



Colchester Sewer and Water Commission

Minutes of the 9 June 2010 Regular Monthly Meeting

Municipal Office Complex
Colchester, Connecticut

Members Present: R. LeMay, T. Tripodi, T. Tyler R. Jones, S. Coyle, A. Pelletier
(arrived after item 4)

Members Absent: D. Ferrigno, S. Boyden

Others Present: M. Decker (Public Works Director), Finance Board liaison R. Tarlov; Bacon Civics students – A. Sullivan, J. Kline, D. Hamon, B. Chalmers, B. Dover, D. Buckley, N. Curicla, B. Pietrzak; resident P. Mendlinger

1. **Call to Order** – Chairman LeMay called the meeting to order at 7:02 p.m.
2. **Additions to the Agenda** – *Chairman LeMay motioned to add to the agenda “notice of service by Commission members”, second by T. Tripodi; motion approved 5-0*
3. **Approval of the Sewer and Water Commission 12 May 2010 Regular Monthly Meeting Minutes** – *Motion to approve the minutes of the 12 May 2010 meeting as amended, by R. Jones, second by S. Coyle (notation - the minutes were presented with 13 May as the meeting date); motion approved 3-0 (T. Tyler and T. Tripodi abstained)*
4. **Citizen's Comments** - none
5. **Subcommittee Reports**
 - A. **Finance – Monthly financial reports, other** - finance reports were distributed and discussed. M. Decker reported on revenue and expenses through 11 months of the fiscal year. M. Decker indicated transfers will be addressed at the July meeting for year end – there are adequate funds in the contingency line items of both the sewer and water accounts to cover the transfers. To take advantage of the active State vehicle contract, M. Decker presented an appropriation request for \$20,212 from water capital undesignated balance into 3053210-48467-Vehicles and Trucks. The appropriation request is attached and made part of these minutes. *Motion to approve the appropriation request for \$20,212 for purchase of a utility van off the State contract and to forward it to the Board of Selectmen with a recommendation to approve; by S. Coyle, second by T. Tripodi; motion approved 6-0.*

6. Water Activities

- A. Water Activities Report** – Activities since the last meeting included:
- meter installations and replacements;
 - meter reading
 - mark-outs;
 - begin streamflow monitoring;
 - planning and mark-outs for permanent pavement repairs from valve/hydrant work and main breaks from winter, curb stop work;
 - removal of meters from Linwood Ave property in preparation for demolition;
 - repaired access road to Well 4 washed out during the March storms;
 - Elmwood 40 ft tank – altitude valve installation;
 - continuing to work on station check procedures;
 - O&M Clean-up and organizational work;
 - power washed Elmwood booster station and repaired siding damage that occurred this winter;
 - Annual Water Quality report (CCR) was published in the quarterly Town newsletter and the certification issued to DPH
- B. Water Projects Status** – service line installations and meter installations at North Woods. APZ application for a gravel operation at 148 Westchester Road (south of the intersection of 149 and River Road). Copy of management review comments was distributed

7. Sewer Activities

- A. Joint Facilities Report**- Chairman LeMay reported topics included HVAC bid; Associated Security will perform alarm monitoring including the PHPS; Nitrogen reduction update; FEMA reimbursement application. There is no June regular meeting scheduled. There will be a special meeting on 15 June to award the HVAC contract. The next regular meeting will be 20 July
- B. Sewer Activities Report** - facilities operating well
- C. Sewer Projects Status**– inspections of lateral installation at North Woods

8. Old Business

- A. STEAP Grant status** – M. Decker reported final revisions have been made to the negotiated scope and fees proposal. The proposal was presented to the Commission and discussed. The major work items include development of base line property, zone, topography, and existing infrastructure maps; build-out evaluation; water and sewer distribution system models; and development of a preliminary engineering report to identify a phasing plan and needs determination for each parcel, cost estimates, and mapping; assist the Town in developing parcel packages; and development of a financing plan. This work will be performed for a lump sum fee of \$83,550 leaving approximately \$45,000 available for design engineering and preparation of plans and specifications for the Rt. 85 from Rt. 354 to Lake Hayward Road portion of the project.

Chairman LeMay questioned Finance Board liaison R. Tarlov if there had been any further action regarding the question posed by the Economic Development committee at the last Commission meeting. R. Tarlov indicated there had not been any further action. S. Coyle commented consideration should be given to the opportunity for an assessment process similar to the one used for the core portion of the system built in the early 80's that allowed people to pay their assessments over time.

- 9. New Business/Additions to Agenda** - Notice of Service by Commissioners – Chairman LeMay accepted letters from Commissioners Alan Pelletier and Tom Tyler whose terms expire on 30 June and will not be seeking reappointment. In doing so, Chairman LeMay, on behalf of all the Commissioners and M. Decker, thanked them for the numerous contributions and technical expertise they provided during their terms on the Commission.

- 10. Citizens Comments** – Resident P. Mendlinger questioned what is the process for notification of past due bills and termination and payment agreements. M. Decker responded indicating the process is defined by Connecticut General Statutes and provided an overview. There was some

general discussion about the process and under what circumstances input is provided by the Commission's Finance subcommittee.

- 11. Adjourn** – *Motion to adjourn by T. Tripodi, second by R. Jones; motion approved 6-0.* Chairman LeMay adjourned the meeting at 8:20 p.m.

Respectfully submitted,
M. Decker

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

Date: 9 June 2010

The following is a request for:

A transfer _____ Dollar Amount \$20,212.00
An Appropriation X

from Account No. Water Capital Undesignated Fund Balance

to Account No. 3053210-48467 – Water Capital – Vehicles and Trucks

Explanation: for purchase of a utility van off the State contract as approved in the 2010/2011 budget

Action by Commission: Approved X
 Denied _____
 Tabled _____

Date: 9 June 2010