

Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**Board of Selectmen Agenda
Regular Meeting
Thursday, June 6, 2019 @ 7:00 PM
Colchester Town Hall**

RECEIVED
COLCHESTER, CT
2019 MAY 31 PM 1:50

1. Call to Order
2. Additions to the Agenda
3. Citizen's Comments
4. Consent Agenda
 - a. Tax Abatements
5. Boards and Commissions – Interviews and/or Possible Appointments
 - a. Housing Authority – Michael Dankiw possible appointment as a member to expire 5/1/2024
 - b. Board of Assessment Appeals – Gregg LePage to be interviewed
 - c. Commission on Aging – Linda Pasternak to be interviewed
6. Approve Minutes of the May 16, 2019 Board of Selectmen Meeting
7. Approve Minutes of the May 29, 2019 Emergency Board of Selectmen Meeting
8. Discussion and Possible Action on Recreation Department ActiveNet Contract Cancellation
9. Discussion and Possible Action on Recreation Department Gym Supervisor Job Description
10. Discussion and Possible Action on Recreation Department Dance Instructor Job Description
11. Discussion and Possible Action on PPI Benefit Solutions Renewal of Agreement
12. Discussion and Possible Action on RFP 2019-07 DPW Yard Fuel Tank Replacement
13. Discussion and Possible Action on Adoption of Colchester Sewer and Water Commission FY 2019-2020 Operating Budgets
14. Citizen's Comments
15. First Selectman's Report
16. Liaison Reports
17. Adjourn



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**Board of Selectmen Minutes
Meeting Minutes
Thursday, May 16, 2019
Colchester Town Hall @ 7:00pm**

MEMBERS PRESENT: First Selectman Art Shilosky, Selectman Denise Mizla, and Selectman Denise Turner, via conference call Selectman Stan Soby

MEMBERS ABSENT: Selectman Rosemary Coyle

OTHERS PRESENT: Registrar D Mrowka, Engineer S Tassone, Public Works Director J Paggioli, Recreation Director T Quinn, BOF A Migliaccio, J Walsh, and clerk T Dean

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2019 MAY 17 PM 11:45

1. **Call to Order**
A Shilosky called the meeting to order at 7:00 pm.
2. **Additions to the Agenda** – none
3. **Citizen's Comments** – Alfonse Letendre regarding being in favor of the property purchase on Mill St, the Senior Center Building Committee being established, and the erosion of the civil war monument on the Town Green
4. **Consent Agenda**
 - a. Tax Abatements
 - b. Approve Minutes of the April 29, 2019 Special Board of Selectmen Meeting
 - c. Approve Minutes of the May 2, 2019 Regular Board of Selectmen Meeting

D Mizla moved to approve the consent agenda, seconded by D Turner. Unanimously approved. MOTION CARRIED
5. **Board and Commissions – Interviews and/or Possible Appointments**
 - a. **Housing Authority– Michael Dankiw to be interviewed** – was interviewed
6. **Discussion and Possible Action on Setting the Annual Town Budget Meeting Date to Consider and Act upon the 2019-2020 Budget**
D Mizla moved to move the proposed budget of the Board of Selectmen in the amount of \$15,155,865 and the proposed budget of the Board of Education in the amount of \$41,237,122 for a combined budget in the amount of \$56,392,987 to the annual budget meeting on May 29, 2019, seconded by D Turner. Unanimously approved. MOTION CARRIED
7. **Approve Minutes of the May 1, 2019 Special Board of Selectmen Meeting**
D Mizla moved to approve the Minutes of the May 1, 2019 Special Board of Selectmen meeting, seconded by S Soby. Unanimously approved with one abstention by D Turner. MOTION CARRIED.
8. **Discussion and Possible Action on Annual Contract for Parking for Senior Center Trips at St. Andrew Church**
D Turner moved to approve the Facility Usage/Indemnity Agreement with Saint Andrew Parish and the Diocese of Norwich and authorize the First Selectman to sign all necessary documents, seconded by D Mizla. Unanimously approved. MOTION CARRIED.
9. **Discussion and Possible Action on RFP 2019-05 Emergency Ambulance Billing Contract**
D Mizla moved that the RFP 2019-05 Emergency Ambulance Billing service be awarded to ComstarLLC for the flat percentage rate of 3.50%, and hereby authorize the First Selectman to enter into a contract with Comstar, LLC and to sign and deliver said agreement and any necessary documents required, seconded by D Turner. Unanimously approved. MOTION CARRIED
10. **Discussion and Possible Action on Request to Use Abandoned Section of Usher Swamp Road by Commercial Logging Operation**
S Tassone informed that Rod Burgess is asking permission to conduct activity on the abandoned portion of town property of 800 ft which is non-maintained. R Burgess discussed the process. S Soby asked if the appropriate town staff will be doing site visit after work is done and before any of the logging operations commence. S Tassone stated that he, along

with the Wetland Agent, will do that as a standard part of the process. They will inspect the roadway and will make any recommendations as conditions to the approval. If there is an area that any activity disturbs the public right of way, it shall be restored by the applicant. The Town retains right of way.

D Mizla moved that the Town of Colchester approve the request by Rod Burgess, Division Manager of Scotland Hardwoods 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; 1) All proposed work including logging activity will be completed within 1 year from commencement, 2) 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, 3) The Town of Colchester does not intend to formally resume maintenance of this portion of roadway, seconded by D Turner. Unanimously approved. MOTION CARRIED.

11. Discussion and Possible Action on Paper Mill Road Bridge Scour Repair

S Tassone stated the MOU is being proposed by the Nature Conservancy. He reviewed the memo (attached). S Tassone stated that Fuss & O'Neil are the design engineer and they are working with the contractor SumCo contracting to perform the scour measures. Fusco will certify that it was done according to plan.

D Turner moved that the Town of Colchester BOS approve and endorse the proposed Memorandum of Understanding between the Town of Colchester, CT, Fuss and O'Neil, Inc., SumCo EcoContracting and The Nature Conservancy as recommended by the Town Engineer and the Public Works Director and that the First Selectman be approved to sign the MOU and any related documents, seconded by D Mizla. Unanimously approved. MOTION CARRIED.

12. Discussion and Possible Action on Establishing a Senior Center Building Committee

A Shilosky stated that since the town has secured the property, the town will advertise for applications to be considered for the Senior Center Building Committee, then interview applicants, who will then be selected and appointed to the committee by the BOS. The committee will then be given a charge. D Turner conveyed for absent Selectman R Coyle that she requested to have 5-7 members on the committee and that it should include a variety of candidates and backgrounds. S Soby recommended 7-9 members due to the length of time commitment and schedules. Also suggested to appoint alternates so that the committee can hopefully avoid quorum issues.

D Mizla moved to authorize the First Selectman to seek to establish a Senior Center Building Committee and advertise for committee members, seconded by D Turner. Unanimously approved. MOTION CARRIED.

13. Discussion and Possible Action on Establishing a Norton Mill park Committee

J Paggioli gave the approximate time frame of the project. A Shilosky stated that the town will be setting up a committee to design the park portion. D Mizla stated that due to the complexity of the land and the design would there be any requirement of potential members. A Shilosky stated that this committee would only be responsible for the aesthetics part. J Paggioli added that town staff will be involved in the process to guide the committee on what can be done as far as planting, etc.

D Turner moved to give the First Selectman authority to establish a committee to begin the process on the Norton Mill Park, seconded by D Mizla. Unanimously approved. MOTION CARRIED.

14. Citizen's Comments – Alfonse Letendre regarding the Senior Center Building Committee timeframe. A Shilosky stated next week there will be an advertisement requesting applications.

15. First Selectman's Report

A Shilosky reported that Rob Suchecki, School Resource Officer, is retiring and has requested to purchase his side arm. A Shilosky, upon agreement from the Board, would like to gift the weapon to honor him for his 29 years of service. The Board agreed. Working with the regional ACO NECOGG regarding their interest in renting out the dog pound in town from the town, and having someone on-site. Finance S Badrick resigning at the end of June. R Benson, Town Planner, also resigning at the end of May, currently advertising for replacement. Depending on the response rate A Shilosky may recommend reorganizing the P&Z dept. with existing staff.

16. Liaison Reports

D Turner reported on Friends of Cragin – will be sending out a membership brochure via mail in the Fall. Volunteers needed for sorting books. 6/6-9 will be the next book sale.

Historic District – Public hearing on the old Jack Chevy property was approved for renovations. Received grant from the Lions Club for improvement on the interior of the Colored School.

D Mizla reported on Park & Rec – Inishmor fundraiser for the 2019 scholarship fund raised \$464. 35 bags of bottles were collected at the Annual Spring Clean Up. The clean-up had over 500 volunteers.

Board of Education – Superintendent was authorized to sign a modified Norwich tuition agreement. There were several celebrations.

17. Adjourn

D Turner moved to adjourn at 7:35 p.m., seconded by D Mizla. Unanimously approved. MOTION CARRIED.

Attachment:

Senior Center facility usage agreement

RFP 2019-05 Emergency Ambulance Billing Contract

Usher Swamp Road MOU

Paper Mill Road Bridge Scour Repair

Respectfully submitted,



Tricia Dean, Clerk



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**Board of Selectmen
Emergency Meeting Minutes
Wednesday, May 29, 2019 at 1:00 PM
Colchester Town Hall**

Members Present: First Selectman Art Shilosky, and Selectman Denise Mizla and Denise Turner (via conference call)

Members Absent: Selectman Stan Soby and Selectman Rosemary Coyle

1. Call to Order

A Shilosky called the meeting to order at 1:00 pm

2. Discussion and Possible Action on Setting the Annual Town Budget Meeting Date to Consider and Act upon the 2019-2020 Budget

D Turner moved to move the proposed budget of the Board of Selectmen in the amount of \$15,155,865 and the proposed budget of the Board of Education in the amount of \$41,237,122 for a combined budget in the amount of \$56,392,987 to the annual budget meeting on June 4, 2019, seconded D Mizla. Unanimously approved. MOTION CARRIED.

