



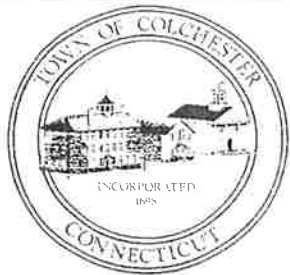
# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**Board of Selectmen Agenda  
Regular Meeting  
Thursday, May 17, 2018  
Colchester Town Hall, 7PM**

RECEIVED  
COLCHESTER, CT  
2018 MAY 11 PM 2:46  
TOWN OF COLCHESTER  
BOARD OF SELECTMEN

1. Call to Order
2. Additions to the Agenda
3. Citizen's Comments
4. Consent Agenda
  1. Tax Abatements
  2. Approve Minutes of the April 26, 2018 Special Board of Selectmen Meeting
  3. Sewer & Water Commission - Reappointment of Thomas Hochdorfer for a three-year term to expire 6/1/2021
5. Approve Minutes of the May 3, 2018 Regular Board of Selectmen Meeting
6. Boards and Commissions – Interviews and/or Possible Appointments
  1. Youth Services Advisory Board – Christos Stravoravdis to be interviewed
  2. Planning & Zoning Commission – Bruce Hayn to be interviewed
7. Discussion and Possible Action on Setting the Annual Town Budget Meeting Date to Consider and Act upon the 2018-2019 Budget
8. Discussion and Possible Action on Park & Recreation Town Employee Discount
9. Discussion and Possible Action for the Establishment of a Norton Mill Park Advisory Committee.
10. Discussion and Action on Adoption of FY 18-19 Sewer and Water Commission Operating Budget
11. Review and Discussion on Town Ordinance Potential Revisions – Chapter 1 General Provisions
12. Citizen's Comments
13. First Selectman's Report
14. Liaison Reports
15. Adjourn



# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Board of Selectmen Minutes  
Special Meeting Minutes  
Thursday, April 26, 2018  
Colchester Town Hall @ 2pm

**MEMBERS PRESENT:** First Selectman Art Shilosky, via teleconference Selectman Stan Soby, Selectman Rosemary Coyle, Selectman Denise Mizla and Selectman Jim Ford

**MEMBERS ABSENT:** none

**1. Call to Order**

A Shilosky called the meeting to order at 2:00 p.m.

**2. Discussion and Possible Action on CEN Fiber Optics Contract**

A Shilosky stated that the cost has been reviewed with the Board and that there will be a savings of \$9,000 per year from the towns current internet provider. Discussion on band width, IP addresses, and possible consolidation with other departments.

S Soby moved that the Town of Colchester enters into a service agreement with CEN Fiber Optics and authorize the First Selectman to sign all necessary documents, seconded by J Ford. Unanimously approved. MOTION CARRIED.

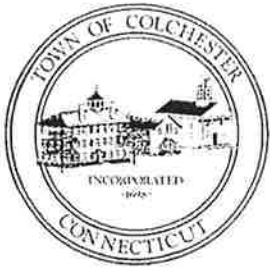
**3. Adjourn**

S Soby moved to adjourn at 2:15 p.m., seconded by S Soby. Unanimously approved. MOTION CARRIED.

Respectfully submitted,

Sylvia Miller, Clerk

RECEIVED  
COLCHESTER, CT  
2018 APR 27 PM 1:23  
Sylvia Miller  
CLERK



# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**Board of Selectmen Minutes  
Regular Meeting Minutes  
Thursday, May 3, 2018  
Colchester Town Hall @ 7pm**

**MEMBERS PRESENT:** First Selectman Art Shilosky, Selectman Rosemary Coyle, Selectman Denise Mizla and via teleconference Selectman Stan Soby

**MEMBERS ABSENT:** Selectman Jim Ford

**OTHERS PRESENT:** Registrar D Mrowka, Public Works Director J Paggioli, Town Clerk G Furman, BOF R Tarlov, A Liverant, S Tortorigi, J Tortorigi, J Walsh and Clerk T Dean.

**1. Call to Order**

A Shilosky called the meeting to order at 7:00 pm.

**2. Additions to the Agenda**

A Shilosky asked to add #8 Discussion and Possible Action on School Building Project-Municipal Gain Eversource and #9 Discussion and Possible Action on WJMS Comcast Contract, renumber remaining items.

R Coyle moved to add the agenda items as presented, seconded by D Mizla. Unanimously approved. MOTION CARRIED.

**3. Citizen's Comments - none**

**4. Consent Agenda**

1. Tax Abatements
2. Approve Minutes of the April 18, 2018 Special Board of Selectmen Meeting
3. Approve Competitive School Readiness FY 2019 Grant Application including Quality Enhancement Funds

R Coyle moved to approve the consent agenda, seconded by D Mizla. Unanimously approved. MOTION CARRIED

**5. Approve Minutes of the April 5, 2018 Regular Board of Selectmen Meeting**

Amend #7 Presentation by Opengov, paragraph 3, sentence 4, change to – R Tarlov proposed 90-day start language in the agreement to be changed to reflect S Soby concern that the 90 days may not be enough time for us to determine if the software was compatible with our systems.

S Soby moved to approve the minutes of the April 5, 2018 Board of Selectmen Meeting, as amended, seconded by R Coyle. Unanimously approved with one abstention by R Coyle. MOTION CARRIED

**6. Approve Minutes of the April 13, 2018 Special Board of Selectmen Minutes**

D Mizla moved to approve the minutes of the April 13, 2018 Special Board of Selectmen Meeting, seconded by S Soby. Unanimously approved with one abstention by R Coyle. MOTION CARRIED

**7. Boards and Commissions – Interviews and/or Possible Appointments**

1. Economic Development Commission – Heide Perham possible appointment as an alternate member to expire 10/31/2019

D Mizla moved to appoint Heide Perham to the Economic Development Commission as an alternate member to expire 10/31/2019, seconded by S Soby. Unanimously approved with one abstention by R Coyle. MOTION CARRIED

**8. Discussion and Possible Action on School Building Project – Municipal Gain Eversource**

J Paggioli stated the internal network that the school is currently connected to will be demolished. This would be to maintain the private network by utilizing the municipal gain agreement. Cost is figured into the WJMS Project.

