829
4003210 40105 Contr Temp Occas				\$ -
4003210 40106 Misc Payroll	\$ 9,100.00	\$ 9,100	\$ 9,100	\$ -
4003210 41210 Employee Related Insurance 4	\$ 66,353.00	\$ 75,702	\$ 70,702	\$ (5,000)
4003210 41230 FICA & Pension	\$ 42,386.73	\$ 46,840	\$ 48,015	\$ 1,175
4003210 42301 Office Supplies	\$ 1,770.58	\$ 2,300	\$ 2,300	\$ -
4003210 42323 Prot Clothing & Safety Equipment	\$ 826.25	\$ 2,609	\$ 2,609	\$ (0)
4003210 42340 Operating Supplies	\$ 42,719.68	\$ 79,676	\$ 70,476	\$ (9,200)
4003210 43213 Travel Training & Meetings	\$ 522.23	\$ 2,500	\$ 2,500	\$ -
4003210 43258 Dues & Subscriptions	\$ 2,805.00	\$ 12,227	\$ 12,227	\$ -
4003210 44203 Legal	\$ -	\$ 1,000	\$ 1,000	\$ -
4003210 44206 Municipal Insurance	\$ 16,571.00	\$ 16,581	\$ 16,581	\$ (1)
4003210 44208 Professional Services	\$ 44,294.90	\$ 21,250	\$ 21,250	\$ -
4003210 44217 Postage	\$ 2,780.81	\$ 3,500	\$ 3,500	\$ -
4003210 44223 Service Contracts	\$ 13,227.60	\$ 17,105	\$ 17,105	\$ -
4003210 44231 Advertising	\$ 1,359.58	\$ 500	\$ 500	\$ -
4003210 44238 Uniform Rentals	\$ 679.08	\$ 1,735	\$ 1,735	\$ (0)
4003210 44244 Refunds for Overpayments	\$ -	\$ 50	\$ 50	\$ -
4003210 44255 Refunds for Tax or Liens	\$ 40.00	\$ 300	\$ 300	\$ -
4003210 44262 Audit	\$ 5,306.25	\$ 5,500	\$ 5,500	\$ -
4003210 44285 Lab Fees	\$ 4,737.00	\$ 15,637	\$ 11,637	\$ (4,000)
4003210 45216 Telephone	\$ 5,713.15	\$ 6,720	\$ 6,720	\$ -
4003210 45221 Fuel/Heating	\$ 9,962.46	\$ 11,200	\$ 11,200	\$ -
4003210 45622 Electric	\$ 98,867.54	\$ 97,000	\$ 97,000	\$ -
4003210 46224 Equipment Repairs	\$ 23,057.50	\$ 15,000	\$ 15,000	\$ -
4003210 46226 Building Repairs	\$ -	\$ 6,000	\$ 6,000	\$ -
4003210 46390 Vehicle Maintenance	\$ 85.66	\$ 4,000	\$ 3,000	\$ (1,000)
4003210 48404 Machinery & Equipment	\$ 8,388.63	\$ 1,000	\$ 1,000	\$ -
4003210 48416 Office Equipment	\$ -	\$ 600	\$ 600	\$ -
4003210 49245 Bond Principal	\$ 123,794.53	\$ 126,445	\$ 129,151	\$ 2,706
4003210 49246 Bond Interest	\$ 27,991.91	\$ 25,342	\$ 22,635	\$ (2,707)
4003210 49247 Bond Issuance Costs				\$ -
4003210 50700 Transfers Out to Debt Service	\$ 13,580	\$ 13,580	\$ 13,580	\$ -
4003210 50474 Transfers Out to Capital Reserve	\$ 30,000	\$ 110,000	\$ 110,000	\$ -
4003210 50500 Transfers to Capital Projects		\$ -		\$ -
4003210 50900 Contingency	\$ 22,948	\$ 13,451	\$ 24,888	\$ 11,437
4003210 90800 Depreciation - Buidings				\$ -
4003210 91800 Depreciation - Machinery & Equipment				\$ -
4003210 92800 Depreciation - Infrastructure				\$ -
4003210 93800 Depreciation - Improvements				\$ -
4003210 99999 GAAP Audit Adjustment				\$ -
<b>TOTAL</b>	<b>\$ 941,936.98</b>	<b>\$ 1,076,550</b>	<b>\$ 1,078,337</b>	<b>\$ 1,787</b>