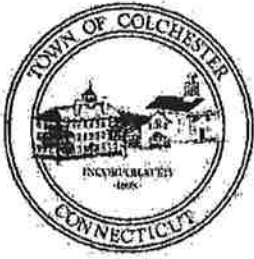
3. Adjournment

D Turner moved to adjourn at 1:03 pm, seconded by D Mizla. Unanimously approved. MOTION CARRIED.

Respectfully submitted,

Tricia Dean

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MAY 29 2019 1:10 PM
TOWN OF COLCHESTER



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

DATE: 5/20/2019

BOARDS & COMMISSIONS APPLICATION

Name: Gregg LePage

Address: 89 Shadbush Drive Colchester, CT. 06415

Home Phone: 860-537-0281 Email lepage119@comcast.net FAX: _____

Cell Phone: 860-478-3687 Town Residency 18 Years

Party Affiliation: Democrat Republican Unaffiliated (check one)

Commission or Board you are interested in serving on: Board of Assessment and Appeals

Educational Background: List name and location of school, # of years attended, Subjects/Major, Did you graduate?

High School: Spencerport Central Schools, Spencerport, NY

Attended 4 years and graduated with a Regents Diploma.

Math/Spanish Major

College: Rochester Institute of Technology

Attended 4 years and graduated with a Bachelors of Science in Accounting.

Also received an MBA in Accounting/Political Science.

Trade, Business N/A
Or Correspondence
School _____

CONTINUED ON REVERSE SIDE

Work Experience: List length of employment, name and address of employer, position & reason for leaving:

Travelers Insurance Companies, 1 Tower Square, Hartford, CT 06183; Market Director; 1/07-Present
Anthem, Inc., 370 Bassett Road, North Haven, CT 06473; Finance Account Exec; 4/02-12/16
CIGNA, 900 Cottage Grove Road, Bloomfield, CT 06002; Director Accounting; 8/00-8/01
Preferred Care, 259 Monroe Avenue, Rochester, NY 14607; Manager Accounting; 4/93-7/00
Columbia Banking Federal S&L, 31 East Main Street, Rochester, NY 14607; Investor Acctg. Specialist; 5/90-4/93

Are you capable of making the commitment of time necessary to serve on this Board or Commission? Yes

Why are you interested in serving? I have served as Town Treasurer for four years as well as served on the Charter Revision and Charter Review Commission. It's always good to get involved in the Town and to understand what is going on in the community.

Do you have any experience or familiarity with this area? I only have limited familiarity.

If you are not appointed to this board or commission, would you be interested in other forms of public service?

Which ones? Probably not at this time.

Date: 5/20/2019

Signature: 

Board of Assessment Appeals (Elected)

<i>Position</i>	<i>Name</i>	<i>Party</i>	<i>Phone</i>	<i>E-mail</i>	<i>Expiration Date</i>
Chair	VACANT	D			11/15/2019
Member	Andrew Cournoyer	D	860-537-3733	andrew.cournoyer@sbcglobal.net	11/15/2019
Member	David Anderson	R	860-537-5865	nancy.27@comcast.net	11/15/2019



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

DATE: 4-18-19

BOARDS & COMMISSIONS APPLICATION

Name: LINDA PASTERNAK

Address: 636 Westchester Rd Colchester, CT. 06415

Home Phone: _____ Email lpasternak@sbeglobal.net FAX: _____

Cell Phone: 860-303-6143 Town Residency 63 Years

Party Affiliation: Democrat Republican Unaffiliated (check one)

Commission or Board you are interested in serving on: COA

Educational Background: List name and location of school, # of years attended, Subjects/Major, Did you graduate?

High School: Bacon Academy, business, graduated.

College: _____

Trade, Business _____
Or Correspondence _____
School _____

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Work Experience: List length of employment, name and address of employer, position & reason for leaving:

2010 - 2018 Middlesex Hospital - Retired
2003 - 2010 Haven Health Care - NEW employment
1973 - 2003 Genesis Health Care - NEW employment

Are you capable of making the commitment of time necessary to serve on this Board or Commission? Yes

Why are you interested in serving? I would like the ability to participate in the functions of the senior center its programs, the resources for seniors. I am also would like to see the building of a new Senior Center.

Do you have any experience or familiarity with this area? I have worked in long term care for the bulk of my career before to switching to a Community Hospital.

I have been my mothers care taker for 4 years with dementia & understand the needs of the population gets older.

If you are not appointed to this board or commission, would you be interested in other forms of public service?

Which ones? Building Committee for Senior Center

Date: 4/18/19

Signature: Anda Pastoral

Jean Stawicki

Re: Commission on Aging

April 11, 2019

At its meeting held on April 8, 2019, the Commission on Aging voted to recommend that Linda Pasternak be appointed as a full member to the Commission on Aging. She has decided to apply for membership after having attended three of our meetings. She has been involved with a number of Colchester functions over the years and we expect that she will make a good commission member and are pleased to recommend her.

Sincerely,

Jean M. Stawicki, Chairman

Commission on Aging-7 Members, 2 Alternates, 3 year terms

<i>Position</i>	<i>Name</i>	<i>Party</i>	<i>Phone</i>	<i>E-mail</i>	<i>Expiration Date</i>
Chair	Jean Stawicki	D	860-537-2013	stawickilaw@snet.net	12/1/2021
Member	Nan Wasniewski	R	860-531-9622	newskinoll@gmail.com	12/31/2021
Member	VACANT				12/31/2019
Member	Roberta Avery	R	860-537-1889	roberta.avery@snet.net	12/1/2020
Member	Goldie Liverant	D	860-537-2151	goldieliverant@att.net	12/31/2019
Member	Linda Grzeika	R	860-537-5560	grzeika@me.com	12/1/2020
Member	Marjorie Mlodzinski	U	860-603-2047	msrmlodzinski@gmail.com	12/1/2021
Alternate	VACANT				12/31/2019
Alternate	VACANT				12/1/2021

Commission on Aging

To: Art Shilosky, First Selectman
From: Tiffany Quinn, Recreation Director
Subject: Refund Policy
Date: May 24, 2019

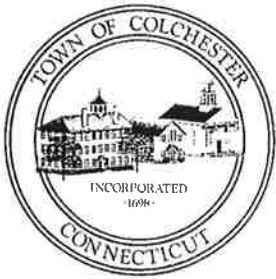
The Recreation Commission would like to authorize the cancellation of the contract with Active. The current contract is a 3 year, automatically renewing contract that was last renewed on 1/1/18. The contract states that it must be cancelled 12 months prior to the end of the contract (1/1/20). To be on the safe side, I would like the cancellation letter placed in our file with Active prior to 1/1/20 so there is no misunderstanding.

We have researched over 10 software companies that provide similar services. We have identified 3 programs that meet or exceed our needs. We will recommend a new online registration/reservation software company prior to the expiration of the current contract.

We will reach out to the Board of Education to demo the 3 preferred companies and get their input as well.

Motion: To authorize the First Selectman, Art Shilosky, to terminate the current contract with "Active" at the end of the contracted term.

Thank you for your interest and support.



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Art Shilosky, First Selectman

June 6, 2019

To whom it may concern,

This letter serves to act as the notice of cancellation of our contract with Active. At the end our contracted term, January 1, 2021, our contract cannot and will not be renewed.

Per our contract, we are providing more than the required 12 month notification of our cancellation.

Sincerely,

Art Shilosky
First Selectman

To: Art Shilosky, First Selectman
From: Tiffany Quinn, Recreation Director
Subject: Refund Policy
Date: May 28, 2019

The Recreation Department is in the process of updating job descriptions

1. Gym Supervisor: We would like this position to cover the supervision of birthday parties, programs and activities that take place at night or on the weekends as needed. This is a per diem position.
2. Dance Instructor: We would like this position to be a general "program instructor" description so we can use this when needed to hire instructors for different programs. We amended the document to include program specific qualifications on the last page.

Motion: To make the suggested changes to the job descriptions of the gym supervisor and the dance instructor.

Thank you for your interest and support.



Town of Colchester Job Description Gym Supervisor

GENERAL STATEMENT OF DUTIES

Supervise ~~Pick-up Basketball Program~~ programs and participants at town facilities during programs, activities and events. Work in a safe and responsible manner, including following both OSHA and Town of Colchester safety policies.

WORK SCHEDULE/ ~~RATE OF PAY~~

~~Your hourly pay rate is \$10.00/hr~~

This is a per diem position. Dates, times and schedule will be vary by season, program, activity and event

SUPERVISOR

Works under the direct supervision of the ~~Recreation Supervisor~~. Recreation Director or their designee and administrative supervision of the First Selectman.

SUPERVISION EXERCISED

Program participants

ESSENTIAL DUTIES

- ~~• Be punctual~~
- Dress code gym shorts and shirt tucked in
- Set up, supervise and clean after the program, activity or event.
- Make sure all equipment is put away and gym is maintained is used in the manner it was intended
- Maintain a safe and fun environment for all participants
- Promote the program to retain attendance each week
- Other duties as assigned

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Must have:

- Excellent written and oral communication skills
- Good public speaking skills and strong customer service skills
- Must be available to work afternoon and evening hours

Must be able to:

- Communicate and work effectively with diverse groups and individuals.
- Exhibit a professional manner with other employees and the public.
- Work independently.
- Maintain accurate records.
- Lift and/or move up 50 pounds.



Town of Colchester Job Description **Dance Program Instructor**

GENERAL STATEMENT OF DUTIES

Instruct high quality ~~dance~~ **community** classes in a safe manner.