R Coyle moved that the Board of Selectmen authorizes the First Selectman to enter into a Pole Line Attachment Agreement with Eversource as attached, for the Municipal Gain Use in support of the William J Johnston Middle School Project and to sign all necessary documents, seconded by D Mizla. Unanimously approved. MOTION CARRIED

RECEIVED  
TOWN OF COLCHESTER, CT  
MAY 03 2018 11:40

**9. Discussion and Possible Action on WJJMS Comcast Contract**

A Shilosky stated Frontier had a higher cost of \$8,000, and that Comcast would do it for less with a three year contract for telecommunication services.

R Coyle moved that the Board of Selectmen authorize the Frist Selectman to enter into a three (3) year Agreement with Comcast for the telecommunication services at WJJMS and the temporary Pupil Services telecommunications services at JJIS, seconded by S Soby. Unanimously approved. MOTION CARRIED.

**10. Presentation by Virtual Town Hall Vendor for the Town Website**

Millard Rose, President of Virtual Town Hall Holdings LLC presented. Discussion among the Board and Mr. Rose on approval of designs, cost structure, and details of the platform vs the town's current platform with Virtual Town Hall.

**11. Discussion on Funding the Historic Society for Cemetery Maintenance**

Historic Society Arthur Liverant and Sheila Tortorigi offered a solution and option for the Historical Cemetery mowing over the summer months. The Historical Society was given funding, from one of the family descendants, for long term maintenance of the cemetery. Public Works Director and Historical Society agreed that the Society will mow the cemetery every other time. The person they will hire is dependable and insured. J Paggioli and A Liverant will work on a schedule. An agreement will be drafted and put on the next BOS agenda.

**12. Discussion on Opengov Policy**

A Shilosky stated that a policy needs to be put in place to govern Opengov. This would be to restrict internal workings, password levels and access levels. R Coyle has a list of questions to include in the policy such as who vets the numbers sent out, a reasonable timeline for posting information, how to secure confidential information embedded in the current system, how to handle access violations, and the tracking of usage and reporting. S Soby stated role based security discussion needs to happen to help people understand the levels of access to the type of information controlled. Suggested an internal team at Town Hall to help manage roles. Need to make sure departments are engaged and questions answered. Also need a common set of expectations. S Soby and R Coyle will start drafting pieces needed for the policy.

**13. Discussion on Town Ordinance Review Committee**

A Shilosky stated that many of the ordinances are out of date and don't apply today. R Coyle suggested that the Board look at sections of ordinances at each meeting. Then they would have to move forward to a Town Meeting to delete or change.

**14. Discussion and Possible Action on Budget Transfer Policy and Use of Capital Reserve Fund Policy Revision**

A Shilosky stated the items crossed out are not in the Charter any longer. Renamed a section to Notification of Legal Expenditures.

R Coyle moved to accept the Use of Capital Reserve Fund Policy and Notification of Legal Expenditures Policy as presented, seconded by D Mizla. Unanimously approved. MOTION CARRIED

**15. Citizen's Comments** – G Furman commented positively on the Virtual Town Hall presentation.

**16. First Selectman's Report**

A Shilosky stated he signed the contract with Opengov. CEN contract signed, with a 4-6 week start. VOIP project is next up. Alpha Q construction project started, he attended the ground breaking ceremony. Incorp designing in process. Old Colchester Bakery property has been bought by a construction company and will change it into office space.

**17. Liaison Reports**

D Mizla reported on the Board of Education – Board presented a five year technical plan. Graduation is slated for 6/22. \$5,660 earned through the S&S A plus program, will use this funding for technology in each of the schools. Youth Advisory Board – Next Community Conversation will be 'Chasing the Dragon', a discussion on opioids. Dr. Conway has a connection with a therapy dog program that will be going to the 2<sup>nd</sup> grade classes. Marijuana bill is in appropriations committee. No budgetary concerns at this time.

R Coyle reported on Chatham Health – Staff was trained on mental health, first aid, and health preparedness. Tick borne disease is currently an issue. Radon kits report discussed (attached). Sanitarian is working on ordinances for beauty salons. Audit was done. Financial highlights – net position of government activities increased by \$91,227, total cost of all the district's programs was \$947,434, General fund reported an unassigned fund balance of \$137,574 which is 15.7% of general fund expenditures, and the district's total governmental funds reported combined ending fund

balances of \$197,574 an increase of \$96,554 over the prior year.

S Soby reported on Planning & Zoning – Looking at language going to public hearing to pause on any permitting on production and dispensing of medical or recreation marijuana. Revision on regulation review on livestock in suburban zones. Agriculture commission is providing some guidance. Looking at distance requirements at educational facilities and looking at revision on setback requirements. Zoning Enforcement Officer reported that she is using the Blight Ordinance to deal with issues that were difficult to deal with prior to the ordinance.

**15. Adjourn**

R Coyle moved to adjourn at 8:49 p.m., seconded by D Mizla. Unanimously approved. MOTION CARRIED.

Attached: Radon Test Results

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Tricia Dean', written in a cursive style.

Tricia Dean, Clerk

## Memo

To: Board of Selectman

From: Tiffany Quinn, Recreation Director

Date: 5/10/18


The Recreation Department would like to offer a Town Employee Discount. We are proposing the following, for a 6<sup>th</sup> month period to determine the effectiveness, financial impact and employee satisfaction.

Non Residents: Waive the \$20 non-resident fee

Residents: Offer a 20% discount on programs

Non-Residents and Residents: 10% off day camp fees (cannot be used with a scholarship or Care 4 Kids, does not include the \$15 administrative fee).