## 2020/2021 Water Budget Justification

- 40101 Regular Payroll - \$301,544  
Public Works Director salary (50 percent of Water/Sewer portion) - \$29,798  
Chief Operator Step 7 - 1 man @ (\$38.10 x 8hrs. x 264 days) -(Sewer Portion \$4,160) = \$76,301  
Chief Operator Step 7- 1 man @ (\$38.10 x 8hrs. x 264 days) -(Sewer Portion \$4,160) = \$76,301  
Chief Operator Step 5 - 1 man @ (\$36.20 x 8 hrs. x 264 days)-(Sewer Portion \$4,160) = \$72,294  
Financial Manager salary (50 percent) - \$28.33 x 8 x 264 x 0.5 = \$29,920  
Assistant to Director (50 percent of Water/Sewer portion) - \$27.73 x 8 x 264 x 0.25 = \$14,642  
longevity pay - \$2,288
- 40103 Overtime - \$38,102  
scheduled OT-4 hrs/day x 102 weekend days x \$57.15 = \$23,315  
scheduled OT-4 hrs/day x 13 holidays x \$57.15 = \$2,972  
repair/emergency related OT - 75 hrs. x \$168.59 = \$12,644
- 40106 Misc. Payroll - \$9,100  
On-Call pay
- 41210 Employee Related Insurance - \$70,702  
Health, LTD, Life, AD&D, W/C
- 41230 FICA - \$48,015  
0.0765 of payroll, OT, and 401a  
401a contribution
- 42301 Office Supplies - \$2,300  
1/2 of office supply needs - \$3,600/2  
1/2 of office equipment under \$100 - \$1000/2
- 42323 Protective Clothing & Safety Equipment - \$ 2,609  
boots, gloves, eye, ear protection, respirator cartridges, Rain Gear etc.
- 42340 Other Purchase & Supplies - \$70,476  
Plant operation chemicals - \$42,500  
Plant/Field testing and operating equipment and supplies - \$1,400  
Other misc. materials - \$4,000  
Leak Detector/Gate and Curb Boxes, wrenches/- \$6,400  
Carbonite Power software - \$480  
Hydrant replacement program - \$5,000  
Custodial Supplies - \$1,440  
Hand Tools - \$4,000  
Chem. Feed Pump and replacement parts - \$5,256
- 43213 Travel, Training, & Meetings - \$2,500  
Training and Continuing Education, public information notices, water week, etc.
- 43258 Dues and Subscriptions - \$12,227  
Professional Affiliation (AWWA, ABPA, and CWWA), State DPH Fee, Diversion Permit Fee,  
License Fee
- 44203 Legal - \$1,000
- 44206 Municipal Insurance - \$16,581

- 44208 Other Professional Services - \$21,250
  - Diversion Permit Stream Flow Monitoring - \$4,000
  - Contractor Repairs on Water Lines and other services - \$15,500
  - Contracted Calibration work - \$1000
  - Physicals & Testing - Pulmonary for plant staff, D&A monitor - \$750
  
- 44217 Postage - \$3,500
  - \$7,000/2 budgets – bills, notices, correspondence, etc.
  
- 44223 Service Contracts - \$17,105
  - Computer software support/network support - \$1,800/yr (split with sewer)
  - Fire extinguisher annual maintenance - \$600
  - Plant and Booster Station generator maintenance agreement - \$2,600
  - Furnace maintenance agreement – WTP 1 and 2 - \$1,000
  - Meter reading eq. and software maintenance agreement - \$845/yr. (split with sewer)
  - Grounds Maintenance - \$500
  - Weekly garbage collection - \$360
  - Copier - no lease – split with sewer - \$900
  - SCADA Control maintenance agreement - \$2,100
  - Alarm services - \$1000
  - VFD –Service Contract - \$3,000
  - Vibration Analysis – Tower - \$2,400
  
- 44231 Advertising - \$500
  - advertising of legal notices, etc.
  
- 44238 Uniform Rentals - \$1,735
  - Union Contract provision for 3 bargaining unit employees
  
- 44244 Refunds for Overpayment - \$50
  
- 44255 Refunds - Tax or Liens - \$300
  
- 44262 Audit - \$5,500
  - year end audit plus fixed asset consultation
  
- 44285 Lab Fees - \$11,637
  - various weekly, monthly, quarterly, semi-annual, and annual water testing
  
- 45216 Telephone - \$6,720
  - emergency answering service, pagers, phones, cell phones
  
- 45221 Fuel-Heating - \$11,200
  - Appx. 7,000 gals \$1.60/gallon (Propane)
  
- 45622 Electric - \$97,000
  - avg. \$8083.33/mo. x 12 mo.
  