Work in a safe and responsible manner, including following both OSHA and Town of Colchester safety policies. ~~Instruct students ages 3 – 5 yrs & 6 – 14 yrs in beginning through intermediate dance classes including but not limited to tap, ballet, jazz & hip hop.~~

WORK SCHEDULE/~~RATE OF PAY~~

~~Classes will be held between 4:30 – 7:30 p.m. 2-3 weekdays.~~

~~Hourly pay rate starting at: \$25/hr~~

~~Location: JHS or other approved Location~~

This is a per diem, seasonal position. Hours will be determined by program need

SUPERVISOR

Works under the direct supervision of ~~Anita Pizzutiello, Recreation Supervisor~~ **Recreation Director** or their designee and administrative supervision of the First Selectman.

SUPERVISION EXERCISED

Program participants

ESSENTIAL DUTIES

The following is an illustrative and non-exhaustive list of duties:

- ~~• Select and plan class content, which may include stretching, improvisation, dance techniques, strength exercises or combinations. (Classes may include a warm up period)~~
- ~~• Select all music and choreography of dance combinations~~
- Determine class skill and age levels with later adjustments as necessary
- ~~• Choose a theme and music for a recital and choreograph all dance pieces~~
- ~~• Design simple costumes with parent participation~~
- ~~• Design a recital program~~
- ~~• Solicit volunteers to assist with rehearsals and performance~~
- Attend periodic staff meetings
- May attend educational training
- ~~• Integrate annual recitals in conjunction with other dance instructors.~~
- Distribute and collect program evaluation forms towards the end of your session
- **Handle late or drop in registration including forms and fees**
- **Communicate with the Recreation Department**
- **Keep weekly attendance records to be submitted to the Recreation Department**

- File damage and/or injury reports as needed
- Distribute and collect program evaluation forms at the end of each session
- Other **Related** duties as assigned

MINIMAL QUALIFICATIONS

- ~~At least 18 years of age~~
- ~~Knowledge of communication techniques~~
- ~~Ability to establish and maintain productive relations and positive attitude with and toward others~~
- ~~Willingness to comply with suspected child abuse reporting and attend DCF Training~~
- ~~The employee must be able to lift and/or move up to 50 pounds.~~
- ~~Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus~~

DESIRABLE QUALIFICATIONS

- ~~Five years of study with a public or private dance instructor and/or completion of a college dance program~~
- ~~Three years of experience teaching dance~~
- ~~Knowledge of communication techniques~~
- ~~Ability to work independently~~
- ~~Ability to demonstrate basic to intermediate steps in tap, ballet, jazz or other specialty~~
- ~~Ability to establish and maintain productive relations and positive attitude with and toward others~~

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Must have:

- Excellent written and oral communication skills
- Good public speaking skills and strong customer service skills
- Must be available to work afternoon and evening hours

Must be able to:

- Communicate and work effectively with diverse groups and individuals.
- Exhibit a professional manner with other employees and the public.
- Work independently.
- Maintain accurate records.
- Lift and/or move up 50 pounds.
- Perform the essential functions of the job with minimal supervision and with or without reasonable accommodations.
- Obtain CPR/First Aid/AED/Epi Pen certification before first class
- While performing the duties of this job, the employee is regularly required to sit, stand, walk and talk. The employee is at times required to use hands to feel objects; reach with hands and arms; and stoop, kneel, crouch, or crawl.
- Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Program Specific Qualifications for Dance Instructor:

- Select and plan class content, which may include stretching, improvisation, dance techniques, strength exercises or combinations. (Classes may include a warm up period)
- Select all music and choreography of dance combinations
- Determine class skill and age levels with later adjustments as necessary
- Choose a theme and music for a recital and choreograph all dance pieces
- Design simple costumes with parent participation
- Design a recital program
- Solicit volunteers to assist with rehearsals and performance
- ~~Attend periodic staff meetings~~
- ~~May attend educational training~~
- Integrate annual recitals in conjunction with other dance instructors.
- Other duties as assigned
- Five years of study with a public or private dance instructor and/or completion of a college dance program
- Three years of experience teaching dance
- Ability to demonstrate basic to intermediate steps in tap, ballet, jazz or other specialty

EDUCATION AND EXPERIENCE

- Must be at least 21 years of age.
- Must have and maintain a valid Connecticut Motor Vehicle Operator's License.
- Must have experience supervising groups of youth and adults.

WORK ENVIRONMENT

It is the policy of the Town of Colchester to provide a safe and healthy workplace for all employees. The Town of Colchester is committed to reducing and controlling the frequency and severity of work-related accidents. It is the responsibility of every employee to report all accidents, incidents and occupational illnesses, as well as any perceived hazardous conditions. While performing the duties of employment, it is the employee's responsibility to work in a safe and responsible manner. This includes following both OSHA and Town of Colchester safety policies

While performing the duties of this job, the employee is required to work in outside weather conditions. The noise level in the work environment is usually moderate.

This job description is not all-inclusive and is subject to change by the Board of Selectmen at any time.

Per Diem, Seasonal



**N. Maggie Cosgrove
Chief Financial Officer
Finance Department**

Date: May 24, 2019

To: Board of Selectmen

From: N. Maggie Cosgrove, CFO

Subject: Renewal of agreement – PPI Benefit Solutions

Background

The Town and BOE contracted with PPI Benefit Solutions starting 7/1/16 to streamline employee benefits administration by providing an on-line enrollment and employee self-service platform. Since the original contract, we have been able to utilize the database and services provided by PPI Benefits to generate census information used in marketing employee insurance benefits, and to provide information necessary for the required actuarial valuation for other post-employment benefits (OPEB). We have also worked with PPI Benefits to develop reports to extract the data necessary for W-2 reporting of health insurance costs, along with 1095 reporting mandated by the Affordable Care Act. The administration fees for these services are billed on a per employee, per month (PEPM) basis. The renewal effective 7/1/19 reflects no change in PEPM fee rates and no changes in the terms of the original agreement. The fees are included in the amounts budgeted as a contribution to the self-insurance fund, and are paid directly from the self-insurance fund.

Recommendation

Renew the Agency and Administrative Service Agreement with PPI Benefit Solutions effective 7/1/19 and authorize the First Selectman to sign all necessary documents.

**THE ASSOCIATION OF COMMUNITY SERVICE AGENCIES (ACSA)
GROUP INSURANCE TRUST**

**Renewal Acknowledgement and Amendment to Agency and Administrative Service Agreement
for
Town and Board of Ed of Colchester
ER# 041960**

Effective 7/1/2019

1. Renewal Acknowledgement

The renewal rates outlined below will be used to determine the Employer Payments that will appear on PPI's invoice. Such Employer payments are further described in Appendix B and may include premium payable to the insurer, service fees payable to the broker and an administrative service fee payable to PPI.

Carrier and Plan Description	Current Rates	New Rates	Please Complete: % of Cost Employees Pay
<u>PPI Self Enroll Administration PEPM Fee - BOE</u> Auto Enroll Per Member Fee	\$ 1.50	No Change	_____ %
<u>PPI Anthem Administration PEPM Fee - BOE</u> Per Employee Per Month Fee	\$ 12.50	No Change	_____ %
	\$ 12.50	No Change	_____ %
	\$ 12.50	No Change	_____ %
<u>PPI Self Enroll Administration PEPM Fee - TOWN</u> Auto Enroll Per Member Fee	\$ 1.50	No Change	_____ %
<u>PPI Anthem Administration PEPM Fee - TOWN</u> Per Employee Per Month Fee	\$ 12.50	No Change	_____ %
	\$ 12.50	No Change	_____ %
	\$ 12.50	No Change	_____ %

2. Amendment to Agency and Administrative Services Agreement

The current Agency and Administrative Service Agreement has been amended as of the above effective date. Appendixes A and B of the Agency and Administrative Services Agreement are hereby deleted and replaced by the attached Appendixes A and B.

By signing below, I acknowledge the required renewal action that is outlined above. I understand that rate change(s) will be effective as the above effective date, and will be reflected on the next scheduled billing invoices from PPI Benefit Solutions. By signing below, I accept this amendment and acknowledge this rate action.

IN WITNESSETH WHEREOF, the parties hereto have executed this Agreement as of the effective date identified above

Please complete and sign this document and return it to PPI **within 30 days**.

Authorized Signature: _____

Printed Name/Title: _____

Date: _____

PLEASE FAX TO : 203-793-1212

PPI Benefit Solutions • 10 Research Pkwy, STE. 200 Wallingford, CT, 06492 • 888-674-0046

Appendix A

Administrative Services and Components of Employer Payments Paid to PPI

Following is a list of administrative services provided by PPI. Many of these services are performed by PPI on behalf of the insurer. Because PPI performs certain administrative services on the carrier's behalf, the insurer realizes administrative savings. As a result, the Employer Payments Due that is billed by PPI is equal to the employer payment that would be billed by the insurer, were PPI not involved. PPI is the billing administrator and not the insurance company.