## **Town of Colchester Interoffice Memorandum**

**To:** Art Shilosky, First Selectman  
**From:** James Paggioli, L.S., Director of Public Works   
**CC:**  
**Date:** 5-11-2018  
**Re:** Recommended Sewer and Water Budget FY 18-19 for BOS adoption.

---

On May 10, 2018, The Sewer and Water Commission held a Public Hearing for comment on the Proposed Sewer and Water Budget for FY 18-19. 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 2018-2019 Operating Budget. Minutes of the Public Hearing and Regular Meeting are attached.

The Budget reflects a 1.5 percent rate increase for water usage and a 4 percent increase for sewer usage rates from the existing FY 17-18 budget. Sewer Capital expenses having been identified for the upcoming 5 years indicate a stable need and desire to conduct the improvements annually. As such it becomes apparent that the rates should reflect the annual work as opposed to the "single project approach" that previously occurred and was funded individually from Sewer Capital funds. Of note on the Water side of the budget is new fee that is being charged to all Public Water systems by the State of Connecticut Department of Health. The fee is called the "DPH Safe Drinking Water Fee", consisting of a \$4.00 per year direct fee for each connection/account of the systems similar to the Colchester Water system. The funds are to be utilized for labor costs at the State Department of Health. Customers' bills will clearly identify the new charge. 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 \$ 973,680 and the Sewer Operation budget totals \$984,094. 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 2018-2019 Fiscal Year Sewer and Water Commission Operating Budget to the Board of Selectmen; The Board of Selectmen hereby adopt said Operating Budget as recommended and submitted by the Sewer and Water Commission Budget at their meeting on May 10, 2017.**



## Colchester Sewer and Water Commission

Fiscal Year 2018 – 2019

### Operating Budgets

Contents:

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 2018/2019 Fiscal Year including proposed rate schedules on Thursday, April 12, 2018 at 7:00 p.m. at the Colchester Town Hall



**2018-2019 Fiscal Year Sewer and Water Comm. Operating Budget 1.5% Increase Water user fees**

<b>EXPENSE</b>	<b>16/17 ACTUAL</b>	<b>17/18 APPROVED BUDGET</b>	<b>18/19 PROPOSED BUDGET</b>	<b>DIFFERENCE</b>
<b>WATER OPERATING</b>				
4003210 40101 Regular Payroll	\$ 264,800.09	\$ 275,719	\$ 283,406	\$ 7,687
4003210 40103 Overtime	\$ 40,161.15	\$ 36,866	\$ 37,702	\$ 836
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	\$ 74,008	\$ (0)
4003210 41230 FICA & Pension	\$ 36,823.96	\$ 41,721	\$ 42,821	\$ 1,100
4003210 42301 Office Supplies	\$ 982.87	\$ 2,300	\$ 2,300	\$ -
4003210 42323 Prot Clothing & Safety Equipment	\$ 1,537.01	\$ 2,561	\$ 2,609	\$ 48
4003210 42340 Operating Supplies	\$ 79,930.75	\$ 68,440	\$ 72,740	\$ 4,300
4003210 43213 Travel Training & Meetings	\$ 565.36	\$ 2,500	\$ 2,500	\$ -
4003210 43258 Dues & Subscriptions	\$ 2,476.05	\$ 1,926	\$ 11,776	\$ 9,850
4003210 44203 Legal	\$ -	\$ 1,000	\$ 1,000	\$ -
4003210 44206 Municipal Insurance	\$ 15,735.07	\$ 16,713	\$ 16,713	\$ 0
4003210 44208 Professional Services	\$ 9,915.97	\$ 29,950	\$ 29,950	\$ -
4003210 44217 Postage	\$ 3,262.66	\$ 3,800	\$ 3,500	\$ (300)
4003210 44223 Service Contracts	\$ 10,616.96	\$ 15,313	\$ 15,917	\$ 604
4003210 44231 Advertising	\$ 390.00	\$ 500	\$ 500	\$ -
4003210 44238 Uniform Rentals	\$ 1,291.77	\$ 1,536	\$ 1,536	\$ 0
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	\$ 8,592	\$ -
4003210 45216 Telephone	\$ 6,405.12	\$ 6,480	\$ 6,480	\$ -
4003210 45221 Fuel/Heating	\$ 5,207.42	\$ 9,030	\$ 9,030	\$ -
4003210 45622 Electric	\$ 98,779.56	\$ 90,735	\$ 90,735	\$ (0)
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	\$ 121,199	\$ 123,795	\$ 2,596
4003210 49246 Bond Interest	\$ 33,126.65	\$ 30,588	\$ 27,992	\$ (2,596)
4003210 49247 Bond Issuance Costs				\$ -
4003210 50700 Transfers Out to Debt Service		\$ 13,580	\$ 13,580	\$ -
4003210 50474 Transfers Out to Capital Reserve		\$ 60,000	\$ 30,000	\$ (30,000)
4003210 50500 Transfers to Capital Projects		\$ -		\$ -
4003210 50900 Contingency		\$ 25,183	\$ 22,949	\$ (2,234)
4003210 90800 Depreciation - Buidings				\$ -
4003210 91800 Depreciation - Machinery & Equipment				\$ -
4003210 92800 Depreciation - Infrastructure				\$ -
4003210 93800 Depreciation - Improvements				\$ -
4003210 99999 GAAP Audit Adjustment				\$ -
<b>TOTAL</b>	<b>\$ 845,999.23</b>	<b>\$ 951,127</b>	<b>\$ 973,680</b>	<b>\$ 22,553</b>