- 46224 Equipment Repairs - \$15,000
  - Scheduled and unscheduled repairs to plant and well equipment including main breaks
  
- 46226 Building Repairs - \$6,000
  - Scheduled and unscheduled building repairs and minor (non-capital) improvements, including repairs at O&M building

- 46390 Vehicle Maintenance - \$3,000  
scheduled and unscheduled repairs on three trucks
- 48404 Machinery & Equipment - \$1,000  
New Equipment ( Pumps, Gauges, etc) unforeseen, where required.
- 48416 Office Equipment - \$600  
Computer upgrades (split with sewer)  
Capital equipment over \$100 (split with sewer)
- 49245 Bond Retirement - \$129,151  
Annual Payment \$129,151
- 49246 Bond Interest - \$22,635  
Annual Payment – \$22,635
- 50474 Transfers to Capital Reserve - \$110,000
- 50500 Transfers To Capital Project - \$0
- 50700 Transfer To Debt Service – 13,580
- 50900 Contingency - \$24,888

**2020-2021 Fiscal Year Sewer and Water Comm. Operating Budget**

<b>EXPENSE</b>	<b>18/19 ACTUAL</b>	<b>19/20 APPROVED BUDGET</b>	<b>20/21 PROPOSED BUDGET</b>	<b>DIFFERENCE</b>
<b>SEWER OPERATING</b>				
2403207 40101 Regular Payroll	\$ 84,218.00	\$ 85,671	\$ 87,328	\$ 1,657
2403207 40102 Other Regular & Part Time Payroll				\$ -
2403207 40105 Contr, Temp, Occas				\$ -
2403207 41210 Employee Related Insurance	\$ 10,445.00	\$ 16,285	\$ 15,000	\$ (1,285)
2403207 41230 FICA & Pension	\$ 11,965.00	\$ 12,658	\$ 12,907	\$ 249
2403207 42301 Office Supplies	\$ 1,550.00	\$ 1,200	\$ 1,200	\$ -
2403207 42323 Prot Clothing & Safety Equipment	\$ 527.00	\$ 652	\$ 652	\$ 0
2403207 42340 Operating Supplies	\$ 2,769.00	\$ 7,144	\$ 7,144	\$ -
2403207 43213 Travel, Training & Meetings	\$ 58.00	\$ 100	\$ 100	\$ -
2403207 44203 Legal	\$ -	\$ 250	\$ 250	\$ -
2403207 44206 Municipal Insurance	\$ 16,571.00	\$ 16,581	\$ 16,581	\$ (1)
2403207 44217 Postage	\$ 2,715.00	\$ 3,500	\$ 3,500	\$ -
2403207 44223 Service Contracts	\$ 3,072.00	\$ 5,500	\$ 5,500	\$ -
2403207 44231 Advertising	\$ -	\$ 100	\$ 100	\$ -
2403207 44238 Uniform Rentals	\$ -	\$ -	\$ -	\$ -
2403207 44244 Refunds for Overpayment	\$ -		\$ -	\$ -
2403207 44255 Refunds for Tax or Liens	\$ 40.00	\$ 250	\$ 250	\$ -
2403207 44262 Audit	\$ 5,309.00	\$ 5,500	\$ 5,500	\$ -
2403207 44268 Joint Sewer Facility Personnel	\$ 115,110.00	\$ 117,416	\$ 117,092	\$ (324)
2403207 45216 Telephone	\$ 2,340.00	\$ 2,500	\$ 2,500	\$ -
2403207 45221 Fuel/Heating	\$ 2,519.00	\$ 1,695	\$ 1,695	\$ 0
2403207 45622 Electric	\$ 94,477.00	\$ 73,000	\$ 84,000	\$ 11,000
2403207 46224 Equipment Repairs	\$ 3,450.00	\$ 10,000	\$ 10,000	\$ -
2403207 46269 Joint Sewer Facility Maintenance	\$ 611,084.00	\$ 766,416	\$ 788,649	\$ 22,233
2403207 48404 Machinery & Equipment	\$ 15,000.00	\$ 15,000	\$ 15,000	\$ -
2403207 48416 Office Equipment	\$ 160.00	\$ 200	\$ 200	\$ -
2403207 50413 Transfers Out to General Fund				\$ -
2403207 50474 Transfers Out to Capital Reserve				\$ -
2403207 50500 Transfers to Capital Project	\$ -	\$ -		\$ -
2403207 50900 Contingency	\$ -	\$ 895	\$ 1,731	\$ 836
				\$ -
<b>TOTAL</b>	<b>\$ 983,379.00</b>	<b>\$1,142,513</b>	<b>\$ 1,176,879</b>	<b>\$ 34,366</b>