Services performed by PPI for a particular employer will vary, based on coverage, case size, client needs and other factors. Administrative services performed by PPI may include the following:

Sales and Marketing

- Provide multi-carrier, multi-coverage sales, marketing, account management and sales support services to brokers. This may involve PPI menu carriers or approved non-menu carriers.
- Review, itemize and collect documents needed to support the RFP carrier submission process for multiple carriers, including but not limited to verifying census data, converting census files into excel, reconciling census data to invoice, researching background information on prospect from outside sources like Dunn & Bradstreet, and formalizing data in a streamlined fashion.
- Prepare and coordinate the RFP with requested carriers, including but not limited to monitoring turnaround times, updating brokers on status and managing expectations.
- Negotiate final plan and products with multiple carriers, request additional options, revise spreadsheets and update all parties on risk issues, as well as census and product changes.
- Gather GeoAccess reports, PCP assessment reports, answer benefit related questions, provide network comparison data, support and supplement broker in all aspects of client presentation and follow up.
- Prepare final marketing evaluation and recommendation, including but not limited to an analysis of benefits from all carriers quoting, financial comparisons based on monthly and annualized premium, and carrier disclosures.
- Participate in employer level, board and committee meetings to assist in the presentation of recommendations and to answer questions. Negotiate final rates and benefits with carriers.
- Make available trained personnel to provide PPI system demonstrations, either on-site or via webinar, for broker, client and member level staff. Offer and participate in both employee and employer level training and benefits explanations.
- Negotiate renewals with incumbent carrier and provide competitive plan, carrier and funding alternatives when appropriate.
- With respect to administrative takeovers, collect all required paperwork, including but not limited to benefit booklets, monthly invoices and member eligibility information. Facilitate communications and system interface with non-menu carriers. Organize and process employer and employee level data. Monitor and quality control all interfaces to promote a successful client experience.
- Perform other sales related services as the client shall request and PPI shall agree to provide.

Case Installation

- Provide multi-carrier, multi-coverage case installation support to brokers and their clients. This may involve PPI menu carriers or approved non-menu carriers.
- Organize final sold case paperwork, prepare consolidated enrollment form, develop a suitable timeline for coordinating case installation,
- Perform on-site open enrollment meetings conducted by PPI Account Managers, including one-on-one assistance for employees. Review, assemble, complete and facilitate all necessary documentation for and to selected carriers.
- Participate in employer and employee meetings. Gather all paperwork and enrollment forms. Review, assemble, complete and facilitate all necessary documentation for and to selected carriers.
- Coordinate PPI system updates. Provide data entry and quality control for all member level eligibility and enrollment. Confirm that all selected carriers are prepared to receive electronic eligibility data, obtain group and member level ID numbers, and finalize the installation process at both the carrier and client level. Monitor and provide additional information to carriers as needed.
- Communicate with broker of record and client on all aspects of the installation process.
- Request, obtain, proofread and inventory final carrier booklets, plan certificates and documents. Provide carrier certificates and that can be used by the client to create the Summary Plan Description, as required by ERISA.

Billing Administration

- Provide consolidated administration, featuring a single invoice for all PPI administered coverages, invoice customization options, and available online invoices with exportable billing detail.
- Provide multi-carrier, multi-coverage billing support to brokers and their clients. This may involve PPI menu carriers or approved non-menu carriers.
- Provide consolidated administration, featuring a single invoice for multiple carriers, invoice customization options, and available online invoices with exportable billing detail.

Appendix A

Administrative Services and Components of Employer Payments Paid to PPI

- Provide each client with a customized website featuring AutoEnroll, PPI's proprietary enrollment and eligibility system, online bills with automatic email notifications, summary views of PPI-administered benefits, a library of printable carrier forms, and access to HR and employee benefits tools.
- Provide a secure, online benefit administration portal for plan enrollment, ongoing eligibility changes, and COBRA administration.
- Act as the client's authorized representative for the purposes of collecting and forwarding premium to the respective carrier.
- Assist client in the reconciliation of menu carrier premiums.
- Provide electronic eligibility feeds to medical and dental carriers to automate the carrier enrollment process.
- Provide fully integrated COBRA administration for PPI administered plans, including the ability to view all COBRA participant communications and status online.

Ongoing Enrollment

- Provide multi-carrier, multi-coverage enrollment support to brokers and their clients. This may involve PPI menu carriers or approved non-menu carriers.
- Provide a customized website for each client featuring AutoEnroll, PPI's proprietary enrollment and eligibility system. AutoEnroll facilitates the enrollment and disenrollment of eligible employees and dependents into the Plan in accordance with established waiting period and eligibility rules. AutoEnroll also provides electronic eligibility feeds to medical and dental carriers to automate the carrier enrollment process.
- Provide carrier enrollment and administrative forms and supplies, unless otherwise provided by the carrier.
- Facilitate the enrollment and disenrollment of eligible employees and dependents into the Plan in accordance with established waiting period and eligibility rules.

Customer Service

- Provide clients and brokers with an in-house billing technician, service representative for claims advocacy and resolution, systems support representative, account manager, and compliance representative.
- Provide multi-carrier, multi-coverage customer service support to brokers and their clients. This may involve PPI menu carriers or approved non-menu carriers.
- Provide employees with toll free access to PPI's service specialists for assistance with coverage questions and claim resolution. Provide clients and brokers with an in-house billing technician, service representative for claims advocacy and resolution, systems support representative, account manager, and compliance representative.
- Provide documentation and reporting systems to facilitate the tracking and monitoring all incoming service issues.
- Facilitate daily client and broker interaction, including documentation requests, service assistance, carrier updates, census and invoice requests, administration training and ongoing maintenance
- Design and implement customized client web tools that provide access to employer specific benefit summaries, forms and information
- Provide, upon reasonable request of the client, periodic education concerning the Plan to the client and members.
- Provide general group insurance, PPI product-specific and general compliance information and guidance in the form of newsletters, checklists, and access to an online HR & compliance database.
- Prepare 5500 filings on behalf of the trust participants according to DOL regulations, for those coverages issued through the trusts.
- Perform other services as the client shall request and PPI shall agree to provide.

Other Available Services - PPI may charge an additional fee for these services. These fees will be determined on a case by case basis, communicated to the employer separately, and may include:

- Access to payroll and HRIS solutions that are integrated with PPI's benefit administration platform.
- Personal reimbursement accounts from Flexible Spending Accounts (FSAs) and Health Reimbursement Arrangements to Commuter Parking and Transit Accounts that use a single debit card at the point of service and include online account activity.
- HR and employee support through programs like Employee Advocates & Benefit Counselors, on demand HR & benefit webinars, employee discount programs like PPI Benefit Extras, and customized web-based employee surveys.
- Other services as the client shall request and PPI shall agree to provide

**Appendix B
Components of Employer Payments**

Medical Coverages Effective 2019, For All Groups in the ACSA Trust

	<u>Percent</u>
Benefits paid to members, carrier administration expenses and taxes*	98.61%
Commissions and other administration service fees**	1.39%
Net commissions to broker of record***	0.00%
Net commissions to PPI	1.39%
Trust Expenses****	-0.15%
PPI Compensation for Administrative and Professional Services	0.15%
TOTAL	100.00%

* Benefits paid to members, carrier administration expenses and taxes represent an average based on all carriers medical coverages in the Trust. Percent breakdowns will vary on a case by case basis.

** In addition to regular commissions, carriers and PPI occasionally pay contingent compensation as an incentive. To the extent these amounts exist, they have little (less than 0.2%) effect on the percentages described above.

***PPI occasionally pays broker commissions on behalf of certain carriers. Net commissions to broker of record represents the average commissions paid by PPI. This does not include any commissions paid by the carrier.

****Average trust expenses are underwritten to be 0.0% and trust expenses have no impact on employer payments.

Life, Disability, Dental and Vision Coverages Effective 2019, For All Groups in the ACSA Trust

	<u>Percent</u>
Benefits paid to members, carrier administration expenses and taxes*	89.23%
Commissions and other administration service fees**	8.93%
Net commissions to broker of record***	3.14%
Net PPI compensation for Administrative Services	5.79%
Trust Expenses and Rerate obligations****	1.84%
TOTAL	100.00%

* Benefits paid to members, carrier administration expenses and taxes represent an average based on all carriers Life, Disability, Dental and Vision coverages in the Trust. Percent breakdowns will vary on a case by case basis.

** In addition to regular commissions, carriers and PPI occasionally pay contingent compensation as an incentive. To the extent these amounts exist, they have little (less than 0.2%) effect on the percentages described above.

***PPI occasionally pays broker commissions on behalf of certain carriers. Net commissions to broker of record represents the average commissions paid by PPI. This does not include any commissions paid by the carrier.

****Average trust expenses are underwritten to be 0.0%. Actual experience will cause fluctuation typically in a range from -10% to 10%.

The following is additional information regarding our relationships with the insurance companies whose products we sell, and the compensation that we receive. As a valued client, it is our goal to place you in the best position to make informed business decisions.

In connection with your transaction, although we provide products and services to you, we are appointed agents of the insurers and will receive commissions from the insurer whose product you purchase. Our commissions typically equal a percentage of policy premiums paid by you. Additional compensation may also be earned by us in connection with our sales activity with a particular insurer. The major factor used in determining such additional amounts is the volume of policies we sell on behalf of the insurer.

Insurers may also provide non-cash compensation to us or our employees. Such non-cash compensation may include promotional items, meals or entertainment and reimbursement of expenses incurred in connection with training and education meetings, conferences and seminars.

We are also a subsidiary of National Financial Partners Corp. ("NFP"), a financial services company which owns more than 175 firms and has a network of more than 320 firms who are members of our membership organizations. Being part of NFP provides us access to a wide array of high quality products and services and gives us access to the intellectual capital and financial strength of a large company. In specific situations, NFP's firms may earn additional compensation for their role in providing certain products and services to clients under separate contracts with insurers.

PPI Benefit Solutions Notice of Privacy Practices

NOTICE TO EMPLOYERS: The following describes how medical information about your employees and their dependents may be used. To ensure that members understand their rights under HIPAA, please distribute a copy of this notice to all employees, and to all COBRA beneficiaries.

