



Colchester Sewer and Water Commission

Minutes of the 10 June 2009 Regular Monthly Meeting

Municipal Office Complex
Colchester, Connecticut

Members Present: R. Tarlov, R. LeMay, S. Boyden, T. Tripodi, Robert Jones, A. Pelletier (arrived during item 4A)
Members Absent: D. Ferrigno, T. Tyler, K. Fagnoli
Others Present: G. Cordova (liaison to the Board of Selectmen); M. Decker (Public Works Director)

1. **Call to Order** – Chairman Tarlov called the meeting to order at 7:02 p.m.
2. **Approval of the Sewer and Water Commission 13 May 2009 Sewer and Water Commission Regular Monthly Meeting** *Motion to approve the minutes of the 13 May 2009 Sewer and Water Commission regular monthly meeting as presented, by R. LeMay, second by R. Jones; Motion approved 4-0*
3. **Citizen's Comments** - none
4. **Subcommittee Reports**
 - A. **Finance – Monthly Reports** – reports were reviewed; R. Tarlov had two questions regarding the CL&P reimbursement and the BA balance. M. Decker will get answers.
Transfers – M. Decker presented the following transfer request, a copy of which is attached and made part of these minutes:
\$10,000 from 2403207-50900 Sewer Op –Cont to 2403207-46224 Sewer Op– Eq Repair
Motion to approve the transfer as presented, by R. LeMay, second by S. Boyden; motion approved 5-0
Quarterly billing/payment options – M. Decker reported there have been numerous inquiries about payment by credit card but most have changed their mind when they see the fee associated with its use – staff explain that is the service company charge and that it is strictly available as an option,
Department Manpower structure – no new information,
Disputes – letter issued to BA customer after consultation with attorney on

language – response due by 22 June; the water/sewer customer discussed at the last meeting paid their bill with the interest applied.

There was additional discussion regarding establishing a policy for lawn establishment. After significant discussion, the consensus was a policy creating a sewer credit option is not warranted for such a situation.

Close-out Policy – *Motion to institute a Project Close-Out Policy with the steps including: The Public Works Director will bring a completed status of a project to the Commission with a recommendation to close and any funds remaining in account be returned to the undesignated capital fund balance. Commission will motion the action. Results of motion will be forwarded to Finance where transfer will occur of any remaining funds to the respective undesignated capital fund; by R. LeMay, second by A. Pelletier; Motion approved 5-0.*

Motion to close out the Rte 149 Sewer Force Main, the Water Department O&M Roof, the Elmwood Water Storage Tank Painting, and the Treatment Plant Design and Bid projects with any remaining balances to go to the respective undesignated capital fund balances, by R. LeMay, second by A. Pelletier; motion approved 5-0.

M. Decker indicated the process will be slightly different for Operating budgets. When revenue exceeds expenses, any remaining money will go into the Operating Fund Balance. That account will build up and when there are sufficient funds in that account, a “Transfer to Capital” line item can be included in the operating budget. Otherwise, the Commission should withhold including such a line item from the operating budget. Money can still be set aside in a line item such as Capital Replacements so we can still work towards building up the Capital account but it must be done so with the realization that it will not serve as a second “contingency” line item. M. Decker will meet with the CFO to identify the exact way that account balance will be shown on the balance sheet.

Other – Chairman Tarlov questioned how the revenue generated this fiscal year will be set aside to pay towards the DWSRF loan that will begin in July. M. Decker will discuss this with the CFO; M. Decker indicated he is still investigating answering service options and will report next meeting with updates.

5 Water Activities

A. Water Activities Report

M. Decker reported activities this past month included work at the plant on landscaping, general clean up inside, painting, organizing, etc.; meter replacement program; meter reading; tapping at NorthWoods, Amston Road daycare; various mark-outs; project work (see below); pavement repairs from winter main breaks

B. Water Projects Status – North Woods – total of 18 taps performed – these will be billed separately prior to full connection charges

6. Sewer Activities

A. Joint Facilities Report no May meeting – next meeting is 16 June at 5:00

B. Sewer Activities Report – grinder equipment needs repair, it has been removed and awaiting a cost for rebuild by the manufacturer

C. Sewer Projects Status- no new activities – Par 3 installing thrust blocks – engineer to inspect and sign off when complete

7. Old Business

A. Taintor Hill Road Treatment Plant Improvements – down to limited punch list items – valve and mixer issues have been resolved and are functioning well. There are still some programming issues to be resolved – working with the GC relative to all warranty items. Plan is to close out the project for the July loan closing.

B. Well 5 Demolition Project – staff has taken down the building, removed it, removed necessary portions of the concrete pad, pitless adaptor has arrived and staff are connecting the piping; well 3 vfd has been installed and connected – needs programming to be completed – keeping CL&P informed to complete inspection process for partial reimbursement

C. Lyman Viaduct – have response back from DAS relative to use of State approved contractors – M. Decker will be meeting with engineer from CME to put together a bid spec and ad to open the roadway project to local contractors

D. Economic Stimulus- M. Decker attended the DPH Public Hearing and Colchester's five eligibility applications were listed towards the bottom of the 135 applications submitted so the likelihood of obtaining any of the grant money is very, very low

E. UST Fund – M. Decker will be meeting with Mark Temple of Lenard Engineering to go over application. M. Temple thinks much of what has been submitted to him can be included in a supplemental application. Chairman Tarlov questioned if the Town is still up against a \$1M cap – M. Decker will confirm if that is still true.

F. Flatbrook Booster Station – Weston & Sampson will be issuing their report next week which will be forwarded to the Commission upon receipt. M. Decker indicated his primary concern is what the predicted flow requirements will be. A flow of 2800 gpm is being used based on the projections identified in the Regional Facility Plan. This number is too preliminary to base a \$2M vs \$10-\$15M project on. Additional studies regarding this project should be conducted. Depending on the outcome of that analysis, it may also be prudent to perform a more detailed I&I evaluation. No action will be taken until the report is issued.

8. New Business

A. Any New Business to be brought before the Commission – plant tour scheduled for 6:00 prior to July meeting. A tour of the waste water treatment plant will be requested prior to the Joint Facilities meeting on Tuesday

9. Citizens Comments - none

10. Adjourn – *Motion to adjourn, by T. Tripodi, second by R. LeMay; motion approved 5-0.* Chairman Tarlov adjourned the meeting at 8:26 p.m.

Respectfully submitted,
M. Decker

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

Date: 10 June 2009

The following is a request for:

A transfer X Dollar Amount \$10,000.00
An Appropriation _____

from Account No. 2403207-50900 Sewer Operating – Contingency

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

Explanation: Repair of the grinder unit at Prospect Hill Pump Station

Action by Commission: Approved X
 Denied _____
 Tabled _____

Date: 10 June 2009