## 2020/2021 Sewer Budget Justification

- 40101 Regular Payroll - \$87,328
  - Public Works Director salary (50 percent of Water/Sewer portion) - \$29,798
  - Financial Manager salary (50 percent) -  $\$28.33 \times 8 \times 264 \times 0.5 = \$29,920$
  - Assistant to Director (50 percent of Water/Sewer portion) -  $\$27.73 \times 8 \times 264 \times 0.25 = \$14,642$
  - Sewer Portion of Chief Operators –  $\$2.00 \times 80 \times 26 \times 3 = \$12,480$
  - Longevity - \$488
  
- 41210 Employee Related Insurance - \$15,000
  
- 41230 FICA - \$12,907
  - 0.0765 of P/R and 401a
  - 401a - contribution
  
- 42301 Office Supplies - \$1,200
  
- 42323 Protective Clothing & Safety Equipment - \$652
  
- 42340 Other Purchased Supplies - \$7,144
  - Pump Replacement Parts (non-Capital)- \$1,314
  - Plant/Field testing and operating equipment and supplies - \$350
  - Other misc. materials - \$4,000
  - Carbonite Power software- \$120
  - Custodial Supplies - \$360
  - Hand Tools - \$1,000
  
- 43213 Travel, Training & Meetings - \$100
  
- 44203 Legal - \$250
  
- 44206 Municipal Insurance - \$16,581
  
- 44217 Postage - \$3,500
  - \$7,000/2 bills and notices, etc.
  
- 44223 Service Contracts - \$5,500
  - Copier - no lease – split with water -\$535
  - Computer software/network support - \$1,800 (1/2 of \$3600 -split with water)
  - Fire extinguisher annual maintenance - \$200
  - PHPS generator maintenance contract - \$620
  - Furnace annual maintenance PHPS- \$300
  - Meter reading eq. and software maintenance agreement - \$845 (split with water)
  - Pump Station Alarm System - \$1,200
  
- 44231 Advertising - \$100
  - advertising of rates for budget public meeting, etc.
  
- 44238 Uniform Rental - \$0
  
- 44244 Refunds for Overpayment - \$0
  
- 44255 Refunds - Tax or Liens - \$250

44262 Audit - \$5,500  
year end audit plus fixed asset consultation

44268 Joint Facilities Personnel – \$117,092

45216 Telephone - \$2,500  
avg. of \$208/mo x 12 mo.

45221 Fuel-Heating - \$1,695  
847 gallons at \$2.00 per gallon

45622 Electric - \$84,000  
Flatbrook, 584 Norwich, Prospect Hill Pump Station, Lake Hayward Road Pump Station  
approx. \$7,000/month