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

PPI Benefit Solutions is required, by law (the Health Insurance Portability and Accountability Act of 1996 HIPAA), to protect the privacy of your health information. We are also required to send you this notice, which explains how we may use information about you and when we can give out or "disclose" that information to others. The terms "protected health information" or "PHI" in this notice include any information maintain by us that can reasonably be used to identify you, and that relates to your physical or mental health condition, the provision of health care to you, or the payment for such health care. We will comply with the requirements of applicable privacy laws related to notifying you in the event of a breach of your health information

PERMISSIBLE USES AND DISCLOSURES OF YOU HEALTH CARE INFORMATION

We will disclose PHI to you or someone who has the legal right to act for you (your personal representative) in order to administer your rights as described in this notice. We may also use or disclose your PHI under certain circumstances without your permission. The examples below are a generic list and may not apply to the administrative services that PPI performs.

For Payment

We may use or disclose PHI to determine eligibility for Plan benefits, to facilitate payment for the treatment, to determine benefit responsibility under the Plan, or to coordinate Plan coverage. For example, upon request, we may tell a doctor whether you are eligible for coverage.

For Health Care Operations

We may use and disclose PHI for other Plan operations that are needed to administer the Plan. For example, we may disclose information to your physicians or hospitals to help them provide medical care to you.

To Business Associates

We may contract with individuals or entities known as Business Associates to perform various functions on our behalf or to provide certain types of services. Business Associates must agree to the same HIPAA rules for PHI. For example, we may disclose your PHI to a Business Associate to administer COBRA or to provide support services once the Business Associate enters into a Business Associate Agreement with us.

As Required by Law

We will disclose PHI when required to do so by federal, state or local law. For example, we may disclose PHI to the Secretary of the Department of Health and Human Services to make sure that your privacy is protected, or when required to do so by national security laws or public health disclosure laws.

To Plan Sponsors

For plan administration, we may disclose PHI to certain employees of the Employer as long as they use or disclose the PHI solely for plan administration functions. PHI cannot be used for employment purposes without your specific authorization.

OTHER USES AND DISCLOSURES OF YOUR HEALTH CARE INFORMATION

Workers' Compensation

If applicable, we may disclose your health information as necessary to comply with state Workers' Compensation Laws.

Emergencies

We may disclose your health information to notify or assist in notifying a family member, or another person responsible for your care about your medical condition or in the event of an emergency or of your death.

Public Health

As required by law, we may disclose your health information to public health authorities for purposes related to: preventing or controlling disease, injury or disability; reporting child abuse or neglect; reporting domestic violence; reporting to the Food and Drug Administration problems with products and reactions to medications; and reporting disease or infection exposure.

Judicial and Administrative Proceedings

We may disclose your health information in the course of any administrative or judicial proceeding.

Law Enforcement

We may disclose your health information to a law enforcement official for purposes such as identifying or locating a suspect, fugitive, material witness or missing person, complying with a court order or subpoena and other law enforcement purposes.

Public Safety

It may be necessary to disclose your health information to appropriate persons in order to prevent or lessen a serious and imminent threat to the health or safety of a particular person or to the general public.

Specialized Government Agencies

We may disclose your health information for military, national security, prisoner and government benefits purposes.

Change of Ownership

In the event that PPI Benefit Solutions is sold or merged with another organization, your health information/record will become the property of the new owner.

Your Protected Health Information Rights

- You have the right to request restrictions on certain uses and disclosures of your PHI. Please be advised, however, that PPI Benefit Solutions is not required to agree to the restriction that you requested, as long as the disclosure is otherwise required by law or is to a health plan for purposes of carrying out payment or health care operations.
- You have the right to have your health information received or communicated through an alternative method or sent to an alternative location other than the usual method of communication or delivery, upon your request.
- You have the right to inspect and copy your health information.
- You have a right to request that PPI Benefit Solutions amend your protected health information. Please be advised, however, that PPI Benefit Solutions is not required to agree to amend your protected health information. If your request to amend your health information has been denied, you will be provided with an explanation of our denial reason(s) and information about how you can disagree with the denial.
- You have a right to receive an accounting of disclosures of your protected health information made by PPI Benefit Solutions. Accountings of disclosures of electronic health records are limited to the past three years.
- You have a right to a paper copy of this Notice of Privacy Practices at any time upon request.
- You have the right to be notified by PPI Benefit Solutions whenever PPI Benefit Solutions discovers a breach of unsecured PHI or reasonably believes that your unsecured PHI has been accessed, acquired, used or disclosed in a manner not permitted by HIPAA. This notification is required to occur without unreasonable delay and in no case later than 60 calendar days after discovery of a breach. "Breach" means the acquisition, access, use or disclosure of PHI in a manner not permitted by the HIPAA Privacy Rule or Security Rule. PHI is considered to be "secured" when it is rendered unusable, unreadable or undecipherable to unauthorized individuals through the use of a technology or methodology specified by the Department of Health and Human Services (HHS).

Changes to this Notice of Privacy Practices

PPI Benefit Solutions reserves the right to amend this Notice of Privacy Practices at any time in the future, and will make the new provisions effective for all information that it maintains. Until such amendment is made, PPI Benefit Solutions is required by law to comply with this Notice. PPI Benefit Solutions is required by law to maintain the privacy of your health information and to provide you with notice of its legal duties and privacy practices with respect to your health information. If you have questions about any part of this notice, or if you want more information about your privacy rights, please contact: our Privacy Officer at (203) 793-1200. If our Privacy Officer is not available, you may make an appointment for a personal conference by telephone within two work days.


Complaints

Complaints about your Privacy Rights, or how PPI Benefit Solutions has handled your health information should be directed to our Privacy Officer at (203) 793-1200. If our Privacy Officer is not available, you may make an appointment for a personal conference by telephone within two working days. If you are not satisfied with the manner in which this office handles your complaint, you may submit a formal complaint to: DHHS, Office for Civil Rights, 200 Independence Avenue, S.W. Room 509F HHH Building, Washington, DC 20201

Authorization

This notice is effective upon receipt. You have the right to withhold authorization and consent for PPI to use and disclose your PHI for the purposes of treatment, payment and healthcare operations as described in this Privacy Notice. You may do so by sending written notice to PPI Benefit Solutions, 10 Research Parkway, Wallingford, CT 06492. Attention: Privacy Officer. Failure to submit such a request within 30 days of receipt of this notice will constitute acceptance of this Notice of Privacy Practices. Such acceptance, however, may be withdrawn at any time by sending written notice to PPI Benefit Solutions, 10 Research Parkway, Wallingford, CT 06492. Attention: Privacy Officer

Town of Colchester Interoffice Memorandum

To: Art Shilosky, First Selectman
From: James Paggioli, L.S., Director of Public Works 
CC:
Date: May 31, 2019
Re: Award recommendation RFP 2019 – 07 DPW Yard – Fuel Tank Replacement

The DPW Yard – Fuel Tank Replacement bid RFP 2019-07 responses were opened on 5/10/2019. There were 4 respondents. The bid was listed as a base bid with alternatives in regard to pedestal or tank mounted dispensers, dual or single fuel dispensers, and the possible need for railings, dependent upon configuration. The results of the bid are listed on the attached spread sheet.

The apparent lower bidder was identified as Stula Enterprises, LLC., Their primary subcontractor is Pasqualini Construction Inc. and United Concrete Products (the sole manufacturer of ConnVault Above Ground Tanks in the region). This team has all the required licenses necessary to perform the work and bonding capabilities. Their team has been conducted similar work with for up to 30 years.

The Town staff has been coordinating closely with the project site and have conducted exploratory and preparatory work in order to ensure that the portions of this type of project that can be constructed by staff , are done. Both Staff and the apparent low bidder's team are entirely familiar with each portion of the project.

I would therefor recommend that the RFP 2019-07 Town Hall Roof Repair be awarded to Stula Enterprises, LLC for the Selected Items Bid of \$260,750.

Proposed Motion: That the RFP 2019-07 DPW Yard Fuel Tank Replacement be awarded to Stula Enterprises, LLC for the Selected Items Bid of \$ 260,750.00. and hereby authorize the First Selectman, enter into a contract with Stula Enterprises, LLC and to sign and deliver said agreement and any necessary documents required.


Bid Results
DPW Yard Fuel Tank Replacement

RFP 2019-07 Date 5-30-19

Contractor	Item #1	Item # 2	Item # 3	Item #3 alt Tank	Item #3 alt single disp	Item #4	Item #5	Top rail if req.	Total Base bid	Total Selected
Stula Enterprises	\$59,000	\$130,008	\$54,000	-\$8,000	-\$4,000	\$6,400	\$19,342	\$24,000	\$268,750	\$260,750
ETT Environmental	\$25,000	\$260,000	\$35,000	-\$5,000	\$0	\$8,725	\$40,000	\$24,000	\$368,725	\$363,725
American Petro. Equip	\$46,750	\$205,500	\$24,731	-\$4,181	\$0	\$12,200	\$28,700	\$24,731	\$317,881	\$313,700
Kropp Environmental	\$52,000	\$154,623	\$59,000	-\$7,200	\$0	\$9,200	\$16,000	\$0	\$290,823	\$283,623

Items Selected are a result of those features that most economically meet the needs of the Town and required regulations.
 Said items are: #1, #2, #3A-Tank Mounted Dual dispensors, #4 and #5

Town of Colchester Interoffice Memorandum

To: Art Shilosky, First Selectman
From: James Paggioli, Director of Public Works 
CC:
Date: 5-30-2019
Re: Recommended Sewer and Water Budget FY 19-20 for BOS adoption.

On May 19, 2019, The Sewer and Water Commission held a Public Hearing for comment on the Proposed Sewer and Water Budget for FY 19-20. 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 2019-2020 Operating Budget. Minutes of the Public Hearing and Regular Meeting are attached.

The Budget reflects a 0 percent rate increase for water usage, however an increase of \$10 per quarter to the fixed base rate fee to be used for Capital Project Funding and a 9 percent increase for sewer usage rates from the existing FY 18-19 budget. Sewer Capital expenses having been identified for the upcoming 5 years by the Joint Facilities Budget, with significant work envisioned. The need to begin funding these issues is being graduated over 4 years to allow for rate payer budgeting and to the projects to mature to more accurate estimates. 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 \$ 1,076,548.00 and the Sewer Operation budget totals \$1,142,513.00. 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 2019-2020 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 9, 2019.