## 2018/2019 Water Budget Justification

- 40101 Regular Payroll - \$283,406  
Public Works Director salary (50 percent of Water/Sewer portion) - \$27,527  
Chief Operator Step 7 - 1 man @ (\$36.59 x 8hrs. x 262 days) –(Sewer Portion \$4,160) = \$72,533  
Chief Operator Step 7- 1 man @ (\$36.59 x 8hrs. x 262 days) –(Sewer Portion \$4,160) = \$72,533  
Chief Operator Step 3 – 1 man @ (\$33.63 x 8 hrs. x 262 days)-(Sewer Portion \$4,160) = \$66,328  
Financial Manager salary (50 percent) - \$27.10 x 8 x 262 x 0.5 = \$28,401  
Assistant to Director (50 percent of Water/Sewer portion) - \$26.52 x 8 x 262 x 0.25 = \$13,896  
longevity pay - \$2,188
- 40103 Overtime - \$37,702  
scheduled OT-4 hrs/day x 104 weekend days x \$54.89 = \$22,832  
scheduled OT-4 hrs/day x 13 holidays x \$54.89 = \$2,854  
repair/emergency related OT - 75 hrs. x \$160.22 = \$12,016
- 40106 Misc. Payroll - \$9,100  
On-Call pay
- 41210 Employee Related Insurance - \$74,008  
Health, LTD, Life, AD&D, W/C
- 41230 FICA - \$42,821  
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 - \$72,740  
Plant operation chemicals - \$48,500  
Plant/Field testing and operating equipment and supplies - \$1,320  
Other misc. materials - \$4,000  
Diffuser/Storz adapters/Gate and Curb Boxes, wrenches/- \$4,000  
Carbonite Power software - \$480  
Hydrant replacement program - \$5,000  
Custodial Supplies - \$1,440  
Hand Tools - \$4,000  
Chem. Feed Pump and replacement parts - \$4,000
- 43213 Travel, Training, & Meetings - \$2,500  
Training and Continuing Education, public information notices, water week, etc.
- 43258 Dues and Subscriptions - \$11,776  
Professional Affiliation (AWWA, ABPA, and CWWA), State DPH Fee, Diversion Permit Fee,  
License Fee
- 44203 Legal - \$1,000
- 44206 Municipal Insurance - \$16,713

- 44208 Other Professional Services - \$29,950
  - Diversions Permit Stream Flow Monitoring - \$17,800
  - Contractor Repairs on Water Lines and other services - \$10,500
  - Contracted Calibration work - \$900
  - 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 - \$15,917
  - Computer software support/network support - \$1,800/yr (split with sewer)
  - Fire extinguisher annual maintenance - \$420
  - 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 - \$352
  - Copier - no lease – split with sewer - \$900
  - SCADA Control maintenance agreement - \$2,100
  - Alarm services - \$1000
  - VFD –Service Contract - \$3,000
  - Vibration Analysis – Tower - \$1,400
  
- 44231 Advertising - \$500
  - advertising of legal notices, etc.
  
- 44238 Uniform Rentals - \$1,536
  - 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 - \$8,592
  - various weekly, monthly, quarterly, semi-annual, and annual water testing
  
- 45216 Telephone - \$6,480
  - emergency answering service, pagers, phones, cell phones
  
- 45221 Fuel-Heating - \$9,030
  - Appx. 7,000 gals \$1.29/gallon
  
- 45622 Electric - \$90,735
  - avg. \$7,561.25/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 - \$123,795  
Annual Payment \$123,795
- 49246 Bond Interest - \$29,992  
Annual Payment \$27,992
- 50474 Transfers to Capital Reserve - \$30,000
- 50500 Transfers To Capital Project - \$0
- 50700 Transfer To Debt Service – 13,580
- 50900 Contingency - \$22,949



**2018-2019 Fiscal Year Sewer and Water Comm. Operating Budget 4% Increase Sewer user fees**

<b>EXPENSE</b>	<b>16/17 ACTUAL</b>	<b>17/18 APPROVED BUDGET</b>	<b>18/19 PROPOSED BUDGET</b>	<b>DIFFERENCE</b>
<b>SEWER OPERATING</b>				
2403207 40101 Regular Payroll	\$ 80,660.00	\$ 81,320	\$ 82,792	\$ 1,472
2403207 40102 Other Regular & Part Time Payroll				\$ -
2403207 40105 Contr, Temp, Occas				\$ -
2403207 41210 Employee Related Insurance	\$ 10,228.00	\$ 24,289	\$ 24,289	\$ 0
2403207 41230 FICA & Pension	\$ 11,258.00	\$ 11,691	\$ 11,906	\$ 215
2403207 42301 Office Supplies	\$ 931.00	\$ 2,300	\$ 1,200	\$ (1,100)
2403207 42323 Prot Clothing & Safety Equipment	\$ 270.00	\$ 640	\$ 652	\$ 12
2403207 42340 Operating Supplies	\$ 210.00	\$ 7,610	\$ 7,810	\$ 200
2403207 43213 Travel, Training & Meetings	\$ -	\$ 100	\$ 100	\$ -
2403207 44203 Legal	\$ -	\$ 500	\$ 250	\$ (250)
2403207 44206 Municipal Insurance	\$ 15,735.00	\$ 16,713	\$ 16,713	\$ 0
2403207 44217 Postage	\$ 3,158.00	\$ 3,800	\$ 3,500	\$ (300)
2403207 44223 Service Contracts	\$ 3,067.00	\$ 5,865	\$ 5,500	\$ (365)
2403207 44231 Advertising	\$ 390.00	\$ 500	\$ 100	\$ (400)
2403207 44238 Uniform Rentals	\$ 116.00	\$ 155	\$ 150	\$ (5)
2403207 44244 Refunds for Overpayment	\$ -		\$ -	\$ -
2403207 44255 Refunds for Tax or Liens	\$ 50.00	\$ 300	\$ 250	\$ (50)
2403207 44262 Audit	\$ 5,000.00	\$ 5,500	\$ 5,500	\$ -
2403207 44268 Joint Sewer Facility Personnel	\$ 110,147.00	\$ 110,553	\$ 115,611	\$ 5,058
2403207 45216 Telephone	\$ 2,407.00	\$ 2,800	\$ 2,500	\$ (300)
2403207 45221 Fuel/Heating	\$ 1,395.00	\$ 1,658	\$ 1,599	\$ (59)
2403207 45622 Electric	\$ 65,006.00	\$ 67,000	\$ 67,000	\$ -
2403207 46224 Equipment Repairs	\$ 5,195.00	\$ 10,000	\$ 10,000	\$ -
2403207 46269 Joint Sewer Facility Maintenance	\$ 524,708.00	\$ 547,838	\$ 611,084	\$ 63,246
2403207 48404 Machinery & Equipment	\$ 15,000.00	\$ 15,000	\$ 15,000	\$ -
2403207 48416 Office Equipment	\$ -	\$ 750	\$ 300	\$ (450)
2403207 50413 Transfers Out to General Fund				\$ -
2403207 50474 Transfers Out to Capital Reserve				\$ -
2403207 50500 Transfers to Capital Project	\$ 48,000.00	\$ -		\$ -
2403207 50900 Contingency	\$ 20.00	\$ 85	\$ 286	\$ 201
				\$ -
<b>TOTAL</b>	\$ 902,951.00	\$916,967	\$ 984,094	\$ 67,127

