



## **Town of Colchester Sewer and Water Commission**

### **Minutes of the August 10, 2011 Regular Monthly Meeting**

**Municipal Office Complex  
Colchester, Connecticut**

**Members Present:** R. LeMay, R. Jones, T. Tripodi, S. Coyle  
**Members Absent:** R. Silberman, S. Boyden, K. Fagnoli  
**Others Present:** R. Tarlov (BOF liaison), J. Paggioli (Public Works)

1. **Call to Order-** Chairman LeMay called the meeting to order at 7:03 p.m.
2. **Additions to the Agenda** – None.
3. **Approval of the Sewer and Water Commission 13 July 2011 Regular Monthly Meeting Minutes** – Motion to approve the minutes of the 13 July 2011 Sewer and Water Commission regular monthly meeting as submitted, by T. Tripodi, second by S.Coyle; Motion approved 3-0 (R.Jones abstained)
4. **Citizen's Comments** - None.
5. **Subcommittee Reports**
  - A. **Finance – Transfers, Monthly financial reports, Quarterly billing, Disputes, other**

Transfers –The following outstanding line items transfers will balance out the operating budgets to close out for FY10-11.

WATER 4003210

    - 1) 40101 Regular Pay to 40103 Overtime Amount = 3,895.72
    - 2) 40106 Misc P/R to 42301 Office Supplies Amount = 710.11
    - 3) 40106 Misc P/R to 42323 Safety Equipment Amount = 165.17
    - 4) 40106 Misc P/R to 44208 Professional Services Amount = 40.63
    - 5) 40106 Misc P/R to 44217 Postage Amount = 21.62
    - 6) 40106 Misc P/R to 44223 Service Contract Amount = 300.52
    - 7) 44244 Overpayments to 44255 Refunds TL Amount = 50.00
    - 8) 44285 Lab Fees to 46226 Building Repair Amount = 163.33
    - 9) 44285 Lab Fees to 48416 Office Equipment Amount = 1240.11
    - 10) 44203 Legal to 46390 Vehicle Maintenance Amount = 784.24
    - 11) 50900 Contingency to 46224 Equipment Repair Amount = 6,626.50

- 12) 50900 Contingency to 48404 Machinery and Equipment Amount =6,750.00  
SEWER 2403207
- 1) 44223 Service Contracts to 44217 Postage = 21.54
- 2) 44223 Service Contracts to 44208 Prof Service = 40.62
- 3) 46224 Equip. Repair to 44255 Refunds = 40.00
- 4) 46224 Equip. Repair to 45216 Telephone = 90.66
- 5) 45622 Electric to 48416 Office Equip. = 1,240.09

Motion to approve the above listed budget transfers made by T.Tripodi, seconded by R. Jones. Motion Approved 4-0.

Monthly Financials – Monthly financials were distributed and discussed. Questions were raised as to the present methodology of the last quarter being deducted and then adjusted back after the close of the end of the fiscal year. The present accounting methodology utilized creates an inaccurate shortage of actual user fees collected for the fiscal year. It was requested that the MUNIS financial system be adjusted such that the revenues budgeted and collected in each fiscal year coincide with the reported amounts in the MUNIS system, and not to have the credit back system for collections made in FY11-12 to be reported as applied to FY 10-11. R. Tarlov volunteered to speak to the Finance Department regarding the issue.

## 6. Water Activities

**A. Water Activities Report** – J. Paggioli reported activities performed since the last meeting include:

- 1) Service Work: Mark outs, Finals, Meter Installations--Less than 10 meters remain, meter pits/changeouts under evaluation
- 2) New Developments: Flom Subdivision (Jordan) - No activity; Northwoods-new water main installed/tested, 2 service taps completed, additional taps in August
- 3) Taintor Hill Treatment Plant: Scada Controls-Lightening damage repaired
- 4) Well No. 4- Pilot Filter awarded to Blake, filter delivery/installation in August
- 5) Storage Tank Mixer-De-stratification Tank Modification-Stratification Sampling Equipment-Installation close to completion
- 6) Storage Tank Inspections-Elmwood (2) internal-Completed
- 7) O&M Facility: Pipe yard area cleared, graded, millings spread
- 8) Other: Monthly Water Quality Sampling, New Employee Training-Pam-Ongoing
- 9) Mainbreaks: None

**B. Water Projects Status** –

- 1) The Water Supply Plan R.F.P. were received on July 29,2011. Six firm submitted proposals. Mr. Paggioli and Mr. Klobukowski reviewed the proposal submissions. The breakdown is as follows:
  - Lenard Engineering - \$12,500
  - Wright Pierce - \$15,000
  - GeoInsight - \$16,000 (Base \$13,400 + \$2,600 for Sabotage Plan)
  - Milone and McBroom - \$19,500 (Base \$16,500 + \$3,000 for Sabotage Plan)
  - Weston & Sampson - \$37,000
  - Maguire Group - \$39,500

After review of all submittals, staff is recommending the award be made to Lenard Engineering for the preparation of the Town of Colchester Water Supply Plan for a cost not to exceed \$12,500.

