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Colchester Sewer and Water Commission

Minutes of the 12 November 2008 Regular Monthly Meeting

Municipal Office Complex
Colchester, Connecticut

Members Present: R. Tarlov, R. LeMay, T. Tyler, D. Ferrigno
Members Absent: S. Boyden, K. Fagnoli, A. Pelletier, T. Tripodi
Others Present: Rachael Hann and Carli Bator (Bacon Academy Civics class students),
M. Decker (Public Works Director)

1. **Call to Order** – Chairman Tarlov called the meeting to order at 7:01 p.m.
2. **Approval of the Sewer and Water Commission 15 October 2008 Regular Monthly Meeting** *Motion to approve the minutes of the 15 October 2008 Sewer and Water Commission regular monthly meeting as presented, by R. LeMay, second by T. Tyler; Motion approved 3-0 (R. Tarlov abstained)*
3. **Citizen's Comments** - none
4. **Subcommittee Reports**
 - A. **Finance – Transfers, Monthly financial reports, Quarterly billing/payment options, Department Manpower structure, Disputes, BA Status, other**
No transfers presented
Monthly Financials – Copies were distributed and discussed. CFO M. Cosgrove continues to work on combining accounts and funding to establish the correct format for the capital accounts. The \$39,587 CL&P energy credit has been established as a revenue item in an unallocated account. The Commission needs to appropriate that amount into a new capital line item to be established called Well 5/5A repairs. *Motion to fund a new water capital line item – Well 5/5A repairs – by appropriation of \$39,587 from the CL&P energy rebate from the VFD purchase, by R. LeMay, second by D. Ferrigno; Motion approved 4-0.* (this will be forwarded to the Board of Selectmen for their approval)
Quarterly billings – M. Decker reported one mistake bill got through after the review process and was ultimately corrected and reissued but it resulted in a reduction of the billing amount for the quarter. Billings through the first two quarters was slightly above 50% of annual projected billing. This lower than desired status is likely the result of the conservation efforts in place and the high rainfall summer.
Payment Options - Viewed web presentation by a company that provides 3rd party service

–checking to identify if there are other costs issued by bank to receive payments from the service

Department Manpower structure – still waiting for information from selectman’s office – working to have presentation for BOS at their 4 December meeting

Disputes – Two disputes that require meter testing – one – numerous leaks observed in the house and owner was informed to shut services off until repairs made – coincided with meter change – now claims prior meter was faulty

Second “dispute” also coincides with meter replacement – efforts by customer to reduce use – new meter showing success – again, claims old meter faulty – will have both tested for accuracy

BA Status – a Final Demand letter was issued – representative from a mortgage company contacted office regarding one customer – will issue letter requesting meeting with Commission Finance Subcommittee. Another customer with a circuit breaker account has entered into a payment plan. A letter has been sent to a third customer requesting a meeting because of the complexity of the accounts. Remaining accounts, if not heard from, will be forwarded to attorney for collection

Other – none

5. Water Activities

A. Water Activities Report

Lab and production info was available for review

Activities since the last meeting focused on meter replacement program (approximately 900 have been replaced to date – plan to add a third day to meter replacement effective January), finals, CBYDs, routine maintenance, and the Treatment Plant project

B. Water Projects Status – no new activity with exception of early phase of construction activity on Phase II North Woods

C. Model Municipal Ordinance - Water Use Restrictions – *Model ordinance was reviewed. Motion to issue to the Board of Selectmen for their consideration and action with a recommendation to adopt, by T. Tyler, second by R. LeMay; Motion approved 4-0*

6. Sewer Activities

A. Joint Facilities Report – Discussion items included budget, septage receiving facility, NPDES permit, and the Clarifier Sludge Pump replacement

B. Sewer Activities Report – routine work

C. Sewer Projects Status – no new activity

7. Old Business

A. Taintor Hill Road Treatment Plant Improvements – M. Decker described testing activities performed by Layne Christensen, suppliers of the filtration vessels, repairs of failed nozzles, and changes made in the programming of the SCADA system to obtain the necessary backwash and rinse rates.

B. Well 5 Demolition Project – on hold while plant improvements are being completed

C. Flatbrook Sewer Booster Station – kick-off meeting held – distributed a lot of information and visited both PHPS and Flatbrook – awaiting response from Weston & Sampson

D. Lyman Viaduct – working with CME to begin access road work

E. Well 4 ceiling – ceiling has water damage – meeting with Building Official and Health Director next week to look at and determine scope of repair work - will likely need contractor in to remove all damaged materials – due to the anticipated magnitude of the repairs, M. Decker requested authorization to spend up to \$5,000 on this work.

Motion to authorize up to \$5,000 for ceiling repairs at Well 4 building, by R. LeMay,

Colchester Sewer and Water Commission
Minutes of the 12 November 2008 Regular Monthly Meeting

second by T. Tyler; Motion approved 4-0.

F. Other – no other old business

8. **New Business** - *Motion to add DEP Water Pollution Control Plan to the New Business Agenda, by R. LeMay, second by D. Ferrigno; Motion approved 4-0.* M. Decker presented a letter from DEP requesting all Municipalities to prepare a Water Pollution Control Plan by September 2009 with a further request to respond to DEP by 15 January 2009 if the municipality will be able to meet that deadline. M. Decker indicated he plans to review the time frame with the first Selectman and Town Planner but believes virtually all the necessary components of the required plan are already available. No action was taken. An update will be provided at the December meeting.
9. **Citizens Comments** - none
10. **Adjourn** – *Motion to adjourn, by R. LeMay, second by T. Tyler; Motion approved 4-0.* Chairman Tarlov adjourned the meeting at 8:13 p.m.

Respectfully submitted,
M. Decker