



Colchester Sewer and Water Commission

Minutes of the 9 July 2008 Regular Monthly Meeting

Municipal Office Complex
Colchester, Connecticut

Members Present: R. Tarlov, R. LeMay, T. Tyler, T. Tripodi, S. Boyden, A. Pelletier
Members Absent: K. Fagnoli
Others Present: G. Cordova (Selectman liaison), M. Decker (Public Works Director),
Dan Ferrigno, resident

1. **Call to Order** – call to order at 7:03 by acting chairman Tarlov.
2. **Election of Officers** – *Nomination to elect a Rob Tarlov as Chairman, Rich LeMay as First Vice-Chairman, and Scott Boyden as Second Vice-Chairman, by T. Tyler, second by T. Tripodi; Vote in favor of the nomination 4-0 (S. Boyden and A. Pelletier arrived just after the vote).*
Upon election as Chairman, R. Tarlov appointed R. Tarlov, K. Fagnoli, and T. Tripodi as Colchester representatives to serve on the Joint Facilities Committee and R. Tarlov, S. Boyden, and R. LeMay to serve on the Finance Subcommittee – all accepted the appointments.
3. **Adoption of By-Laws** – *Motion to adopt the by-laws as presented (without change) by R. LeMay, second by T. Tripodi; Motion approved 6-0.* It was noted, in the by-laws, the meeting date is set as the second Wednesday of the month. As the meeting dates are actually set during the November regular meeting, if a date other than the second Wednesday of the month is selected, a revision to the by-laws will be needed.
4. **Approval of the Sewer and Water Commission 11 June 2008 Regular Monthly Meeting Minutes** - *Motion to approve as presented, by T. Tyler, second by R. LeMay; Motion approved 6-0*
5. **Citizen's Comments** - Chairman Tarlov introduced Mr. Ferrigno as a possible Commission candidate
6. **Subcommittee Reports**
 - A. **Finance** – Transfers, Monthly financial reports, Quarterly billing, other – monthly reports were reviewed but noted they were incomplete because bank statements have not yet arrived. Expenses were reviewed and the following transfers were presented:

\$15,550.00 from 4003210-50900 Water Operating – Contingency to 4003210-40103 Water Operating – Overtime
\$1,178.00 from 4003210-50900 Water Operating – Contingency to 4003210-45216 Water Operating – Telephone

Colchester Sewer and Water Commission
Minutes of the 9 July 2008 Regular Monthly Meeting

\$120.00 from 4003210-50900 Water Operating – Contingency to 4003210-44255 Water Operating – Liens
\$342.00 from 4003210-50900 Water Operating – Contingency to 4003210-44206 Water Operating – Municipal Insurance
\$8,122.00 from 4003210-50500 Water Operating – Capital Reserve to 4003210-46224 Water Operating – Equipment
Repairs
\$4,408.00 from 4003210-50500 Water Operating – Capital Reserve to 4003210-45221 Water Operating – Fuel Heating
\$7,039.00 from 4003210-50500 Water Operating – Capital Reserve to 4003210-44285 Water Operating – Lab Fees
\$7,306.00 from 4003210-50500 Water Operating – Capital Reserve to 4003210-42340 Water Operating – Other
Purchases/Supplies
\$18,335.00 from 4003210-45622 Water Operating – Electric to 4003210-42340 Water Operating – Other
Purchases/Supplies
\$2,300.00 from 4003210-40102 Water Operating – Other Reg. P/R to 4003210-40105 Water Operating –
Cont/Temp/Occas
\$2,518.00 from 4003210-46226 Water Operating – Building Repairs to 4003210-44208 Water Operating – Professional
Services
\$342.00 from 2403207-50900 Sewer Operating – Contingency to 2403207-44206 Sewer Operating – Municipal insurance
\$130.00 from 2403207-50900 Sewer Operating – Contingency to 2403207-44255 Sewer Operating – Liens
\$3,424.00 from 2403207-50900 Sewer Operating – Contingency to 2403207-45622 Sewer Operating – Electric
\$2,571.00 from 2403207-50900 Sewer Operating – Contingency to 2403207-46224 Sewer Operating – Equipment Repair
*Motion to approve the transfers presented as a group, by S. Boyden, second by T. Tyler; Motion
approved 6-0.*