46224 Equipment Repairs - \$10,000  
Repairs to sewer mains, pump station, manholes, etc.

46269 Joint Facilities Maintenance – \$788,649

48404 Machinery and Equipment - \$15,000

48416 Office Equipment - \$200  
Computer upgrades, etc.

50474 Transfers to Capital Reserve - \$0

50900 Contingency - \$1,731

## FY WATER & SEWER REVENUE 2020-2021 Estimates

FY WATER REVENUE 2019-2020 Estimate		FY 19-20	Rate Increase
4003210 34800 User Fees		\$ 999,923.36	0.00%
4003210 34801 Late User Fees		\$ 8,000.00	
4003210 34803 X-Connect Survey Fees		\$ 11,645.00	
4003210 34809 Fire Protection		\$ 36,468.28	
4003210 35610 Lien Fees		\$ 300.00	
4003210 35611 Investment Earnings		\$ 2,000.00	
4003210 35618 Miscellaneous		\$ 10,000.00	
4003210 36370 Other Sources/Bond Proceeds		\$ 1,068,336.64	\$ 1,078,336.64
FY SEWER REVENUE 2019-2020 Estimate		FY 19-20	rate increase
2403207 34800 User Fees		\$ 747,278.60	\$747,278.60
2403207 34801 Late User Fees		\$ 2,566.00	\$ 6,000.00
2403207 34802 Hebron Fees		\$ 307,342.00	\$ 288,000.00
2403207 35610 Lien Fees		\$ 300.00	\$ 300.00
2403207 35611 Investment Earnings		\$ 3,000.00	\$ 3,000.00
2403207 35616 Elderly Housing		\$ 10,300.00	\$ 10,300.00
2403207 35618 Miscellaneous		\$ -	\$ -
2403207-36500 Use of Fund Balance		\$ 195,000.00	\$122,000.00
		\$ 1,265,786.60	\$1,176,878.60
Approved FY 19-20 Budget		\$ 1,142,513.00	
Excess revenue to apply to shortfall		\$ 123,273.60	



Public Notice- Public Hearing Notice

**PROPOSED USAGE RATES  
COLCHESTER SEWER AND WATER COMMISSION  
2020- 2021 FISCAL YEAR**

Residential-Use Rates

(thousands of gallons)	Existing <u>Water</u>	Existing <u>Sewer</u>	New <u>Water</u> <u>0% Increase</u>	New <u>Sewer</u> <u>0% Increase</u>
Serv Charge	\$ 23.17	\$ -	\$ <b>23.17</b>	\$ -
0 to 10	\$ 7.66	\$ 7.76	\$ <b>7.66</b>	\$ <b>7.76</b>
10 to 20	\$ 7.96	\$ 7.86	\$ <b>7.96</b>	\$ <b>7.86</b>
20 plus	\$ 10.19	\$ 8.12	\$ <b>10.19</b>	\$ <b>8.12</b>

Unmetered sewer based on 18,000 gallons per quarter - \$141.48

Irrigation water meter (unsewered) – all water charged at \$10.19/1,000 gallons

Commercial-Use Rates

3/4 in. or larger meters

	Existing <u>Water Rate</u>	Existing <u>Sewer Rate</u>	New <u>Water Rate</u>	New <u>Sewer Rate</u>
<b>Service charge, per quarter</b> (Includes up to 20,000 Gal. use)				
3/4 in. meter	\$ 185.67	\$156.71	\$ <b>185.67</b>	\$ <b>156.71</b>
1 in. meter	\$ 186.84	\$156.71	\$ <b>186.84</b>	\$ <b>156.71</b>
1-1/2 in. meter	\$ 188.43	\$156.71	\$ <b>188.43</b>	\$ <b>156.71</b>
2 in. meter	\$ 192.79	\$156.71	\$ <b>192.79</b>	\$ <b>156.71</b>
3 in. meter	\$ 224.91	\$156.71	\$ <b>224.91</b>	\$ <b>156.71</b>
4 in. meter	\$ 236.80	\$156.71	\$ <b>236.80</b>	\$ <b>156.71</b>
6 in. meter	\$ 264.55	\$156.71	\$ <b>264.55</b>	\$ <b>156.71</b>
8 in. meter	\$ 296.28	\$156.71	\$ <b>296.28</b>	\$ <b>156.71</b>
Over 20,000 Gal. use	\$7.92 per 1,000 gals	\$7.84per 1,000 gals	\$7.92 per 1,000 gals	\$7.84 per 1,000 gals

Private Fire Service:

	Existing <u>Water Rate</u>	New <u>Water Rate</u>
Up to 4 in.	\$22.76 per quarter	\$ <b>22.76</b> per quarter
4 in.	\$137.07 per quarter	\$ <b>137.07</b> per quarter
6 in.	\$398.45 per quarter	\$ <b>398.45</b> per quarter
8 in.	\$848.84 per quarter	\$ <b>848.84</b> per quarter
10 in.	\$1,526.62 per quarter	\$ <b>1,526.62</b> per quarter

The Colchester Sewer and Water Commission will hold a Public Hearing to present and gather public comment on the proposed budget for the 2020/2021 Fiscal Year including proposed rate schedules on Wednesday, May 27, 2020 at 7:00 p.m. at the Colchester Town Hall/or Zoom Virtual Meeting  
Public Notice- Public Hearing Notice