## 2018/2019 Sewer Budget Justification

- 40101 Regular Payroll - \$82,792  
Public Works Director salary (50 percent of Water/Sewer portion) - \$27,527  
Financial Manager salary (50 percent) -  $\$27.10 \times 8 \times 262 \times 0.5 = \$28,401$   
Assistant to Director (50 percent of Water/Sewer portion) -  $\$26.52 \times 8 \times 262 \times 0.25 = \$13,896$   
Sewer Portion of Chief Operators –  $\$2.00 \times 80 \times 26 \times 3 = \$12,480$   
Longevity - \$488
- 41210 Employee Related Insurance - \$24,289
- 41230 FICA - \$11,906  
0.0765 of P/R and 401a  
401a - contribution
- 42301 Office Supplies - \$1,200
- 42323 Protective Clothing & Safety Equipment - \$652
- 42340 Other Purchased Supplies - \$7,810  
Pump Replacement Parts (non-Capital)- \$1,000  
Plant/Field testing and operating equipment and supplies - \$330  
Other misc. materials - \$4,000  
Floor Repair material -\$1,000  
Carbonite Power software- \$120  
Custodial Supplies - \$360  
Hand Tools - \$1,000
- 43213 Travel, Training & Meetings - \$100
- 44203 Legal - \$250
- 44206 Municipal Insurance - \$16,713
- 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 - \$150
- 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 – \$115,611
- 45216 Telephone - \$2,500  
avg. of \$208/mo x 12 mo.
- 45221 Fuel-Heating - \$1,599  
735 gallons at \$2.17 per gallon
- 45622 Electric - \$67,000  
Flatbrook, 584 Norwich, Prospect Hill Pump Station  
approx. \$5,584/month
- 46224 Equipment Repairs - \$10,000  
repairs to sewer mains, pump station, manholes, etc.
- 46269 Joint Facilities Maintenance – \$611,084
- 48404 Machinery and Equipment - \$15,000
- 48416 Office Equipment - \$300  
Computer upgrades, etc.
- 50474 Transfers to Capital Reserve - \$0
- 50900 Contingency - \$286

3/1/2018

**PROPOSED USAGE RATES  
COLCHESTER SEWER AND WATER COMMISSION  
2018- 2019 FISCAL YEAR**

(thousands of gallons)	Existing		1.50% New		4.00% New	
	<u>Water</u>	<u>Sewer</u>	<u>Water</u>	<u>Sewer</u>	<u>Water</u>	<u>Sewer</u>
Serv Charge	\$ 11.99	\$ -	\$ 12.17	\$ -		
0 to 10	\$ 7.55	\$ 6.85	\$ 7.66	\$ 7.12		
10 to 20	\$ 7.84	\$ 6.93	\$ 7.96	\$ 7.21		
20 plus	\$ 10.04	\$ 7.16	\$ 10.19	\$ 7.45		

Commercial-Use Rates

3/4 in. or larger meters

	Existing		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	\$ 173.07	\$138.24	\$ 175.67	\$ 143.77
1 in. meter	\$ 174.23	\$138.24	\$ 176.84	\$ 143.77
1-1/2 in. meter	\$ 175.79	\$138.24	\$ 178.43	\$ 143.77
2 in. meter	\$ 180.09	\$138.24	\$ 182.79	\$ 143.77
3 in. meter	\$ 211.73	\$138.24	\$ 214.91	\$ 143.77
4 in. meter	\$ 223.45	\$138.24	\$ 226.80	\$ 143.77
6 in. meter	\$ 250.79	\$138.24	\$ 254.55	\$ 143.77
8 in. meter	\$ 282.05	\$138.24	\$ 286.28	\$ 143.77

Over 20,000 Gal. use	\$7.80 per 1,00 gals	\$6.91per 1,000 gals	\$7.92 per 1,000 gals	\$7.19 per 1,000 gals
----------------------	-------------------------	-------------------------	--------------------------	--------------------------

Private Fire Service:	Existing		New	
	<u>Water Rate</u>		<u>Water Rate</u>	
Up to 4 in.	\$22.42	per quarter	\$ 22.76	per quarter
4 in.	\$135.04	per quarter	\$ 137.07	per quarter
6 in.	\$392.56	per quarter	\$ 398.45	per quarter
8 in.	\$836.30	per quarter	\$ 848.84	per quarter
10 in.	\$1,504.06	per quarter	\$ 1,526.62	per quarter