A motion was made by T.Tripodi, seconded by R.Jones that: After review of all submittals, The Commission recommends that proposal submitted by Lenard Engineering for the preparation of the Town of Colchester Water Supply Plan for a cost not to exceed \$12,500 be accepted and be forwarded to the Board of Selectman for contract authorization. Motion approved 4-0.

- 2) Tank inspection occurred on June 15, 2011. All Tanks in excellent structural condition. Interior General Report: Highland Tank: Excellent Condition. Elmwood 600K Tank: Recommended for interior cleaning and recoating. Est.= 120K to 140K  
Elmwood 400K Tank: Interior cleaning and recoating required. Est.= 100K to 120K.  
Estimates obtained from US Tank Painting Co.

## 7. Sewer Activities

**A. Joint Facilities Report** – There was meeting the prior month. Budgetary amounts for the FY10-11 are within the overall budgeted totals. There was discussion on revenue shortfall due to the reduced amount of septage being delivered to the plant from septic tank pumpers. In context was the reduced operating cost. CDM reviewed plans for the rotary drum sludge thickener. The plant is to be plumbed for installation for two units and to be have one installed with the present project funding.

**B. Sewer Activities Report** – Northwoods Phase 3 construction inspection. FOG application reviews. Mr. Paggioli responded to two sewer lateral issues.

**C. Sewer Projects Status** – Mr. Paggioli received plans from Fuss & O’Neill Engineers regarding the proposed Lebanon Portion of the Amston Lake sewer extension. The work involves the installation of individual grinder pump stations on the properties and a low pressure force main system that will discharge to a gravity manhole located within Deepwood Drive in the Town of Colchester. An easement for work within Deepwood Drive is being proposed from the Town of Colchester to the Town of Lebanon. Further review is continuing. Additional discussion was made as to the effect on the Intertown Agreement and possible funding responsibilities for shared facilities repair and replacement.

## 8. Old Business

**A. STEAP Grant** – The Department of Transportation has agreed to pay for and construct the sewer and water extension as part of the DOT Maintenance Facility and to have the sewer and water infrastructure portion of the work to be on a “front expedited” time frame, such that that portion of the work is completed and operational prior to the remaining facility completion date. August 26, 2011 is the date that the Bonding Commission will meet with this item on the agenda. The new date incorporates a more aggressive time frame with bidding anticipated by

January 2012. Construction is anticipated for the spring of 2012, with the operational opening of Sewer and Water facilities by September of 2012 to coincide with Tractor Supply construction requirements.

**B. Stream Flow Regulations** – No further updates at the present time. Due to the potential for regulation within the near future and a potential for the continuity of data regarding any diversion permitting and new source acquisition, it is recommended that Stream Flow data is maintained utilizing a continuation of services provided by Milone and McBroom under existing contract terms. The Commission members agreed to maintain the stream level monitoring.

**C. I&I Study Discussion**– The I/I study proposal has had initial contact made with DEP, (now D.E.E.P.) to begin the funding portion. The representatives of DEEP have forwarded funding applications for the study and have requested that the Town utilized a RFQ process for selection of a consultant. The DEEP has no objection to funding mechanism proposed, however there is a freeze on the 2008 earmarked funds awaiting Federal decision regarding rescission of funds if required by Congressional budgeting. The application will have to be accompanied with sufficient detail to depict the scope and inter-town benefit. Such documentation is a portion of 3 different planning reports.

**D. Colchester Courtyard Update**

Colchester Courtyard has submitted an application of a new reopener request. At the present time, there has been correspondence from The Connecticut Attorney General's office (representing the CT DPH) in regards to comments made within Atty. Howlett's motions and the factual determination of the ownership of the CC Water system. Discussions between Mr. Paggioli and Atty. Dwight Johnson (Town's Counsel) have indicated that the Town needs to take a more active role in having the Connection Order vacated. Additionally, there has been a significant delay in reimbursement of Attorney's fees to Atty. Johnson that CC has previously been paying for.

**E. CDS Associates – Old Hebron Road – Sewer Benefit Assessment-** No discussion.

**F. Discussion Regarding Landlord obligation for tenant bills.** Mr. Paggioli presented a written response the Commission that detailed the procedures and applicable Statutes that the Sewer and Water Commission must act within and existing procedure that department uses during collections and shut off of residential and commercial accounts. It was determined to refer the Financial Sub-Committee for further discussion of the matter.

**9. New Business / Additions to Agenda.**

**A. Capital Planning.** Mr. Paggioli noted that he and Mr. Steve Klobukowski are preparing a listing of work that the system requires such that a prioritization of

required work can be complied. The work will entail projects divided into Distribution, Supply, and Water Quality issues.

- 10. Executive Session:** A motion was made by T.Tripodi, seconded by S. Coyle to enter into Executive Session to discuss a potential litigation issue. Motion passed 4-0. Mr. Paggioli and Mr. Tarlov were invited into the Executive Session. The Commission entered Executive Session at 8:11 pm. The Commission exited Executive Session at 8:28 pm.
- 11. Adjourn** - Motion to adjourn, by S.Coyle, second by T.Tripodi; Motion approved 4-0. Chairman LeMay adjourned the meeting at 8:29 p.m.

Respectfully submitted,  
James Paggioli, L.S.