Proposed rates to be effective 7-1-10

## TOWN of COLCHESTER SUMMARY OF FEES FOR SERVICES

DESCRIPTION	Fee	COMMENTS
Commercial Building	\$5.00	Per additional unit on a single meter added to the base rate.
Late payment Charge	1.50 percent	Per month
Return Check Charge	\$25.00	
Urn Fee	\$35.00	
Water service Reactivation Charge	\$120.00	Fee includes a service call to shut off and one to turn back on
Service Termination Avoidance Charge	\$50.00	
Service Call	\$160.00	Up to 2hrs; \$80 for each hour or portion of thereafter
Sewer Assessment Payoff Lien Release	\$100.00	
Cross Connection Inspection	\$80.00	Per site min charge. Additional time onsite charged at hourly service call rate
RPD Testing Fee	\$55.00	Per device if performed while onsite doing survey. Otherwise 1 hr Service Call Rate is added.
Frozen Meter Charge	\$230.00	Includes cost of replacement meter. If meter reusable then substitute parts for new meter charge.
After Hours	\$315.00	Includes cost of replacement meter. If meter reusable then substitute parts for new meter charge.
Water Audit	no charge	
Account Activation	\$65.00	Includes office and field time to read a meter for initial reading and set up account record.
New meter installation	\$550.00	Includes price of meter and meter yoke
Sale of pot water - 6,000 gallons	\$87.00	Price per each additional 1,000 gallons per irrigation rate
<b>Construction and Special Services</b>		
Flow Test	\$100.00	each
Sewer and Water Application Fees (1)	\$70.00	Per unit. Conditions of payment remain the same
Construction Inspection	\$60.00	Minimum per visit up to 1 hour. Service Call Rate for each hour or portion of thereafter
New Main Flushing (2)	\$60.00	Minimum per visit up to 1 hour. Service Call Rate for each hour or portion of thereafter
Pressure/Leak Test (2)	\$180.00	Minimum per test. up to 3 hours. Service Call Rate for each hour or portion of thereafter
Chlorination (2)	\$120.00	Minimum per test. up to 2 hours. Service Call Rate for each hour or portion of thereafter
Temporary Hydrant Meter	\$120.00	Includes 2 hours service to set and remove meter. Water used is charged at the appropriate rate
<b>Construction-</b>		
Cut in Tees		These services be performed based on labor and equipment time, materials, and administrative overhead.
1 inch	\$750.00	Estimate prepared and Fee paid in advance.
1.5 inch	\$ 975.00	
2.0 inch	\$ 1,300.00	
Hydrant Raise		

**NOTES**

1 For complex plan review, charge at an hourly rate of \$70 times estimated hours to review the documents. Recommendations above, as well as, this suggestion are subject to the existing requirements for pre-payment

2 These Fees are for observation only. Should the Town start performing the actual service then the fee will be recalculated on a time charge basis

**Town of Colchester  
Sewer and Water Commission**

**Water and Sewer Connection Fees**

(approved Colchester Sewer and Water Commission on 2-11-1999, revised and approved 5-12-04)  
(approved Colchester Board of Selectmen on 3-11-1999, revised and approved 5-20-04)  
(Updated to reflect approved Fire Sprinkler charges and material cost increases – 7-1-18)

The listed connection fees will be charged in accordance with the Colchester Sewer and Water Commission “Sewer and Water Service Connection Policy”. In accordance with the policy, sewer and water connection fees shall be assessed based on the size of the customer’s meter or service size (whichever is less), as shown below:

Water and Sewer Service

<u>Water Meter Size (in.)</u>	<u>Water Branch Size (in.)</u>	<u>Water Fee</u>	<u>Sewer Fee</u>
¾ or less	1	\$ 3,650	\$ 1,500
1	1-1/2	\$ 8,750	\$ 3,750
1-1/2	2	\$16,000	\$ 7,100
2	3	\$31,970	\$14,200

Meters in excess of two (2) inches and/or connections, services, or branches, in excess of three (3) inches shall be reviewed and assessed individually based on demand capacity at the rate of \$11.45 per 1,000 gpd water and/or \$7.96 per 1,000 gpd sewer. However, in no case will the charges be less than those for a two (2) inch meter or three (3 inch) service.

