



## Colchester Sewer and Water Commission

### Minutes of the 14 July 2010 Regular Monthly Meeting

Municipal Office Complex  
Colchester, Connecticut

**Members Present:** R. LeMay, D. Ferrigno, Robert Jones, Steve Coyle  
**Members Absent:** S. Boyden, T. Tripodi  
**Others Present:** M. Decker (Public Works Director)

1. **Call to Order-** Chairman LeMay called the meeting to order at 7:02 p.m.
2. **Additions to the Agenda** - none
3. **Election of Officers** –  
S. Coyle nominated and R. Jones seconded – R. LeMay for Chairman – approved 3-0  
S. Coyle nominated and R. Jones seconded – D. Ferrigno for First Vice-Chairman – approved 3-0  
R. Jones nominated and D. Ferrigno seconded–S. Coyle for Second Vice-Chairman– approved 3-0  
Chairman LeMay appointed D. Ferrigno, S. Boyden, and S. Coyle to the Finance Subcommittee. Chairman LeMay will serve as an ex-officio member.  
Chairman LeMay appointed T. Tripodi, R. Jones, and R. LeMay as members to the Joint Facilities
4. **Adoption of By-Laws**– *Motion to approve the By-Laws of the Sewer and Water Commission as presented, by D. Ferrigno, second by S. Coyle; Motion approved 4-0*
5. **Approval of the Sewer and Water Commission 9 June 2010 Regular Monthly Meeting Minutes** - *Motion to approve the minutes of the Sewer and Water Commission 9 June 2010 regular monthly meeting as presented, by R. Jones, second by S. Coyle; Motion approved 3-0 (D. Ferrigno abstained)*

6. **Citizen's Comments** - none

7. **Subcommittee Reports**

**A. Finance – Transfers, Monthly financial reports, Quarterly billing, Disputes, other**

Monthly Financials - were distributed and reviewed. M. Decker noted there will be some additional changes as additional fiscal year 2009/2010 expenses are paid. It was agreed the MUNIS form and the spreadsheet will both be distributed for the next two months so the Commission members can view both formats and decide on what information they need and which format is most acceptable.

Transfers – the following transfers were presented and discussed:

\$2,667 from Acct 4003210-50900 Water Op – Cont. to Acct 4003210-40103 Water Op– OT

\$67 from Acct 4003210-50900 Water Op – Cont. to Acct 4003210-42301 Water Op–Off. Supp

\$1,088 from Acct 4003210-50900 Water Op – Cont. to Acct 4003210-44208 Water Op–Profess Services

\$434 from Acct 4003210-50900 Water Op – Cont. to Acct 4003210-44223 Water Op–Service Contracts

\$150 from Acct 4003210-50900 Water Op – Cont. to Acct 4003210-44255 Water Op–Liens

\$1,696 from Acct 4003210-50900 Water Op – Cont. to Acct 4003210-46224 Water Op–Eq Rep

\$4,739 from Acct 2403207-50900 Sewer Op – Cont. to Acct 2403207-40105 Sewer Op – Cont., Temp. Occas.

\$829 from Acct 2403207-50900 Sewer Op – Cont. to Acct 2403207-44223 Sewer Op–Service Contracts

\$200 from Acct 2403207-50900 Sewer Op – Cont. to Acct 2403207-44255 Sewer Op– Liens

\$144 from Acct 2403207-50900 Sewer Op – Cont. to Acct 2403207-45216 Sewer Op–Telephone

\$885 from Acct 2403207-50900 Sewer Op – Cont. to Acct 2403207-46224 Sewer Op– Equip. repairs

*Motion to approve the proposed transfers as presented, by D. Ferrigno, second by R. Jones,; Motion approved 4-0.* Copies of the transfer Requests are attached and made part of these minutes.

Bill Disputes - M. Decker reported there are two customers that have disputed their bills. It is likely one will be addressed internally, the second requests a meeting with the Finance Subcommittee. A meeting date of 10 August 2010 at 6:00 p.m. was proposed – this will be conveyed to the customer.