M. Decker reported the quarterly billing went out and is due on the 1st of August – water and
sewer total billing on new rate schedule is right in line with what we would have expected

7. Water Activities

A. Water Activities Report -Monthly labs were made available at the meeting. M. Decker
reported work activities include: meter reading; limited number of meter change-outs; various
mark-outs; assist P&R with irrigation pump at Bacon; curb stop repair on Lebanon Ave; project
and construction work (see B below); scheduled generator maintenance performed

B. Water Projects Status – Autumn Ridge – monitor blasting operations near Highland
Tank, installation of 12 in. water main and valves from our main towards Highland Farms to just
beyond fence into Autumn Ridge property
Benton Farms – tap remaining 4 services
Keystone Shoppes – 5 taps to Building B – complete connection of main from the Stop & Shop
side scheduled

C. APZ Reviews – no new reviews

8. Sewer Activities

A. Joint Facilities Report – R. Tarlov reported no June meeting, next meeting is 15 July

B. Sewer Activities Report - various plan reviews and mark-outs

C. Sewer Projects Status– no new project work

9. Old Business

A. Taintor Hill Road Treatment Plant Improvements – CL&P extended electrical service
and made connections to allow switch-over to all new service lines – 5A being powered through
new service, vfd relocated to high lift building – Run through tower and testing of high lift pumps
scheduled for Tuesday, 15th; continued work to complete the switch-over in power; change order
required – dual pen chart recorder vs two single-pen recorders for tank levels; continued work on
instrumentation and electrical portions, working on start-up plan (meeting on Thursday to
coordinate all involved) for activation of tower and well 3 – need those components working
before can activate two new filters because need new pumps for backwash of new filters; de-
humidifier activated

B. Well 5A/Aeration Tower Project – reviewed plans with Weston & Sampson for final
revisions - will go to Wagner for compilation and advertising

C. Elmwood Tank Painting – bids reviewed - engineer's recommendation letter was
distributed – the recommendation is, if funds are available, to select the low bidder and complete
the full project as described in base bid – both tanks. To do this work, an additional \$60,000 will
need to be added to the project fund (based on original budget of \$75,000 – committed \$10,500 for
design and bidding services leaving \$64,500 – at \$112,000, need an additional \$47,500 for the
painting work plus construction engineering services which is estimated to be another \$10K giving
a total of approximately \$60,000). M. Decker reported the money is available in the capital fund

Colchester Sewer and Water Commission
Minutes of the 9 July 2008 Regular Monthly Meeting

and both Water Department Supervisor S. Klobukowski and M. Decker believe this is a much better price to do this work than everyone expected, it will not get less expensive in the future, and deterioration of the tank will continue without the required maintenance. *Motion by T. Tyler, second by A. Pelletier to request the Board of Selectmen to appropriate \$60,000 from undesignated water capital fund balance to existing project Elmwood Tank Painting account; Motion approved 6-0.*

Motion by R. LeMay, second by A. Pelletier, to request the Board of Selectmen to accept the recommendation of the Sewer and Water Commission and the design Engineer to award the Elmwood Tank Painting contract to the low bidder, U. S. Tank Painting for \$112,000 for base bid, both tanks and to allow the First Selectman to sign the necessary agreement documents. Motion approved 6-0

D. Flatbrook Sewer Booster Station – Based on research conducted, a letter will be issued to one consultant indicating the town will be continuing negotiations with another firm. Secondly, letters will be issued to the remaining two consultants requesting a draft scope along with a level of effort assigned to that scope. Upon receipt, the information will be reviewed and a determination made on which consultant to continue negotiating with in the selection process. M. Decker indicated the letter will be reviewed by the selection committee before issuing.

E. Other –

Well 4 roof – needs repair – seeking bids for this work

Well 5A motor – we are still operating using the motor provided by SB Church. Given the worn condition of the Well 5A pump, a quote was provided by S.B. Church Co. for a replacement pump and motor. A second quote is being requested from Layne Christensen. *Motion to request the Board of Selectmen to appropriate \$20,000 from Undesignated Water Capital Fund Balance to a new capital line item Well 5A Pump Replacement in the Water Capital Fund, and to authorize the First Selectmen to sign any necessary agreements for purchase and installation of the materials/equipment, by A. Pelletier, second by T. Tyler; Motion approved 6-0.*

Voluntary Conservation Status – M. Decker reported the Department recommends continuing with the voluntary status at least until Well 3 is brought back on line, at which time, there will be an increased ability to pump and the back-up well will be available should another significant fire flow situation develop.

