



Colchester Sewer and Water Commission

Minutes of the 13 January 2011 Regular Monthly Meeting

Municipal Office Complex
Colchester, Connecticut

Members Present: R. LeMay, Steve Coyle, D. Ferrigno, R. Silberman
Members Absent: R. Jones, S. Boyden, T. Tripodi
Others Present: R. Tarlov (BOS liaison)

1. **Call to Order-** Chairman LeMay called the meeting to order at 7:05 p.m.
2. **Additions to the Agenda -** none
3. **Approval of the Sewer and Water Commission 8 December 2010 Regular Monthly Meeting** Motion to approve the minutes of the 8 December 2010 Sewer and Water Commission regular monthly meeting as presented, by S. Coyle, second by R. Silberman; motion approved 4-0
4. **Citizen's Comments -** none
5. **Subcommittee Reports**
 - A. **Finance – Transfers, Monthly financial reports, Quarterly billing, Disputes, other**

Monthly financials were distributed and discussed noting expenditures and revenues were on line with projections.

Two transfer requests were presented:
\$12,000 from Wat. Op. Cont. 4003210-50900 to Wat. Op. Eq. Rep. 4003210-46224, and
\$57 from Sew. Op. Cont. 2403207-50900 to Sew. Op. Trav/Mtgs 2403207-43213
Motion to approve the transfers as presented, by D. Ferrigno, second by S. Coyle; Motion approved 4-0. Copies of the transfer requests are attached and made part of these minutes

Quarterly billing – as the posting of the billing does not occur until 1 January, it does not show on the monthly financials - through 3 quarters billing - percent of

user fees billed vs. budgeted is 78% for both water and sewer.

Disputes – back-up information on a customer bill dispute was distributed and briefly discussed. The Finance Subcommittee will coordinate a meeting with the customer to address the dispute.

B. Benefit Assessment – The customer has responded to the letter issued and will set up a fact-finding meeting with the Finance subcommittee.

C. 2011/2012 Operating Budget presentation – M. Decker presented the draft sewer and water operating expense and revenue budget and responded to Commissioner questions. As presented, there is no rate change recommended which was a goal of the Commission at prior meetings. There was a discussion regarding multi-unit residential-use properties regarding an appropriate rate structure. *Motion to have residential-use properties be subject to the residential rates regardless of the meter size , by S. Coyle, second by R. Silberman; Motion approved 4-0. Motion to accept the draft operating budget and rates and move it to public hearing to be held on 9 February 2011 at 7:00 p.m., by R. Silberman; second by D. Ferrigno; Motion approved 4-0.*

6. Water Activities

A. Water Activities Report – M. Decker reported activities focused on completing meter readings, continued meter replacement program, completion of cross connection surveys and testing; main break on 27 December which required outside contractor assistance because of the concurrent snow storm and a second main break on 12 January; issued annual Diversion Permit report to DEP

B. Water Projects Status- no building projects with new connections, reconnection of existing service on Norwich Ave after structural renovation

7. Sewer Activities

A. Joint Facilities Report – There was no December meeting – the next meeting will be 18 January 2011 at 5:00

B. Sewer Activities Report – system functioning – no major repairs or work required

C. Sewer Projects Status – no building projects with new connections, reconnection of existing service on Norwich Ave after structural renovation

8. Old Business

A. STEAP Grant – finalized “Preliminary Engineering Report” near completion. Meetings held with three developers outlining status of project and their anticipated role – most critical one (from a development perspective) is Tractor Supply – the project time schedule and their development schedule coincide well. The most critical one relative to ability to construct the project is the State DOT since they own the land on which the pump station needs to be constructed. The property transfer process is moving along and should dovetail with proposed construction schedule.

The proposal for final design of the portion from 354/85 south on 85 to Lake Hayward was distributed and discussed. *Motion to accept the Weston & Sampson design phase proposal and to forward it to the Board of Selectmen with a*

recommendation to approve and authorize the First Selectman to sign all necessary documents, by S. Coyle, second by D. Ferrigno; Motion approved 4-0. The Commission pointed out the \$10,700 cost difference between the lump sum proposal and the available remaining funds of the grant and strongly encouraged the Board of Selectmen to identify an appropriate funding source to move the design phase forward on this critical project. The Commission also noted the cost difference was approximately \$21,000 before negotiating the recommended scope and fee.

B. Stream Flow Regulations M. Decker reported, as previously noted, the latest revised regulation was defeated by the Regulations Review Committee but right now the status of the regulation appears to be in limbo. The CWWA Executive Director contacted Betsey Wingfield, DEP Bureau Chief, indicating the Association continues to have interest in working with the DEP. Ms. Wingfield said she would be back in touch but Ms. Gara has not heard anything yet. DEP has not named a new commissioner yet so things are in a bit of flux. DEP has to submit revised regulations to the Regulations Review by February 1 or request an extension. The Association may be pursuing some legislative changes but the chair of the Public Health Committee has not yet been named because of the last minute appointments.

C. Well 3 Redevelopment – the well is back on line after pulling the pump and replacing the bearings. It is likely the well , pump, and motor will need to be replaced within the next three years. This will be identified in the capital plan and funding sources will be investigated.

D. Colchester Courtyard – M. Decker reported, the former owners apparently are submitting information to DPH/DPUC in an effort to reach an agreement to suspend, not remove, the connect order. He has had limited contact with the Town's attorney on this matter and the attorney is confident it will be resolved.

E. Director replacement – the BOS approved the updated job description and the advertising process has begun. The hope is the position will be filled within a couple months. In the meantime, M. Decker will provide limited after-hour services on an every-couple-day basis. During the normal daily routine, S. Klobukowski (Water Dept. Supervisor) will continue to oversee his department, Sewer Chief Operator S. Clayton and Public Utilities Administrator V. Susco will provide back-up assistance with sewer issues. Office staff will handle office issues, and Town Engineer S. Tassone will serve as interim director and be available for questions. Chairman LeMay indicated he is part of an application review panel scheduled to meet on 24 January.

9. New Business/Additions to the Agenda - none

10. Citizens Comments - none

11. Adjourn – *Motion to adjourn by S. Coyle, second by D. Ferrigno; Motion approved 4-0.* Chairman LeMay adjourned the meeting at 9:08 p.m.

Respectfully Submitted,

M. Decker

Sewer and Water Commission
2010/2011 Transfer or Appropriation Request Form

Date: 13 January 2011

The following is a request for:

A transfer X Dollar Amount \$57.00
An Appropriation _____

from Account No. 2403207-50900 Sewer Operating – Contingency

to Account No. 2403207-43213 Sewer Operating – Travel

Explanation: exceeded \$100 budget as the result of multiple meetings in Hebron and at DEP on the Lebanon sewer connection at Amston Lake and attendance at two CAWPCA meetings

Action by Commission: Approved X
 Denied _____
 Tabled _____

Date: 13 January 2011

Sewer and Water Commission
2010/2011 Transfer or Appropriation Request Form

Date: 13 January 2011

The following is a request for:

A transfer X Dollar Amount \$12,000.00
An Appropriation _____

from Account No. 4003210-50900 Water Operating – Contingency

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

Explanation: Associated with repairs to the Well 3 casing and six main breaks to date

Action by Commission: Approved X
 Denied _____
 Tabled _____

Date: 13 January 2011