Fire Sprinkler Connections

Customers with separate fire service or fire service connections shall pay a separate quarterly fee for such service at the rates shown below:

<u>Fire Service Size (in.)</u>	<u>Quarterly Fee</u>
Less than 4 in.	\$ 22.76
4 in.	\$ 137.07
6 in.	\$ 398.45
8 in.	\$ 848.84
10 in.	\$1,526.62
12 in. or greater	to be reviewed and assessed individually

Existing Laterals

Laterals already in place and paid for by the Town (Commission), shall be charged to the property owner at the rate of \$1,000 for each water or sewer lateral.

Separation of Service

Active services existing at the time of adoption of this fee schedule, which are subsequently separated into multiple metered units, shall be charged a “Separation of Service” fee of \$100 per service (water or sewer) plus the cost of all Town-supplied labor and materials. Services which are constructed and separated subsequent to adoption of this fee schedule shall pay the applicable rate per meter (Section 4D of Sewer and Water Service Connection Policy) less any connection fees previously paid.

# Sewer and Water Service Connection Policy

## Town of Colchester Sewer and Water Commission

### Sewer and Water Service Connection Policy

(approved Colchester Sewer and Water Commission on 2-11-1999)  
(approved Colchester Board of Selectmen on 3-11-1999)  
(Revised and approved by Colchester Sewer and Water Commission on 3-12-03)  
(Revised and approved by Colchester Board of Selectmen on 3-20-03)

**Purpose:** The purpose of this policy is to define the process to be followed and the applicable charges to be paid when connecting to, or modifying an existing connection to, the Town of Colchester public water system or the Town of Colchester sanitary sewer system. The sewer portion of these connection policies do not apply to sewer users who have properties that have a specified benefit assessment applied or who have connected through the benefit assessment process. Properties that were assessed as a minimum lot size, frontage, value, and use that are further subdivided shall be subject to connection fees in accordance with this policy.

#### Section 1 – Definitions

As used in this policy, terms shall have the following meaning:

- A. Building Permit means the development permit issued by the Town of Colchester Code Enforcement Department before any building or construction activity can be started on a parcel of land in the Town of Colchester.
- B. Commission means the Colchester Sewer and Water Commission or its designated representative.
- C. Core Facilities, in the case of the water system means the water supply, pumping, treatment, storage, and transmission facilities that generally provide water to the local distribution networks. In the case of the sewer system it means the wastewater treatment, pumping, and intercepting sewers that collect, transmit, and treat sewage from local street sewers. As local street sewers can also intercept and transmit sewage, they may also be included as part of the core facilities.
- D. Director means the Director of the Colchester Public Works Department.
- E. Sewer Connection Fee means the fee collected to pay for the cost of capacity in Colchester's core sewer interception, pumping, and treatment system.
- F. Water Connection Fee means the fee collected to pay for the cost of capacity in Colchester's core water supply, treatment, pumping, and transmission system. It does not include payment for the cost of capacity in local water distribution pipes that may be required to receive water from the core system.

#### SECTION 2 – PAYMENT OF CONNECTION FEE REQUIRED

- A. From the date of approval of this policy, no newly developed property shall be allowed service from the water or sewer system until payment in full of the applicable permit and connection fee(s) has been received by the Town.
- B. Any property that disconnects (including but not limited to meter removed, service turned off, customer dropped from billing list) from the water or sewer system for a period of nine (9) months or more, pays no water or sewer bill for that period, and has not previously paid a connection fee to the Town (in accordance with the November 1991 or a subsequent Connection Policy) shall be considered abandoned and all rights to connect to the water or sewer system shall be forfeited. Should the owner of the property petition to make a new connection to the water or sewer system, they shall be considered a new connection and shall follow the procedures outlined in this Section.
- C. Capacity rights shall not continue indefinitely for any property that disconnects from the water or sewer system and has ceased payment of water or sewer bills for that period, regardless of any previous payment of a connection fee to the Town. Any such owner that requests reconnection of such property more than three (3) years after disconnection shall be subject to payment of a new connection fee under this Section.
- D. For properties proposing to connect to the water or sewer system, the owner must obtain the applicable water and/or sewer connection permit prior to being issued a building permit. The applicant must provide estimates of average and peak daily uses to the Town when applying for a water or sewer connection permit.
- E. Applicants requesting new water or sewer service shall be required to pay a connection fee to the Town of Colchester for a property proposed for connection to the Town's water and/or sewer system. In the case of new construction, the applicable connection fee(s) shall be paid in full prior to the issuance of a Certificate of Occupancy. If no Certificate of Occupancy is required, payment of the connection fee(s) in full is required prior to the initiation of service.
- F. Any property requesting an enlarged sewer or water connection or an increase in water meter size shall be subject to a water and/or sewer connection fee equal to the difference in the charge for a new service or meter size and the current size. Properties that request a reduction in water or sewer service or meter size shall not be eligible for a refund or rebate. However, said property shall have the right to increase the water or sewer service size or meter size to the original (larger) size with no further charge. In all cases, the size of the water meter needed to accurately measure use shall be determined by the Director.

