



## Colchester Sewer and Water Commission

### Minutes of the 15 October 2008 Regular Monthly Meeting

Municipal Office Complex  
Colchester, Connecticut

**Members Present:** R. LeMay, T. Tyler, K. Fagnoli, A. Pelletier, T. Tripodi, D. Ferrigno  
**Members Absent:** R. Tarlov, S. Boyden  
**Others Present:** M. Decker (Public Works Director)

1. **Call to Order** – Vice Chairman LeMay called the meeting to order at 7:00 p.m.
2. **Approval of the Sewer and Water Commission 10 September 2008 Regular Monthly Meeting and the 29 September 2008 Special Meeting Minutes** –  
*Motion to approve the minutes of the 10 September 2008 Sewer and Water Commission regular monthly meeting as presented, by T. Tyler, second by T. Tripodi; Motion approved 5-0 (K. Fagnoli abstained)*  
*Motion to approve the minutes of the 29 September 2008 Sewer and Water Commission special meeting as presented, by T. Tripodi, second by A. Pelletier; Motion approved 5-0 (K. Fagnoli abstained)*
3. **Citizen's Comments** - none
4. **Subcommittee Reports**
  - A. **Finance – Transfers, Monthly financial reports, Quarterly billing/payment options, Department Manpower structure, other**  
M. Decker presented a transfer request that is attached and made part of these minutes.  
Transfer \$1000 from 4003210-50900 Water Op–Cont. to 4003210-46226 Water Op–Bldg Rep  
*Motion to approve the transfer by K. Fagnoli, second by T. Tyler; Motion approved 6-0*  
Monthly Financial Reports were distributed – there was a general discussion on the new format with the consensus being it was an improvement.  
M. Decker reported Quarterly billing through two billing periods is approximately 58% in Water and 59% in sewer compared to user fee projected budget. He

commented is about what would be anticipated as the July and October billings are typically the higher use periods. He also commented that the proportionate shares for consumption with 5/8 in. meters and >5/8 in. meters of 74% and 26%, respectively for July and 82% and 18%, respectively for October are generally consistent with what rate consultant Chris Woodcock predicted and experienced during prior years.

Payment options – M. Decker reported he has checked with several other municipalities and they are dealing with many of the same payment issues as Colchester. He continues to pursue the opportunity to have credit card payments offered through an outside service with a convenience fee charged to the customer by the providing company although this may also be unacceptable per comments from another municipality

Department Manpower Structure - Awaiting Selectman's office to construct job descriptions into new format and will then revise educational, experience, and job duties appropriately to show progression of qualifications and responsibilities for presentation to the BOS for their review

M. Decker attended an FOI presentation by a member of the State Commission

## 6. **Water Activities**

### A. **Water Activities Report**

M. Decker reported work activities since the September meeting include:

- daily plant, well maintenance, system sampling, mark-outs;
- continued meter replacement program – new p/t hire Josh Fields working out very well;
- water main break on Norwich Ave
- roadway repairs from prior breaks;
- hydrant replacement on Amston Rd;
- water quality investigation at Theater;
- project work

### B. **Water Projects Status**

- Keystone Shoppes – completed 11 taps for building C, pressure/leakage testing, chlorination and flushing, activation of last leg of main;
- no other construction project work (Par 3, North Woods, Benton Farms)

### C. **Model Municipal Ordinance - Water Use Restrictions** – M. Decker described the intent behind this model municipal ordinance is to establish a relatively uniform approach to water use restrictions consistent with the State's Drought Plan as well as to assist municipalities in establishing enforcement procedures. This was a collaborative effort between water company stake holders (munis, privates, regionals) and the DPH which then went to the Water Planning Council and WPC Advisory Committee (also made up of water companies as well as environmental firms and consultants) then it went to OPM for final comment and issue. He indicated the Commission needs to review this in detail and make a decision regarding action. There is an existing Water Conservation Ordinance but this one would supersede that Ordinance. No action taken

## 7. **Sewer Activities**

### A. **Joint Facilities Report** – M. Decker reported there was a short meeting

held on 16 September – brief discussion regarding routine maintenance, budgets, and NPDES permit will be performed by AE Consulting (formerly EarthTech) – next meeting is 21 October

One of the two Sludge Pumps failed at the WWTP, the pump has been repaired twice over its life time but cannot be repaired this time. A new one will be purchased and installed – there was a series of communications regarding the approval process for the expenditure of the \$30K cost for this project – this process will likely be discussed further at the next Joint Facilities meeting

**B. Sewer Activities Report** – Replaced exhaust fan motor at PHPS – otherwise normal operations

**C. Sewer Projects Status** – Keystone – pressure tested final leg, grouted all the inverts, no new activities on any of the other construction projects

**8. Old Business**

**A. Taintor Hill Road Treatment Plant Improvements** – continued progress on the office and remaining three filters – discussions and evaluations on-going with Layne Christensen regarding filter performance with goal being increased run time and associated decrease in backwash requirements

**B. Well 5 Demolition Project** – discussed with grant coordinator unaccepted bid and how to scale project back to workable/fundable level – he suggested, as long as there are multiple quotes, the Town should purchase the materials and have only a very limited expense associated with installation

**C. Elmwood Tank Painting** – project completed, post-painting soil samples tested with acceptable results, clean-up completed – project and site conditions favorable

**D. Flatbrook Sewer Booster Station** – BOS approved and signed agreement

**E. Lyman Viaduct** – reactivated access road improvement plan – working with CME to perform yet this season; all information requested by Representative Orange and Senator Daily has been provided to them

**F. Well 4 roof** – completed – interior removal of damaged sheetrock and insulation and install new ceiling materials still required –staff will attempt to do it themselves if time allows

**G. Other** – there was no other old business added by Commission

**9. New Business** – there was no new business added by the Commission

**10. Citizens Comments** - none

**11. Adjourn** – *motion to adjourn, by K. Fagnoli, second by T. Tyler; motion approved 6-0.* Vice Chairman LeMay adjourned the meeting at 8:00 p.m.

Respectfully submitted,  
M. Decker

Sewer and Water Commission  
2008/2009 Transfer or Appropriation Request Form

Date: 15 October 2008

The following is a request for:

A transfer X Dollar Amount \$1,000.00  
An Appropriation \_\_\_\_\_

from Account No. 4003210-50900 Water Operating – Contingency

to Account No. 4003210-46226 Water Operating – Building repair

Explanation: to cover cost of roof repairs and leave \$500 for interior ceiling repairs

Action by Commission:      Approved X  
   Denied \_\_\_\_\_  
   Tabled \_\_\_\_\_

Date: 15 October 2008