Colchester Sewer and Water Commission

Minutes of the May 9, 2019 Public Hearing on FY 19-20 Sewer and Water Commission Operating Budget and Regular Monthly Meeting

7:00 P.M Colchester Town Hall. Room 1

127 Norwich Avenue

Colchester, Connecticut

Members Present: R. Silberman, R. Peter, M. Hayes, T. Hochdorfer,
K. Fagnoli
Members Absent: S. Coyle
Others Present: J. Paggioli (Public Works), Pam Minnela (S&W Staff)

Public Hearing Portion

1. **Call to Order-** Vice Chairman Peter called the meeting to order at 7:00 p.m.
2. **Open Public Hearing –** Vice Chairman Peter opened the public hearing at 7:01 p.m.
 - a) **Staff and Commission Comments:** Mr. Paggioli noted the budget was brought forward in accordance with the direction of the Commission and that the legal notice of the Hearing was published by the River East on April 26th and May 3rd of 2019.
 - b) **Public Comments:** None. There were no members of the public in attendance.
 - c) Vice Chairman Peter thanked Mr. Paggioli of his work in preparing the budget with regard to minimizing the impact to the rate payers and acting in the best interest of the both the needs of the system and the ability of the rate payers to budget for future years.
3. **Close Public Hearing –** Vice Chairman Peter closed the Public Hearing at 7:04 p.m.

Regular Meeting Portion

1. **Call to Order-** Vice Chairman Peter called the Regular Monthly meeting to order at 7:05 p.m.
2. **Approval of the Sewer and Water Commission April 11, 2019 Regular Meeting Minutes** - Motion to approve the minutes of the April 11, 2019 Regular Monthly Meeting Minutes as submitted, by M. Hayes, second by R. Silberman; Motion approved 5-0.
3. **Approval of the Sewer and Water Commission April 18, 2019 Special Monthly Meeting Minutes**– Motion to approve the minutes of the April 18, 2019 Special Monthly Meeting Minutes as submitted, by R. Peter, second by R.Silberman; Motion approved 5-0.
4. **Citizen’s Comments-** None. No public members were in attendance.
5. **Subcommittee Reports**
 - A. **Finance – Transfers, Monthly financial reports, Quarterly billing, Disputes, other**

Transfers – None
Monthly Financials – Discussion.
Quarterly Billing –As of 4/30/2019 we have billed out 103.5% of the projected FY 18-19 budget and have collected 94.5%.
6. **Water Activities**
 - A. **Water Activities Report – March and april**
 - 1) Service Work: Mark outs, Samples –Dist. And Source Finals. Profiles, Service Calls, Quarterly Readings conducted 3/5, respond to customers complaint issues, Elevated sodium and testing present level at 43.5 pp/l
 - 2) New Developments – None.
 - 3) Water Hauling – Halted with Voluntary Conservation Notice –Still in effect.
 - 4) Cross Connection Surveys- Report Submitted and corrections made.
 - 5) Main breaks: None
 - 6) Coordinate with Well Drilling Project and Vessel Repair
 - 7) Additional distribution Testing for Sodium.
 - 8) Start to Replace actuator valves – see new business item below.
 - B. **Water Projects Status –**
 - 1) See individual items below.
7. **Sewer Activities**
 - A. **Joint Facilities Report –** The March 19, 2019 meeting was conducted and FY 19-20 Operating Budget was approved. The increase in the flow charge portion of the that each of the member Towns are charged went up significantly to accommodate the proposed Capital Projects that the Joint Facilities Committees envisions to embark on. Additionally there is a mandated OSHA Arc-Flash study and compliance work that will be required to be conducted. The ramifications are of major significance to the Sewer portion of

the budget and discussed below. Secondly, the Joint Facility administrator Tim Smith submitted his resignation and will be taking a new job in Oregon. The position has been posted and there are applicants. Scott Clayton will be serving as interim Administrator /Superintendent and Ben Gilmore will conduct Class IV operations.

B. Sewer Activities Report – During the reconstruction of Old Hartford Road, an oversized manhole was discovered that had been buried over which contained an air release valve that has significant rusting issues. The manhole riser will be installed prior to final paving, however the air release valve will likely need to be replaced in the near future. Update: Manhole arrived after paving, awaiting delivery of Air Release valve to finish work. Update: Work to commence in Summer 2019

C. Sewer Projects Status – See Below.

8. Old Business

- A) RFP 2015-16 Engineering Services Well 3A Project** – **Update:** After an initial failure to reach the 60 foot depth that the test well indicated, the new well location was placed in the exact location at the test well. (Which was the position of staff from the first place) The first casing was removed from the failed location and the test well location was drilled to the 60 foot depth and casing placed. The soil material from the well have been sent out to the lab for sieve analysis so the the SiLi bead size and well screen can be appropriately sized.
- B) Prospect Hill Pump Station** – Replacement of check valve. Check valve material arrived at Joint Facilities. Awaiting low rainfall timing for installation. The primary power to the Pump station lost one leg of the three phase service from the pole to the transformer on site. Eversourcc has contracted with Charter Oak Construction to replace the service on an emergency basis. Upon excavation, it was discovered that the service run was only partially within conduit, from the pole to under the road and the remaining was a direct bury high voltage line. This work would have been installed by CL&P in 1979 and is unusual to say the least. The entire run has had new conduit placed and the station should be back on street power by tonight's meeting.
- C) Filtration Vessels 1 & 2 Weld Failure** – Work has started on the vessel repair. Concerns about progress and safety issues in the contractor's work methods have caused the staff to schedule an on-site meeting with Sampson and Weston's Chris Wester to address the issues.
- D) Discussion and Action – FY 19-20 Sewer and Water Commission Operating Budget** – 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 19-20 Operational Budget as presented at the May 9, 2019 Public Hearing, with the Water portion totaling \$1,076,548.00 and the Sewer portion totaling \$1,142,513.00 and forward such to the Board of Selectmen for adoption. Motion by M. Hayes, second by R. Silberman, Motion passed 5-0.



- 9. New Business – Creation of a Capital Repair Line Item for each of the Sewer and Water Capital Funds.** – During the course of the last few years there have been some items that are requiring replacement at our facilities which would normally be classified as Capital Expenditures, (Life span of 10 years or more and costs of greater than \$5,000). In each of the Capital funds, there exist line items that are either project based or connection materials. The consensus is to create a specific Capital Repair Line Item be created within each Capital Fund that would allow for a specific accounting of said replacements. A motion was made by M. Hayes, seconded by K. Fagnoli; that the CFO be authorized to create the accounting line items: “Capital Repair” within each of the Water Capital Fund and Sewer Capital Fund. Motion approved 5-0.
- 10. Citizens Comments** – None. No members of the public were in attendance.
- 11. Adjourn** - Motion to adjourn, by K. Fagnoli, second by M. Hayes ; Motion approved 5-0. Vice Chairman Peter adjourned the meeting at 7:35 p.m.

Respectfully submitted,
James Paggioli, Director of Public Works



Colchester Sewer and Water Commission

Fiscal Year 2019 – 2020

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 2019/2020 Fiscal Year including proposed rate schedules on Thursday, May 9, 2019 at 7:00 p.m. at the Colchester Town Hall

Colchester Sewer and Water Commission FY 2019 -2020 Budget in Brief

For fiscal year 2019- 2020 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 42 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.

The listing of the Capital Projects at Joint Facilities is attached to the end of this budget package. Additionally, within the Operational Budget of Joint Facilities there are increases due to OSHA Arc Flash mandates that will be at a cost of \$100,000 and repair work to meet the findings of that study in the future years. The required budgetary increase to meet the demands of the Waste Water Treatment Plant Capital Plan would result in an approximate increase of 37% over existing rates per 1000 gallons of waste water treated. Since the work planned is Capital in nature the Colchester Sewer and Water Commission has determined that the most feasible way to accommodate the rate payer’s needs within Colchester is to utilize a portion of the Colchester Sewer Capital to offset the total increase and to phase in the increase over four years. This would envision that a 9% increase to the Sewer Use rate in each of the next four years. Since all users

of the Sewer benefit from the operation of the Waste Water Treatment Plant, this methodology represented the most equitable solution available.

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. However there are several additional projects that are required to maintain the existing system in working condition, as opposed to waiting for a failure. Example of these projects are: Exterior Painting of Elmwood Heights Storage Tanks, Systematic replacement of Actuator Valves at the Water Treatment Plant 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. Each of these projects are not "water use" related and would be required to be conducted to maintain the viability of the system to provide clean water to the customers, regardless of flow differences between the customers. As such, it was best applicable to increase the quarterly base rate for each account \$10 in order to have adequate funding available to conduct these projects over a 5 year time frame. The Commission considered other Utility providers monthly base service rates in regard to equability between each and on an annual cost found that even with the increase, the amount was still as low as one third of the cost of other Utility providers. The base rate increase in the budget was shown as a direct increase to the Capital Reserve line so that these projects can occur in a timely manner. A list of the projects with estimated cost are also attached at the end of the budget package.