10. **New Business** – M. Decker reported the 08-09 budget includes funding for a regular part-time field staff – consideration being given to both advertising to find the appropriate person for the position and an alternative approach to hire a contractor strictly to install the new meters – informational purposes only, no decisions made will be made until a later date.
11. **Citizens Comments** – Mr. Ferrigno asked if the Commission had any questions of him, a brief discussion took place.
12. **Adjourn** – *Motion to adjourn, by S. Boyden, second by R. LeMay; Motion approved 6-0.*
Chairman Tarlov adjourned the meeting at 8:47 p.m.

Respectfully submitted,
M. Decker

Colchester Sewer and Water Commission
Minutes of the 9 July 2008 Regular Monthly Meeting

Sewer and Water Commission
2007/2008 Transfer or Appropriation Request Form

Date: 9 July 2008

The following is a request for:

A transfer X Dollar Amount \$15,550.00
An Appropriation _____

from Account No. 4003210-50900 Water Operating – Contingency

to Account No. 4003210-40103 Water Operating - Overtime

Explanation: _____

Action by Commission: Approved x
 Denied _____
 Tabled _____

Date: 9 July 2008

Colchester Sewer and Water Commission
Minutes of the 9 July 2008 Regular Monthly Meeting

Sewer and Water Commission
2007/2008 Transfer or Appropriation Request Form

Date: 9 July 2008

The following is a request for:

A transfer X Dollar Amount \$1,178.00
An Appropriation _____

from Account No. 4003210-50900 Water Operating – Contingency

to Account No. 4003210-45216 Water Operating - Telephone

Explanation: _____

Action by Commission: Approved x
 Denied _____
 Tabled _____

Date: 9 July 2008

Colchester Sewer and Water Commission
Minutes of the 9 July 2008 Regular Monthly Meeting

Sewer and Water Commission
2007/2008 Transfer or Appropriation Request Form

Date: 9 July 2008

The following is a request for:

A transfer X Dollar Amount \$120.00
An Appropriation _____

from Account No. 4003210-50900 Water Operating – Contingency

to Account No. 4003210-44255 Water Operating – Liens

Explanation: _____

Action by Commission: Approved x
 Denied _____
 Tabled _____

Date: 9 July 2008

Colchester Sewer and Water Commission
Minutes of the 9 July 2008 Regular Monthly Meeting

Sewer and Water Commission
2007/2008 Transfer or Appropriation Request Form

Date: 9 July 2008

The following is a request for:

A transfer X Dollar Amount \$342.00
An Appropriation _____

from Account No. 4003210-50900 Water Operating – Contingency

to Account No. 4003210-44206 Water Operating – Municipal insurance

Explanation: _____

Action by Commission: Approved x
 Denied _____
 Tabled _____

Date: 9 July 2008

Colchester Sewer and Water Commission
Minutes of the 9 July 2008 Regular Monthly Meeting

Sewer and Water Commission
2007/2008 Transfer or Appropriation Request Form

Date: 9 July 2008

The following is a request for:

A transfer X Dollar Amount \$8,122.00
An Appropriation _____

from Account No. 4003210-50500 Water Operating – Capital Reserve

to Account No. 4003210-46224 Water Operating – Equipment Repairs

Explanation: _____

Action by Commission: Approved x
 Denied _____
 Tabled _____

Date: 9 July 2008

Colchester Sewer and Water Commission
Minutes of the 9 July 2008 Regular Monthly Meeting

Sewer and Water Commission
2007/2008 Transfer or Appropriation Request Form

Date: 9 July 2008

The following is a request for:

A transfer X Dollar Amount \$4,408.00
An Appropriation _____

from Account No. 4003210-50500 Water Operating – Capital Reserve

to Account No. 4003210-45221 Water Operating – Fuel Heating

Explanation: _____

Action by Commission: Approved x
 Denied _____
 Tabled _____

Date: 9 July 2008

Colchester Sewer and Water Commission
Minutes of the 9 July 2008 Regular Monthly Meeting

Sewer and Water Commission
2007/2008 Transfer or Appropriation Request Form

Date: 9 July 2008

The following is a request for:

A transfer X Dollar Amount \$7,039.00
An Appropriation _____

from Account No. 4003210-50500 Water Operating – Capital Reserve

to Account No. 4003210-44285 Water Operating – Lab Fees

Explanation: _____

Action by Commission: Approved x
Denied _____
Tabled _____

Date: 9 July 2008

Colchester Sewer and Water Commission
Minutes of the 9 July 2008 Regular Monthly Meeting

Sewer and Water Commission
2007/2008 Transfer or Appropriation Request Form

Date: 9 July 2008

The following is a request for:

A transfer X Dollar Amount \$25,641.00
An Appropriation _____

from Account No. 4003210-50500 Water Operating – Capital Reserve -\$7,306.00
4003210-45622 Water Operating – Electric -\$18,335.00

to Account No. 4003210-42340 Water Operating – Other Purchases/Supplies

Explanation: _____

Action by Commission: Approved x
Denied _____
Tabled _____

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Colchester Sewer and Water Commission
Minutes of the 9 July 2008 Regular Monthly Meeting

Sewer and Water Commission
2007/2008 Transfer or Appropriation Request Form

Date: 9 July 2008

The following is a request for:

A transfer X Dollar Amount \$2,300.00
An Appropriation _____

from Account No. 4003210-40102 Water Operating – Other Reg. P/R

to Account No. 4003210-40105 Water Operating – Cont/Temp/Occas

Explanation: _____

Action by Commission: Approved x
 Denied _____
 Tabled _____

Date: 9 July 2008

Colchester Sewer and Water Commission
Minutes of the 9 July 2008 Regular Monthly Meeting

Sewer and Water Commission
2007/2008 Transfer or Appropriation Request Form

Date: 9 July 2008

The following is a request for:

A transfer X Dollar Amount \$2,518.00
An Appropriation _____

from Account No. 4003210-46226 Water Operating – Building Repairs

to Account No. 4003210-44208 Water Operating – Professional Services

Explanation: _____

Action by Commission: Approved x
 Denied _____
 Tabled _____

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Colchester Sewer and Water Commission
Minutes of the 9 July 2008 Regular Monthly Meeting

Sewer and Water Commission
2007/2008 Transfer or Appropriation Request Form

Date: 9 July 2008

The following is a request for:

A transfer X Dollar Amount \$342.00
An Appropriation _____

from Account No. 2403207-50900 Sewer Operating – Contingency

to Account No. 2403207-44206 Sewer Operating – Municipal insurance

Explanation: _____

Action by Commission: Approved x
 Denied _____
 Tabled _____

Date: 9 July 2008

Colchester Sewer and Water Commission
Minutes of the 9 July 2008 Regular Monthly Meeting

Sewer and Water Commission
2007/2008 Transfer or Appropriation Request Form

Date: 9 July 2008

The following is a request for:

A transfer X Dollar Amount \$130.00
An Appropriation _____

from Account No. 2403207-50900 Sewer Operating – Contingency

to Account No. 2403207-44255 Sewer Operating – Liens

Explanation: _____

Action by Commission: Approved x
 Denied _____
 Tabled _____

Date: 9 July 2008

Colchester Sewer and Water Commission
Minutes of the 9 July 2008 Regular Monthly Meeting

Sewer and Water Commission
2007/2008 Transfer or Appropriation Request Form

Date: 9 July 2008

The following is a request for:

A transfer X Dollar Amount \$3424.00
An Appropriation _____

from Account No. 2403207-50900 Sewer Operating – Contingency

to Account No. 2403207-45622 Sewer Operating – Electric

Explanation: _____

Action by Commission: Approved x
 Denied _____
 Tabled _____

Date: 9 July 2008

Colchester Sewer and Water Commission
Minutes of the 9 July 2008 Regular Monthly Meeting

Sewer and Water Commission
2007/2008 Transfer or Appropriation Request Form

Date: 9 July 2008

The following is a request for:

A transfer X Dollar Amount \$2,571.00
An Appropriation _____

from Account No. 2403207-50900 Sewer Operating – Contingency

to Account No. 2403207-46224 Sewer Operating – Equipment Repair

Explanation: _____

Action by Commission: Approved x
 Denied _____
 Tabled _____

Date: 9 July 2008