Public Notice- Public Hearing Notice

PROPOSED USAGE RATES  
COLCHESTER SEWER AND WATER COMMISSION  
2018 - 2019 FISCAL YEAR

<u>Residential-Use Rates</u>				
(thousands of gallons)	Existing	Existing	New	New
	<u>Water</u>	<u>Sewer</u>	<u>Water</u>	<u>Sewer</u>
			<u>1.5% Increase</u>	<u>4% Increase</u>
Serv Charge	\$ 11.99	\$ -	\$ 12.17	\$ -
0 to 10	\$ 7.55	\$ 6.85	\$ 7.66	\$ 7.12
10 to 20	\$ 7.84	\$ 6.93	\$ 7.96	\$ 7.21
20 plus	\$ 10.04	\$ 7.16	\$ 10.19	\$ 7.45
Unmetered sewer based on 18,000 gallons per quarter - \$129.78				
Irrigation water meter (unsewered) – all water charged at \$10.19/1,000 gallons				

<u>Commercial-Use Rates</u>				
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>
			<u>1.5% Increase</u>	<u>4% Increase</u>
Service charge, per quarter (Includes up to 20,000 Gal. use)				
3/4 in. meter	\$ 173.07	\$138.24	\$ 175.67	\$143.77
1 in. meter	\$ 174.23	\$138.24	\$ 176.84	\$143.77
1-1/2 in. meter	\$ 175.79	\$138.24	\$ 178.43	\$143.77
2 in. meter	\$ 180.09	\$138.24	\$ 182.79	\$143.77
3 in. meter	\$ 211.73	\$138.24	\$ 214.91	\$143.77
4 in. meter	\$ 223.45	\$138.24	\$ 226.80	\$143.77
6 in. meter	\$ 250.79	\$138.24	\$ 254.55	\$143.77
8 in. meter	\$ 282.05	\$138.24	\$ 286.28	\$143.77

	\$7.80 per	\$6.91per	\$7.92 per	\$7.19 per
Over 20,000 Gal. use	1,000 gals	1,000 gals	1,000 gals	1,000 gals

Private Fire Service:	Existing	New
	<u>Water Rate</u>	<u>Water Rate</u>
Up to 4 in.	\$22.42 per quarter	\$ 22.76 per quarter
4 in.	\$135.04 per quarter	\$ 137.07 per quarter
6 in.	\$392.56 per quarter	\$ 398.45 per quarter
8 in.	\$836.30 per quarter	\$ 848.84 per quarter
10 in.	\$1,504.06 per quarter	\$ 1,526.62 per quarter

The Colchester Sewer and Water Commission will hold a Public Hearing to present and gather public comment on the proposed budget for the 2018/2019 Fiscal Year including proposed rate schedules

on Thursday, May 10, 2018 at 7:00 p.m. at the Colchester Town Hall

Public Notice- Public Hearing Notice

Proposed rates to be effective 7-1-10

## TOWN of COLCHESTER SUMMARY OF FEES FOR SERVICES

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

**NOTES**

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

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

**Town of Colchester  
Sewer and Water Commission**

**Water and Sewer Connection Fees**

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

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

Water and Sewer Service

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

Meters in excess of two (2) inches and/or connections, services, or branches, in excess of three (3) inches shall be reviewed and assessed individually based on demand capacity at the rate of \$11.45 per 1,000 gpd water and/or \$7.45 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 \*\*\*\*\*



2018 MAY 11 PM 12:53

## Colchester Sewer and Water Commission

**Minutes of the May 10, 2018 Public Hearing and Regular Monthly Meeting  
7:00 P.M Colchester Town Hall. Meeting Room 1  
127 Norwich Avenue  
Colchester, Connecticut**

**Members Present:** S. Coyle, R. Silberman, R. Peter, M. Hayes, K.Fargnoli  
**Members Absent:** T. Hochdorfer  
**Others Present:** J. Paggioli (Public Works), Stan Soby (BOS Liaison), Pam Minella (DPW)

### Public Hearing Portion

- 1) Chairman Coyle Opened the Public Hearing at 7:00 pm. Mr. Paggioli gave a brief outline of the proposed FY 18-19 operating budgets for Sewer and Water divisions along with the causes for the proposed increases. Chairman Coyle then opened the hearing to the public. No members of the public attended. Chairman Coyle then opened the hearing to Commission member's comments. There were no comments made. Chairman Coyle then closed the Public Hearing at 7:04 pm.

### Regular Monthly Meeting

1. **Call to Order-** Chairman Coyle called the meeting to order at 7:05 p.m.
2. **Approval of the Sewer and Water Commission March 22, 2018 Special Monthly Meeting Minutes-** Motion to approve the minutes of the March 22, 2018 Special Monthly Meeting Minutes as submitted, by M. Hayes, second by R. Peter; Motion approved 5-0.
3. **Citizen's Comments** - None
4. **Subcommittee Reports**
  - A. **Finance – Transfers, Monthly financial reports, Quarterly billing, Disputes, other**  
Transfers – None  
Monthly Financials – Discussion.

Quarterly Billing –As of 4/30/2018 we have billed out 97.5% of the projected budget FY 17-18 and collected 90.9% of the projected budget.  
Disputes: None.

**5. Water Activities**

**A. Water Activities Report – March 2018 to Meeting Date (Presented by P. Minella)**

- 1) Service Work: Mark outs, Samples –Dist. And Source Finals. Profiles, Service Calls, Quarterly Readings conducted 3/5, respond to customers complaint issues, turn offs.
- 2) New Developments – No new connections this month.
- 3) Water Hauling – Halted with Voluntary Conservation Notice –Still in effect.
- 4) Budget preparation assist.
- 5) Main breaks: None. Operation Output – 282,000 3/2018 – Back in line.
- 6) Well #4 Shut off.
- 7) Snow Operations.
- 8) Distribution system recon for main breaks and production monitoring.
- 9) Service calls to determine high use at individual locations.
- 10) Contact for 40 Tank Exterior Paint and SCADA contacts.
- 11) Cabin Road Tree Hearing support.
- 12) Final Road Repairs from Main Breaks over the winter.