#### SECTION 3. AVAILABILITY OF SERVICE

- A. Provisions of this Policy do not entitle any property to receive water or sewer service. Service will only be provided as approved by the Commission. If approved, service will be provided at a location and under the conditions approved by the Commission.

- B. If sewer collection or water distribution pipes are not, in the opinion of the Director, available to serve the property, do not have sufficient capacity for the intended use, or are not in a public right-of-way abutting the property, the property owner may request the right to extend the water or sewer systems to the property. The Commission is under no obligation to approve such extensions.
- C. Any property that applies for a Change of Use through the Town Zoning Department shall be reviewed by the Commission for consistency with this policy and applicable standards. If sewer or water service lines (and/or water meter) are not, in the opinion of the Director, sufficient to suitably service the property for the intended use, the Director may reject the application. The property owner shall request the right to enlarge the sewer or water service line, add an additional water or sewer service line, and/or increase the water meter size. The Commission is under no obligation to approve such enlargements or additional services. If such enlargements or additional services are approved, the applicable connection fee(s) as identified in Section 2 shall apply.
- D. The property owner, not the Town of Colchester, shall be responsible for extending water distribution and/or sewer collection pipes to serve the property of an applicant for service. All such extensions shall be done in accordance with directions of the Commission.
- E. The water and/or sewer extension shall be decided to the Town of Colchester (at no cost to the Town) upon acceptance by the Town and in accordance with any testing and maintenance requirements. The Town, at its sole discretion, may allow subsequent connections to such extensions without any reimbursement to any party.
- F. Any party that receives permission for water and/or sewer service shall assume all costs of the connection from the Town's right-of-way to the structure(s) to be served. Tapping, curb stops, and shut-off valves shall be provided and installed as required by the Director and the cost of such installations shall be the responsibility of the property owner. Water meters shall be provided and installed by the Town, with the size of the meter to be determined by the Director based on the service requirements information provided in the connection permit. The cost of the meter installation, including materials, labor, and overhead shall be separate from the connection fee and shall be paid in full prior to service being initiated. The cost of any change in meter size whether directed by the Town or at the property owner's request, shall also be paid in full before reinitiating service. The determination of costs under this section shall be by the Director.

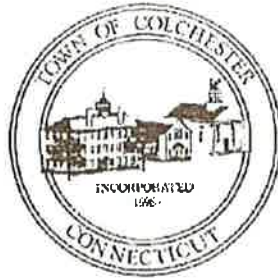
#### SECTION 4. CONNECTION FEE SCHEDULE

- A. Sewer and Water Connection Fees shall be established by the Board of Selectmen upon recommendation of the Sewer and Water Commission in accordance with Town Charter and Connecticut General Statutes. The fees may be revised from time to time as determined by the Board of Selectmen.
- B. Sewer and Water Connection Fees shall be assessed based on the size of the customer's meter or service size, whichever is less, based on the most recent schedule of charges adopted by the Board of Selectmen.
- C. Properties with individual premises shall be individually metered with individual accessible shut-offs.
- D. Properties with multiple meters shall be assessed water and /or sewer connection fees for each water meter. Services in excess of two (2) in, shall be reviewed and assessed individually in accordance with the most recent schedule of charges adopted by the Board of Selectmen.
- E. The Commission shall review the permit and connection fees at least every three years. If the Commission believes adjustments in the water and/or sewer connection fees are warranted, they shall make recommendations to the Board of Selectmen for such adjustments.

#### SECTION 5. REFUNDS

- A. At the sole option of the Town, the connection permit and fee may be canceled and refunded, or subject to change, if the service connection is not completed within nine months from the date of application for the water and/or sewer service.
- B. If the service connection permit has been canceled and refunded for any reason, the applicant shall pay new connection fees according to the applicable schedule in effect at the time of the new application.

\*\*\*\*\* end \*\*\*\*\*




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*Gayle Furman*  
GAYLE FURMAN  
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 Engineers, 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