Operating Fund Balances - In response to questions at the June meeting, M. Decker reported the department's rate consultant Chris Woodcock stated there is no rule of thumb, but the targets he has seen are typically 20 – 25% of the budget. Based on the 25% target, approximately \$235,000 will be needed in water and \$220,000 in sewer operating fund balances. Currently, there is approximately \$140,000 in water and \$290,000 in sewer operating fund balances. Based on that, there is adequate fund balance in sewer which will allow approximately \$70K to be transferred to the sewer capital fund. Projections are it will take approximately one and one-half to two years to bring the water operating balance up to the desired level. M. Decker indicated the whole intent behind this is to maintain an appropriate balance in the operating fund up to the point where any annual revenue less expenses can then be transferred to the capital budgets. This will provide another funding source for the capital budget beside the current

connection charges (which is very development-dependent) and the small amount included in the operating budget.

Non-Sewered Meter Request – A commercial business is requesting a second meter to be installed for non-sewered water. A Policy already exists for that request. The owner requested, however to be charged at the normal water rates rather than at an irrigation rate because the water was being used for business purposes and not for irrigation. Upon deliberation of the Commission, it was recommended M. Decker review the Additional Meter Policy to see if a revision to the policy is necessary or if there is anything that precludes this from happening.

**8. Water Activities**

**A. Water Activities Report** – M. Decker reported activities performed include various mark-outs, final readings, completed meter readings for quarterly use bills, shut-offs for non-payment. Various meter installations at North Woods and Benton Farms; new water services to duplex on Norwich Ave; monthly sampling, O&M facility work, completed station check procedures program, assisted Fire Dept with well installation at Co. 2 (Westchester), began stream flow monitoring. Over the 4 July weekend, the combination of recent very hot, dry weather and the high demand resulted in a greater than desired drawdown at Well 3. The solution was to reduce the pumping rate at Well 3, activate Well 5A and have the two pump in combination. This has eased the drawdown and is adequately meeting the demands. It is likely Well 3 will need to be reconditioned in November once demands drop. Specifications and quotes will be prepared.

**B. Water Projects Status** – no new construction activities

**9. Sewer Activities**

**A. Joint Facilities Report** – Chairman LeMay reported there was no regular June monthly meeting. There was a Special meeting regarding the HVAC project where the project was awarded. The next meeting is 20 July

**B. Sewer Activities Report** – systems functioning well

**C. Sewer Projects Status** – sewer laterals at North Woods but no other construction activity at this time

**10. Old Business**

**A. STEAP Grant** – project approved by BOS, paperwork signed, topo information being applied to maps. A formal kick-off meeting is scheduled for early the week of 19 July.

**B. FEMA Reimbursement Application** – payment for PHPS motor replacement has been issued to Joint Facilities – a check is being sent to Colchester. Reportedly, FEMA is only paying from category A &B at this point. Permanent repairs from Cat. C, which includes the repairs made to the Well 4 road, are still pending.

**11. New Business/Additions to the Agenda – Conservation Measures** – A communication was issued by the DPH Water Supply Division relative to the

recent hot weather and limited rainfall encouraging water companies to keep a close eye on their trigger levels for conservation measures. This is being carefully monitored but there are no reasons at this time to institute either voluntary or mandatory conservation measures.

Due to various Commissioner and staff availability, the August meeting will be moved to Tuesday, 10 August 2010 rather than Wednesday, 11 August. Notice will be provided.

**12. Citizens Comments - none**

**13. Adjourn** *Motion to adjourn by S. Coyle, second by D. Ferrigno; motion approved 4-0.* Chairman LeMay adjourned the meeting at 8:27 p.m.

Respectfully submitted,  
M. Decker

Sewer and Water Commission  
2009/2010 Transfer or Appropriation Request Form

Date: 14 July 2010

The following is a request for:

A transfer X Dollar Amount \$2,667.00  
An Appropriation \_\_\_\_\_

from Account No. 4003210-50900 Water Operating – Contingency

to Account No. 4003210-40103 Water Operating – Overtime

Explanation: additional time primarily associated with main breaks and valve cluster work on  
Rt. 354

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

Date: 14 July 2010

Sewer and Water Commission  
2009/2010 Transfer or Appropriation Request Form

Date: 14 July 2010

The following is a request for:

A transfer X Dollar Amount \$67.00  
An Appropriation \_\_\_\_\_

from Account No. 4003210-50900 Water Operating – Contingency

to Account No. 4003210-42301 Water Operating – Office Supplies

Explanation: small quantity of additional supplies needed to continue operating

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

Date: 14 July 2010

Sewer and Water Commission  
2009/2010 Transfer or Appropriation Request Form

Date: 14 July 2010

The following is a request for:

A transfer X Dollar Amount \$1,088.00  
An Appropriation \_\_\_\_\_

from Account No. 4003210-50900 Water Operating – Contingency

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

Explanation: police services during main break and initial streamflow monitoring

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

Date: 14 July 2010

Sewer and Water Commission  
2009/2010 Transfer or Appropriation Request Form

Date: 14 July 2010

The following is a request for:

A transfer X Dollar Amount \$434.00  
An Appropriation \_\_\_\_\_

from Account No. 4003210-50900 Water Operating – Contingency

to Account No. 4003210-44223 Water Operating – Service Contracts

Explanation: for the GIS license – originally it was budgeted in “capital equipment as a  
software expense but it was really a license so it should have been funded in service contracts

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

Date: 14 July 2010



Sewer and Water Commission  
2009/2010 Transfer or Appropriation Request Form

Date: 14 July 2010

The following is a request for:

A transfer X Dollar Amount \$150.00  
An Appropriation \_\_\_\_\_

from Account No. 4003210-50900 Water Operating – Contingency

to Account No. 4003210-44255 Water Operating – Liens

Explanation: pass-through cost

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

Date: 14 July 2010

Sewer and Water Commission  
2009/2010 Transfer or Appropriation Request Form

Date: 14 July 2010

The following is a request for:

A transfer X Dollar Amount \$1,696.00  
An Appropriation \_\_\_\_\_

from Account No. 4003210-50900 Water Operating – Contingency

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

Explanation: additional costs associated with valve cluster work on Rt. 354 - this will go up  
as we have not yet received the AEN bill for the asphalt

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

Date: 14 July 2010

Sewer and Water Commission  
2009/2010 Transfer or Appropriation Request Form

Date: 14 July 2010

The following is a request for:

A transfer X Dollar Amount \$4,739.00  
An Appropriation \_\_\_\_\_

from Account No. 2403207-50900 Sewer Operating – Contingency

to Account No. 2403207-40105 Sewer Operating – Cont., Temp. Occas

Explanation: for temp employee while staff person was out on medical leave

\_\_\_\_\_  
\_\_\_\_\_

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

Date: 14 July 2010

Sewer and Water Commission  
2009/2010 Transfer or Appropriation Request Form

Date: 14 July 2010

The following is a request for:

A transfer X Dollar Amount \$829.00  
An Appropriation \_\_\_\_\_

from Account No. 2403207-50900 Sewer Operating – Contingency

to Account No. 2403207-44223 Sewer Operating – Service Contracts

Explanation: for the GIS license – originally it was budgeted in “capital equipment as a  
software expense but it was really a license so it should have been funded in service contracts

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

Date: 14 July 2010

Sewer and Water Commission  
2009/2010 Transfer or Appropriation Request Form

Date: 14 July 2010

The following is a request for:

A transfer X Dollar Amount \$200.00  
An Appropriation \_\_\_\_\_

from Account No. 2403207-50900 Sewer Operating – Contingency

to Account No. 2403207-44255 Sewer Operating – Liens

Explanation: pass through cost

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

Date: 14 July 2010

Sewer and Water Commission  
2009/2010 Transfer or Appropriation Request Form

Date: 14 July 2010

The following is a request for:

A transfer X Dollar Amount \$144.00  
An Appropriation \_\_\_\_\_

from Account No. 2403207-50900 Sewer Operating – Contingency

to Account No. 2403207-45216 Sewer Operating – Telephone

Explanation: nominal increases in rates for each of 4 accounts  
\_\_\_\_\_  
\_\_\_\_\_

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

Date: 14 July 2010

Sewer and Water Commission  
2009/2010 Transfer or Appropriation Request Form

Date: 14 July 2010

The following is a request for:

A transfer X Dollar Amount \$885.00  
An Appropriation \_\_\_\_\_

from Account No. 2403207-50900 Sewer Operating – Contingency

to Account No. 2403207-46224 Sewer Operating – Equip. repairs

Explanation: motor at PHPS

\_\_\_\_\_  
\_\_\_\_\_

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

Date: 14 July 2010