**B. Water Projects Status –**

- 1) Park Place –Completed.
- 2) Eastern WUCC draft document, ESA, Eastern WUCC Water Supply plan, representation at meeting. See item below. In regard to Item 10 of the Water Activities report, a brief discussion was had in regard to the 40 foot Elmwood Heights tank in regard to a request of the Commission to conduct a brief analysis of repainting vs replacement of a Storage Tank with a tank that would provide long term benefit to the system.

**6. Sewer Activities**

**A. Joint Facilities Report –** Chairman Coyle gave a brief discussion of the events that occur at the last Joint Facilities meeting.


**B. Sewer Activities Report –** Mr. Paggioli reported issues in Colchester Collection system. However the domestic well supply line split and had to be replaced.

**C. Sewer Projects Status –** No issues. Review of individual connections for residents.

**7. Old Business**

**A) RFP 2015-16 Engineering Services Well 3A Project –** Background. Well location adjustment required due to obstruction at 38 feet below surface. 20 feet away depth to 68 feet occurred. Sister well (2 feet away) indicated delay in recharge rate. Due to proximity of pump well, it was determined to place new sister well 14 feet away in order to obtain a more diverse indication of the local area recharge rate. Pump tests conducted on revised location and secondary location closer to existing Well 3 building. Awaiting calculations and design contract to be delivered to us for First Selectman signature (Done and

delivered). Meeting held with Weston and Sampson and S.B Church to review design. Proposed well design to be a 48"-54" outside casing with a 24" withdrawal casing. Screen location to be 7 to 9 feet in length at the 40 to 49 foot depth. Instead of gravel pack, the annual fill is proposed to utilize SiLi Beads gradation. The beads have been utilized successfully in other states and are less subject to iron clogging that is problematic with gravel packed wells, therefor the well will require redevelopment less. They were instructed to prepare the final design plans for submission to DPH. Conservative calculation anticipates a withdrawal rate of 350 gpm which would be sufficient to maximize the permitted diversion totals for the well field. Weston Sampson meeting with DPH for approval postponed due to DPH reschedule. **Update:** Conducted. SiLi Beads has been approved for well media. Location adjustment paper work submitted. Final Design documents being prepared, expect contract specification documents in 30-45 days.

- B) Prospect Hill Pump Station** – Replacement of check valve. Holding until next fiscal year. Well (Clean Water) Supply line repair required.
- C) WUCC Report of Activities-** Preliminary Integrated Report from Eastern WUUC review and comments to be submitted. Continued representation.
- D) DEEP – Diversion Permit Extension – Discussion and Action.** Normally a 6 month warning is sent by DEEP in regards to an expiring Diversion permit. Mr. Paggioli received the expiration warning within 29 days on the expiration date. It was anticipated that the Diversion Permit RFP and application would be a January 2018 agenda item with submission for early spring in conjunction with Well #3A data. Mr. Paggioli would like to prepare the initial application and extension request while submitting the RFP as part of the extension request, with the final renewal being prepared by the chosen RFP firm. Consent Order with DEEP was submitted in order to maintain the existing Diversion Permit withdrawal rate while the RFP and application are submitted. **Update:** Consent signed and returned by State. Withdrawal data submitted to DEEP. RFP posted waiting for close.
-  **E) FY 18-19 Sewer and Water Budget.** Discussion regarding proposed budget. The Water portion of the budget will require a rate increase to accommodate the new State mandated fee that water companies will be charged by the State of Connecticut Department of Health to fund State DPH positions (**Final Fee Established by Legislature is \$4.00 per connection per year.** Chairman Coyle indicated that the proposed budget should be modified to include the increased State DPH Safe Drinking Water Fee within its line item. **Motion was made to recommend for adoption to the Board of Selectmen the FY 2018-2019 Colchester Sewer and Water Commission Operating Budget, as modified, in the amounts of \$973,680 for Water and \$984,094 for Sewer by R. Silberman, second by K. Fagnoli, motion passed 5-0.**
- F) Possible Land Acquisition.** ( Joint Facilities East Hampton) – Brief Discussion in regard to the process being under the Town of East Hampton statutory control and charter process. This was in accordance with the existing inter municipal agreement. The May 2018 Joint Facilities meeting will provide



more information in regard to the willingness of East Hampton to pursue the issue.

**8. New Business**

- A) Elmwood Heights 40 ft Tank Exterior Paint Discussion.** – Contact made in order to develop cost budget for next capital project.
- 9. Adjourn** - Motion to adjourn, by K. Fagnoli , second by R. Silberman ; Motion approved 5-0. Chairman Coyle adjourned the meeting at 7:56 p.m.

Respectfully submitted,  
James Paggioli, L.S.

*Town of Colchester, CT  
Thursday, May 10, 2018*

## Chapter 1. General Provisions

[HISTORY: Adopted by the Town Meeting of the Town of Colchester as indicated in article histories. Amendments noted where applicable.]

### Article I. Adoption of Code

[Adopted 4-12-2001]

#### § 1-1. Adoption.

The compilation of the ordinances and administrative regulations of the Town of Colchester, codified and consolidated into parts, chapters and sections in the form attached hereto and made a part hereof, is hereby approved, adopted, ordained and enacted as the "Code of the Town of Colchester, Connecticut," hereinafter called the "Code." All provisions contained in the compilation provided for herein and known as the "Code of the Town of Colchester" shall be in force and effect on and after the effective date of this ordinance.

#### § 1-2. Continuation of existing provisions.

The provisions of the Code, insofar as they are substantively the same as those ordinances and administrative regulations in force immediately prior to the enactment of the Code by this ordinance, are intended as a continuation of such ordinances and administrative regulations and not as new enactments, and the effectiveness of such provisions shall date from the date of adoption of the prior ordinance or regulation. All such provisions are hereby continued in full force and effect and are hereby reaffirmed as to their adoption by the Town Meeting.