2019-2020 Fiscal Year Sewer and Water Comm. Operating Budget

<u>EXPENSE</u>	<u>17/18 ACTUAL</u>	<u>18/19 APPROVED BUDGET</u>	<u>19/20 PROPOSED BUDGET</u>	<u>DIFFERENCE</u>
WATER OPERATING				
4003210 40101 Regular Payroll	\$ 264,800.09	\$ 283,406	\$ 293,998	\$ 10,592
4003210 40103 Overtime	\$ 40,161.15	\$ 37,702	\$ 38,102	\$ 400
4003210 40105 Contr Temp Occas				\$ -
4003210 40106 Misc Payroll	\$ 8,225.00	\$ 9,100	\$ 9,100	\$ -
4003210 41210 Employee Related Insurance 4	\$ 65,955.96	\$ 74,008	\$ 75,702	\$ 1,694
4003210 41230 FICA & Pension	\$ 36,823.96	\$ 42,821	\$ 46,840	\$ 4,019
4003210 42301 Office Supplies	\$ 982.87	\$ 2,300	\$ 2,300	\$ -
4003210 42323 Prot Clothing & Safety Equipment	\$ 1,537.01	\$ 2,609	\$ 2,609	\$ (0)
4003210 42340 Operating Supplies	\$ 79,930.75	\$ 72,740	\$ 79,676	\$ 6,936
4003210 43213 Travel Training & Meetings	\$ 565.36	\$ 2,500	\$ 2,500	\$ -
4003210 43258 Dues & Subscriptions	\$ 2,476.05	\$ 11,776	\$ 12,227	\$ 451
4003210 44203 Legal	\$ -	\$ 1,000	\$ 1,000	\$ -
4003210 44206 Municipal Insurance	\$ 15,735.07	\$ 16,713	\$ 16,581	\$ (133)
4003210 44208 Professional Services	\$ 9,915.97	\$ 29,950	\$ 21,250	\$ (8,700)
4003210 44217 Postage	\$ 3,262.66	\$ 3,500	\$ 3,500	\$ -
4003210 44223 Service Contracts	\$ 10,616.96	\$ 15,917	\$ 17,105	\$ 1,188
4003210 44231 Advertising	\$ 390.00	\$ 500	\$ 500	\$ -
4003210 44238 Uniform Rentals	\$ 1,291.77	\$ 1,536	\$ 1,735	\$ 199
4003210 44244 Refunds for Overpayments	\$ -	\$ 50	\$ 50	\$ -
4003210 44255 Refunds for Tax or Liens	\$ 50.00	\$ 300	\$ 300	\$ -
4003210 44262 Audit	\$ 5,000.00	\$ 5,500	\$ 5,500	\$ -
4003210 44285 Lab Fees	\$ 2,860.30	\$ 8,592	\$ 15,637	\$ 7,045
4003210 45216 Telephone	\$ 6,405.12	\$ 6,480	\$ 6,720	\$ 240
4003210 45221 Fuel/Heating	\$ 5,207.42	\$ 9,030	\$ 11,200	\$ 2,170
4003210 45622 Electric	\$ 98,779.56	\$ 90,735	\$ 97,000	\$ 6,265
4003210 46224 Equipment Repairs	\$ 26,874.60	\$ 15,000	\$ 15,000	\$ -
4003210 46226 Building Repairs	\$ 4,145.07	\$ 6,000	\$ 6,000	\$ -
4003210 46390 Vehicle Maintenance	\$ 1,657.42	\$ 4,000	\$ 4,000	\$ -
4003210 48404 Machinery & Equipment	\$ 562.67	\$ 1,000	\$ 1,000	\$ -
4003210 48416 Office Equipment	\$ -	\$ 600	\$ 600	\$ -
4003210 49245 Bond Principal	\$ 118,659.79	\$ 123,795	\$ 126,445	\$ 2,650
4003210 49246 Bond Interest	\$ 33,126.65	\$ 27,992	\$ 25,342	\$ (2,650)
4003210 49247 Bond Issuance Costs				\$ -
4003210 50700 Transfers Out to Debt Service		\$ 13,580	\$ 13,580	\$ -
4003210 50474 Transfers Out to Capital Reserve		\$ 30,000	\$ 110,000	\$ 80,000
4003210 50500 Transfers to Capital Projects		\$ -		\$ -
4003210 50900 Contingency		\$ 22,949	\$ 13,451	\$ (9,498)
4003210 90800 Depreciation - Buidings				\$ -
4003210 91800 Depreciation - Machinery & Equipment				\$ -
4003210 92800 Depreciation - Infrastructure				\$ -
4003210 93800 Depreciation - Improvements				\$ -
4003210 99999 GAAP Audit Adjustment				\$ -
TOTAL	\$ 845,999.23	\$ 973,681	\$ 1,076,548	\$ 102,867

2019/2020 Water Budget Justification

- 40101 Regular Payroll - \$293,998
 - Public Works Director salary (50 percent of Water/Sewer portion) - \$29,072
 - Chief Operator Step 7 - 1 man @ (\$37.35 x 8hrs. x 264 days) -(Sewer Portion \$4,160) = \$74,723
 - Chief Operator Step 7- 1 man @ (\$37.35 x 8hrs. x 264 days) -(Sewer Portion \$4,160) = \$74,723
 - Chief Operator Step 5 - 1 man @ (\$34.90 x 8 hrs. x 264 days)-(Sewer Portion \$4,160) = \$69,949
 - Financial Manager salary (50 percent) - \$27.71 x 8 x 264 x 0.5 = \$29,262
 - Assistant to Director (50 percent of Water/Sewer portion) - \$27.12 x 8 x 264 x 0.25 = \$14,319
 - longevity pay - \$2,350

- 40103 Overtime - \$38,102
 - scheduled OT-4 hrs/day x 102 weekend days x \$56.03 = \$22,859
 - scheduled OT-4 hrs/day x 13 holidays x \$56.03 = \$2,913
 - repair/emergency related OT - 75 hrs. x \$164.40 = \$12,330

- 40106 Misc. Payroll - \$9,100
 - On-Call pay

- 41210 Employee Related Insurance - \$75,702
 - Health, LTD, Life, AD&D, W/C

- 41230 FICA - \$46,840
 - 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 - \$79,676
 - Plant operation chemicals - \$48,500
 - Plant/Field testing and operating equipment and supplies - \$1,400
 - Other misc. materials - \$4,000
 - Leak Detector/Gate and Curb Boxes, wrenches/- \$9,600
 - 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 - \$15,637
 - 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

- 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 - \$4,000
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 - \$126,445
Annual Payment \$126,445
- 49246 Bond Interest - \$25,342
Annual Payment \$25,342
- 50474 Transfers to Capital Reserve - \$100,000
- 50500 Transfers To Capital Project - \$0
- 50700 Transfer To Debt Service – 13,580
- 50900 Contingency - \$13,451

2019-2020 Fiscal Year Sewer and Water Comm. Operating Budget

9% Increase

<u>EXPENSE</u>	17/18 ACTUAL	18/19 APPROVED BUDGET	19/20 PROPOSED BUDGET	DIFFERENCE
SEWER OPERATING				
2403207 40101 Regular Payroll	\$ 82,320.00	\$ 82,792	\$ 85,621	\$ 2,829
2403207 40102 Other Regular & Part Time Payroll				\$ -
2403207 40105 Contr, Temp, Occas				\$ -
2403207 41210 Employee Related Insurance	\$ 14,675.00	\$ 24,289	\$ 16,285	\$ (8,004)
2403207 41230 FICA & Pension	\$ 11,584.00	\$ 11,906	\$ 12,654	\$ 748
2403207 42301 Office Supplies	\$ 964.00	\$ 1,200	\$ 1,200	\$ -
2403207 42323 Prot Clothing & Safety Equipment	\$ 225.00	\$ 652	\$ 652	\$ 0
2403207 42340 Operating Supplies	\$ 5,093.00	\$ 7,810	\$ 7,144	\$ (666)
2403207 43213 Travel, Training & Meetings	\$ 13.00	\$ 100	\$ 100	\$ -
2403207 44203 Legal	\$ -	\$ 250	\$ 250	\$ -
2403207 44206 Municipal Insurance	\$ 16,016.00	\$ 16,713	\$ 16,581	\$ (133)
2403207 44217 Postage	\$ 2,935.00	\$ 3,500	\$ 3,500	\$ -
2403207 44223 Service Contracts	\$ 3,120.00	\$ 5,500	\$ 5,500	\$ -
2403207 44231 Advertising	\$ -	\$ 100	\$ 100	\$ -
2403207 44238 Uniform Rentals	\$ -	\$ 150	\$ -	\$ (150)
2403207 44244 Refunds for Overpayment	\$ -		\$ -	\$ -
2403207 44255 Refunds for Tax or Liens	\$ 150.00	\$ 250	\$ 250	\$ -
2403207 44262 Audit	\$ 5,188.00	\$ 5,500	\$ 5,500	\$ -
2403207 44268 Joint Sewer Facility Personnel	\$ 110,553.00	\$ 115,611	\$ 117,416	\$ 1,805
2403207 45216 Telephone	\$ 2,351.00	\$ 2,500	\$ 2,500	\$ -
2403207 45221 Fuel/Heating	\$ 1,272.00	\$ 1,599	\$ 1,695	\$ 96
2403207 45622 Electric	\$ 73,731.00	\$ 67,000	\$ 73,000	\$ 6,000
2403207 46224 Equipment Repairs	\$ 11,225.00	\$ 10,000	\$ 10,000	\$ -
2403207 46269 Joint Sewer Facility Maintenance	\$ 542,375.00	\$ 611,084	\$ 766,416	\$ 155,332
2403207 48404 Machinery & Equipment	\$ 21,177.00	\$ 15,000	\$ 15,000	\$ -
2403207 48416 Office Equipment	\$ 160.00	\$ 300	\$ 200	\$ (100)
2403207 50413 Transfers Out to General Fund				\$ -
2403207 50474 Transfers Out to Capital Reserve				\$ -
2403207 50500 Transfers to Capital Project	\$ -	\$ -		\$ -
2403207 50900 Contingency	\$ -	\$ 286	\$ 949	\$ 663
				\$ -
TOTAL	\$ 905,127.00	\$984,092	\$ 1,142,513	\$ 158,421

