



Colchester Sewer and Water Commission

Minutes of the 10 September 2008 Regular Monthly Meeting

Municipal Office Complex
Colchester, Connecticut

Members Present: R. Tarlov, R. LeMay, S. Boyden, T. Tyler, K. Fagnoli, A. Pelletier, T. Tripodi, Dan Ferrigno
Members Absent: none
Others Present: L. Hodge (resident and First Selectman), G. Cordova (resident and BOS liaison to the Commission), A. Turner (Director of Planning), M. Decker (Public Works Director), Rachael Cordner and Lindsey Szymarski (Bacon students)

1. **Call to Order** – Chairman Tarlov called the meeting to order at 7:03 p.m.
2. **Approval of the Sewer and Water Commission 13 August 2008 Regular Monthly Meeting Minutes** *Motion to approve the minutes of the 13 August 2008 Sewer and Water Commission regular monthly meeting as presented, by R. LeMay, second by T. Tyler; Motion approved 5-0 (S. Boyden and A. Pelletier arrived just after the vote)*
3. **Citizen's Comments** - none
4. **Sewer and Water Infrastructure Master Plan** – Director of Planning Adam Turner made a presentation to the Commission regarding the two new Business Park zones totaling approximately 400 acres that were approved by the ZPC on 16 January and 1 February 2008. He indicated the Plan of C&D previously showed an approximately 200 acre area on the northern side of the current service area as a potential future service area – the ZPC did not include that area in the new BP Zone and retained it as an R-40 zone. The elimination of the potential sewer area on the northern part of Town results in a net increase in service area of approximately 200 acres. Mr. Turner indicated an application for grant funds to prepare a Master Plan for the expansion of the sewer and water infrastructure has been secured but to maintain eligibility, the Town, Regional, and State Plans of C&D must match. After, there was a general discussion regarding the zones, the conceptual expansions, and any potential cost or impact to the rate payers. *Motion by R. LeMay and seconded by T. Tripodi, that the Sewer and Water Commission support the recommendation of the Town Planner and the Zoning and Planning Commission that the sewer and water service area plan be amended to include the additional areas of Town that have been zoned for Business Park and that the area in the northern part of Town previously identified for potential future sewer and water service be reclassified to indicate they are not part of the sewer and water service area; Motion approved 7-0.*

5. Subcommittee Reports

A. Finance – Transfers, Monthly financial reports, Quarterly billing/payment options, Department Manpower structure, other

No transfers

Monthly financials were reviewed

M. Decker indicated quarterly billing will occur on 1 October. He has communicated with Mr. Chris Woodcock regarding a review of rates as a result of the unilateral increase adopted this fiscal year and the potential consistency or inconsistency in the rate study performed the prior year. Mr. Woodcock indicated the breakdown of expenses was consistent with the allocation model used during the rate study and therefore, the unilateral adjustment was proper. He indicated it is important to focus on the balance between the 5/8 in. meter consumption and the greater than 5/8 in. meter consumption ratio. If that ratio changes, the allocation model would need to be adjusted. Regarding the reason for the lower than predicted revenue the prior year, Mr. Woodcock was still unable to pinpoint a reason because the data to perform that analysis is not available in the same form as that used to prepare the model (due to the impact of the meter change-outs on the consumption reports). M. Decker will continue to communicate with Mr. Woodcock as additional data becomes available.

M. Decker also indicated various options are being considered for different forms of payment – the Commission agreed with this approach provided there would not be an across-the-board cost to the rate payers.

M. Decker provided information on a proposed revision to the manpower structure within the Water Department that would more closely resemble that of Park Maintenance, Highway Maintainers, and Fleet Maintenance. He has presented information to the Board of Selectmen and is preparing a follow-up document in response to additional questions. The intent of the restructuring is to provide room for staff growth and retention, and to establish a structure that will accommodate the anticipated increase in staff that is expected as the system continues to grow with the Town's needs. The cost impact for the current fiscal year and for future years was discussed. The additional information requested by the Board will be provided to both the Board and Commission. No action on the requested changes will be made without both Board and Commission concurrence.

Applications have been reviewed for the part-time operator assistant position and interviews have been conducted. A decision has not yet been made.

The Finance Subcommittee of the Commission met with a customer regarding a high use bill. Based on test results of the meter removed from the premise, there does not appear to be any inaccuracies in the meter and therefore no justification for modification to the bill. Notification will be sent.

6. Water Activities

A. Water Activities Report -

Production and Lab reports were made available for review at the meeting; work activities have centered around the plant construction, tank painting, roof work at Well 4, meter replacement and work orders, and meter reading

B. Water Projects Status – no new activities on Keystone, North Woods, Par 3, or Benton Farms

C. APZ Reviews – an addition is planned for the rear of 156 South Main. The property is within the APA and a review is being performed. At first glance there is no prohibited activity planned – a report has not yet been issued

7. Sewer Activities

A. Joint Facilities Report – There was no August meeting – next meeting will be 16 September 2008 at 5:00 p.m.

B. Sewer Activities Report – systems operating as desired

C. Sewer Projects Status – sewer main is being extended behind the final building at Keystone Shoppes

8. Old Business

A. Taintor Hill Road Treatment Plant Improvements – M. Decker reported construction is moving along well, lots of internal work on the offices, last three filter vessels are being

evacuated of the media and gravel beginning the retrofit process. He indicated the run times of the filter vessels are not as great as originally anticipated based on the pilot tests. A letter indicating such has been issued to Layne Christensen. Staff are taking samples, monitoring various key indicators, and will be compiling that data in preparation of a conference call to L-C.

B. Well 5 Demolition Project – one bid received – well above available funds – working through grant coordinator Larry Wagner to revise a scope and re-bid with town performing far more work – probably will limit contracted services to installation of submersible pump, pitless adaptor, and associated materials and supply and install well pump and motor in 5A as the only two work items. A letter indicating appreciation for bidding but rejecting the bid will be issued by the Selectman's office.

C. Elmwood Tank Painting – 40 ft. tank completed, 60-ft tank has all repairs performed with tie coat completed and finish coats being applied

D. Flatbrook Sewer Booster Station – The submittals by the two final consultants were discussed and a recommendation made by the selection committee. *Motion to accept the recommendation of the selection committee and to proceed with a negotiated scope and fee with Weston and Sampson for the preliminary design services, by R. LeMay, second by T. Tyler; Motion approved 7-0.*

E. Lyman Viaduct – no new action

F. Well 4 roof – roof repairs have been completed. Staff will work on repairs to the interior sheetrock that was damaged

G. Other – no other old business

9. New Business – no new business

10. Citizens Comments - none

11. Adjourn – *Motion to adjourn, by R. LeMay, second by T. Tripodi,; Motion approved 7-0.*
Chairman Tarlov adjourned the meeting at 9:19 p.m.

Respectfully submitted,
M. Decker