#### § 1-3. Repeal of inconsistent ordinances.

All ordinances and administrative regulations or parts thereof of the Town of Colchester of a general and permanent nature in force on the date of the adoption of this ordinance which either are inconsistent with any provisions of the Code or have not otherwise been addressed by specific language in the Code are hereby repealed from and after the effective date of this ordinance.

#### § 1-4. Severability.

If any clause, sentence, paragraph, section, article or part of this ordinance or of any ordinance or regulation appearing in the Code or included in this Code through supplementation shall be adjudged by any court of competent jurisdiction to be invalid, such judgment shall not affect, impair or invalidate the remainder thereof but shall be confined in its operation to the clause, sentence, paragraph, section, article or part thereof directly involved in the controversy in which judgment shall have been rendered.

#### § 1-5. Amendments to Code.

Any and all additions, deletions, amendments or supplements to any of the ordinances or administrative regulations known collectively as the "Code of the Town of Colchester," or any new ordinances or administrative

regulations, when enacted or adopted in such form as to indicate the intention of the Board of Selectmen and/or the Town Meeting to be a part thereof, shall be deemed to be incorporated into such Code so that reference to the Code shall be understood and intended to include such additions, deletions, amendments or supplements. Whenever such additions, deletions, amendments or supplements to the Code shall be enacted or adopted, they shall thereafter be printed and, as provided hereunder, inserted in the loose-leaf book containing said Code, as amendments and supplements thereto. Nothing contained in this ordinance shall affect the status of any ordinance or regulation contained herein, and such ordinances and administrative regulations may be amended, deleted or changed from time to time as the Board of Selectmen and/or Town Meeting deems desirable pursuant to Charter Section 403.

## § 1-6. Gender-neutral language.

Whenever in the Code, in describing or referring to any person, party, matter or thing, any word importing the singular number or masculine gender is used, the same shall be understood to include and to apply to several persons or parties as well as to one person or party and to females as well as males, and to bodies corporate as well as individuals, and to several matters and things as well as one matter or thing.

## § 1-7. Sale of Code book; supplementation.

Copies of the Code may be purchased from the Town Clerk of the Town of Colchester upon the payment of a fee to be set by resolution of the Board of Selectmen, which Board may also arrange by resolution for procedures for the periodic supplementation thereof.

## § 1-8. Changes in previously adopted legislation.

- A. In compiling and preparing the ordinances and administrative regulations for publication as the Code of the Town of Colchester, no changes in the meaning or intent of such ordinances or administrative regulations have been made, except as have been made by formal amendment thereto. Certain grammatical changes and other minor nonsubstantive changes were made in one or more of said ordinances and administrative regulations. It is the intention of the Town Meeting that all such changes be adopted as part of the Code as if the ordinances and administrative regulations had been previously formally amended to read as such.
- B. Changes made throughout the Code.
- (1) Statutory references. Statutory references throughout the Code have been updated to refer consistently to "C.G.S. § \_\_\_\_\_."
  - (2) Nomenclature changes. Throughout the Code, the following nomenclature changes have been made:
    - (a) "Police Commission" has been changed to "Board of Police Commissioners."
    - (b) "Building Inspector" has been changed to "Building Official."
- C. In addition, the following changes, amendments or revisions are made herewith, to become effective upon the effective date of this ordinance. (Chapter and section number references are to the legislation as it has been renumbered and appears in the Code.)

### **Chapter 4, Adult-Oriented Businesses (9-12-1996)**

Section 4-8A(2) is amended to delete "or any rule or regulation adopted by the Board of Selectmen pursuant to this ordinance."

### **Chapter 7, Alcoholic Beverages**

#### Article II, Town Recreation Facility (7-8-1982)

7-2, the definition of "TOWN RECREATIONAL FACILITY" is amended to add the words "and such other land which may be acquired from time to time which has been set aside for recreational purposes."

### **Chapter 18, Boards, Committees and Commissions**

Article III, Parks and Recreation Commission (4-17-1962, as amended)

An unnumbered paragraph in original Section 213.2 providing for the amendment of the ordinance to change "Board" to "Commission" and "Board of Recreation" to "Parks and Recreation Commission" is deleted.

Article VIII, Police Commission (7-25-1990)

- A. Section 18-32 is amended to delete "of such department" after "removal of police officers."
- B. Section 18-33 is amended to delete "of such police department" from the end of the section.

**Chapter 27, Building Demolition**Article I, General Regulations (7-16-1992)

Section 27-3 is amended to add the following wording to the first sentence: "other than for a building situated in a designated historic district or on the National Register of Historic Places or nominated for such status or a building at the address listed on Appendix I of the Lusignan Historical and Architectural Survey."

**Chapter 67, Food Establishments (4-16-1991)**

- A. Section 67-5 is amended to change the second sentence to add the boldfaced wording: "The fees **stated in § 67-3** shall cover (4) quarterly inspections."
- B. Section 67-6 is amended to change the reference to "Sec. 3 above" to "Section 901.4" (now § 67-5).

**Chapter 81, Library (8-4-1904)**

Section 81-2 is amended to change "further the following public library by-laws that the Town Treasurer" to "Following the public library bylaws, the Town Treasurer."

**Chapter 109, Roads (3-10-1987)**

- A. Section 109-10B(1)(f) is amended to insert a period after "street" and capitalize "Paving" so that two sentences are created.
- B. Section 109-10B(2) is amended by deleting "and the requirements of this document."

**Chapter 129, Taxation**Article III, Solar Energy Exemption (4-5-1978)

- A. Section 129-5 is amended to change "October 1, 1991" to "October 1, 2006."
- B. Section 129-6 is amended to add "active" before "solar heating or cooling."
- C. Section 129-8, the definition of "ACTIVE SOLAR ENERGY HEATING OR COOLING SYSTEM" is amended to add "active" before "solar energy heating or cooling."