2018/2019 Sewer Budget Justification

- 40101 Regular Payroll - \$85,621
 - Public Works Director salary (50 percent of Water/Sewer portion) - \$29,072
 - Financial Manager salary (50 percent) - $\$27.71 \times 8 \times 264 \times 0.5 = \$29,262$
 - Assistant to Director (50 percent of Water/Sewer portion) - $\$27.10 \times 8 \times 264 \times 0.25 = \$14,319$
 - Sewer Portion of Chief Operators – $\$2.00 \times 80 \times 26 \times 3 = \$12,480$
 - Longevity - \$488

- 41210 Employee Related Insurance - \$16,285

- 41230 FICA - \$12,654
 - 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 – \$117,416
- 45216 Telephone - \$2,500
avg. of \$208/mo x 12 mo.
- 45221 Fuel-Heating - \$1,695
735 gallons at \$2.30 per gallon
- 45622 Electric - \$73,000
Flatbrook, 584 Norwich, Prospect Hill Pump Station, Lake Hayward Road Pump Station
approx. \$6,083.33/month
- 46224 Equipment Repairs - \$10,000
repairs to sewer mains, pump station, manholes, etc.
- 46269 Joint Facilities Maintenance – \$766,416
- 48404 Machinery and Equipment - \$15,000
- 48416 Office Equipment - \$200
Computer upgrades, etc.
- 50474 Transfers to Capital Reserve - \$0
- 50900 Contingency - \$949

FY WATER & SEWER REVENUE 2019-20120 Estimates

FY WATER REVENUE 2019-2020 Estimate	FY 19-20	FY 19-20
4003210 34800 User Fees	\$ 1,012,525.31	\$ 1,012,525.31
4003210 34801 Late User Fees	\$ 8,000.00	\$ 8,000.00
4003210 34803 X-Connect Survey Fees	\$ 8,000.00	\$ 8,000.00
4003210 34809 Fire Protection	\$ 35,722.76	\$ 35,722.76
4003210 35610 Lien Fees	\$ 300.00	\$ 300.00
4003210 35611 Investment Earnings	\$ 2,000.00	\$ 2,000.00
4003210 35618 Miscellaneous	\$ 10,000.00	\$ 10,000.00
4003210 36370 Other Sources/Bond Proceeds	\$	\$
	\$ 1,076,548.07	\$ 1,076,548.07

FY SEWER REVENUE 2019-2020 Estimate	FY 18-19	rate increase
2403207 34800 User Fees	\$ 699,919.87	\$762,912.66
2403207 34801 Late User Fees	\$ 4,626.65	\$ 6,000.00
2403207 34802 Hebron Fees	\$ 180,557.00	\$ 165,000.00
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/Cap	\$ 122,000.00	\$195,000.00
	\$ 1,020,703.52	\$1,142,512.66
Approved FY 18-19 Budget	\$ 984,094.00	
Excess revenue to apply to shortfall	\$ 36,609.52	

4/10/2019

PROPOSED USAGE RATES
COLCHESTER SEWER AND WATER COMMISSION
2019-2020 FISCAL YEAR

	Existing		New		9.00%
(thousands of gallons)	<u>Water</u>	<u>Sewer</u>	<u>Water</u>	<u>Sewer</u>	<u>New Sewer</u>
Serv Charge	\$ 13.17	\$ -	\$ 23.17	\$ -	
0 to 10	\$ 7.66	\$ 7.12	\$ 7.66	\$ 7.76	
10 to 20	\$ 7.96	\$ 7.21	\$ 7.96	\$ 7.86	
20 plus	\$ 10.19	\$ 7.45	\$ 10.19	\$ 8.12	

Commercial-Use Rates

3/4 in. or larger meters

	Existing	Existing	New	New
	<u>Water Rate</u>	<u>Sewer Rate</u>	<u>Water Rate</u>	<u>Sewer Rate</u>
Service charge, per quarter (Includes up to 20,000 Gal. use)				
3/4 in. meter	\$ 175.67	\$143.77	\$ 185.67	\$ 156.71
1 in. meter	\$ 176.84	\$143.77	\$ 186.84	\$ 156.71
1-1/2 in. meter	\$ 178.43	\$143.77	\$ 188.43	\$ 156.71
2 in. meter	\$ 182.79	\$143.77	\$ 192.79	\$ 156.71
3 in. meter	\$ 214.91	\$143.77	\$ 224.91	\$ 156.71
4 in. meter	\$ 226.80	\$143.77	\$ 236.80	\$ 156.71
6 in. meter	\$ 254.55	\$143.77	\$ 264.55	\$ 156.71
8 in. meter	\$ 286.28	\$143.77	\$ 296.28	\$ 156.71

Over 20,000 Gal. use	\$7.92 per 1,00 gals	\$7.19per 1,000 gals	\$7.92 per 1,000 gals	\$7.84 per 1,000 gals
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Private Fire Service:

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

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	Per month
Return Check Charge	\$25.00	
lien Fee	\$35.00	
Water service Reactivation Charge	\$120.00	Fee includes a service call to shut off and one to turn back or
Service Termination Avoidance Charge	\$60.00	
Service Call	\$60.00	
Day	\$160.00	Up to 2hrs: \$80 for each hour or portion of thereafter
After Hours (min)	\$10.00	
Sewer Assessment Payoff Lien Release	\$80.00	Per site min charge. Additional time onsite charged at hly service call rate
Cross Connection Inspection	\$55.00	Per device if performed while onsite doing survey. Otherwise 1 hr Service Call Rate is added
RPD Testing Fee	\$230.00	includes cost of replacement meter. If meter reusable then substitute parts for new meter charge
Frozen Meter Charge Day	\$315.00	includes cost of replacement meter. If meter reusable then substitute parts for new meter charge
After Hours	no charge	
Water Audit	\$65.00	Includes office and field time to read a meter for initial reading and set up account record.
Account Activation	\$550.00	Includes price of meter and meter yoke
New meter Installation	\$87.00	Price per each additional 1,000 gallons per irrigation rate
Sale of pool water - 6,000 gallons		
Construction and Special Services		
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

These services be performed based on labor and equipment time, materials, and administrative overhead.

Estimate prepared and Fee paid in advance.

\$	750.00
\$	975.00
\$	1,300.00

Construction-	
Cut in Tees	
Tapping	1 inch
	1.5 inch
	2.0 inch
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

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 deeded 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 *****

APPENDIX G
 JOINT FACILITIES COMMITTEE
 Fiscal Year 19/20
 Capital Budget 2020-2030
 Fund 82

<u>Est. Cost</u>	<u>Purchase Year</u>	<u>Projects</u>
\$485,000	2019/20	MAPS FORCEMAIN financing of design
\$485,000	2020/21	MAPS FORCEMAIN financing
\$485,000	2021/22	MAPS FORCEMAIN financing
\$485,000	2022/23	MAPS FORCEMAIN financing
\$485,000	2023/24	MAPS FORCEMAIN financing
\$300,000	2024/25	Flights, chains & drives / secondary clarifiers
\$185,000	2024/25	Maps Vaughn chopper pumps
\$85,000	2025/26	Replace 2008 (8-CEN) F-450
\$25,000	2025/26	repair/chip seal road @ outfall-High Point
\$450,000	2025/26	Replace 19XX Vector Truck
\$85,000	2026/27	Replace 2012 (4-CEN) F-450
\$30,000	2027/28	Replace 2013 Ford Escape
\$100,000	2027/28	RAS pumps/ Screw Centrifugal non clog
\$300,000	2028/29	Upgrade Nitrogen Blowers
\$1,000,000	2029/30	Clean 2 digester tanks (FPS)
\$242,212		** (required contingency)
\$2,560,000		Current Projected Total Capital Budget

\$480,406 * App. E Capital Fund Balance (Fund 82) as of 6/30/19

** Basic business practice as defined by Moody's & DEP requires a contingency of 5-10% of the annual operating budget be kept within the Capital Budget .
 115,621= 5%
 231,242 =10%

Recommended F/Y 19/20 funding level for Capital Budget
\$ 325,124 see line item 5980 Oper. Transfer to Cap. Budget

Year 0	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8
16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25
\$ 200,583	\$ 266,428	\$ 260,089	\$ 325,124	\$ 406,405	\$ 447,046	\$ 491,750	\$ 540,925	\$ 587,871
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 386,061	\$ 592,489	\$ 852,588	\$ 1,177,712	\$ 1,584,118	\$ 2,031,183	\$ 2,522,913	\$ 3,063,839	\$ 3,631,810
\$ -	\$ (135,000)	\$ (112,800)	\$ (485,000)	\$ (485,000)	\$ (485,000)	\$ (485,000)	\$ (485,000)	\$ (485,000)
\$ -	\$ (135,000)	\$ (247,000)	\$ (732,000)	\$ (1,217,000)	\$ (1,702,000)	\$ (2,187,000)	\$ (2,672,000)	\$ (3,157,000)
\$ 386,061	\$ 331,191	\$ 479,280	\$ 319,414	\$ 240,820	\$ 202,865	\$ 208,615	\$ 285,541	\$ 348,512
0%	3%	26%	25%	25%	10%	10%	10%	5%
0%	3.89%	6.59%	8.68%					

Joint Facilities-Capital worksheet
 Budget Line Item 5980 (Res for Capital)
 Transfer from Colchester/East Hampton WPCA
 Cumulative Reserve for Capital
 Anticipated Capital Fund Expenditures
 Cumulative Capital Expenditures
 Anticipated Capital Fund Balance
 Budget Line Item 5980 Percent Increase over previous year
 Total Budget Increase, each year

Capital Balance 6/30/16 \$ 185,478
 Capital Balance 6/30/17 \$ 428,324
 Audit