



Sewer and Water Commission

Minutes of June 2011 Regular Monthly Meeting

**Municipal Office Complex
Colchester, Connecticut**

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

1. **Call to Order-** Chairman LeMay called the meeting to order at 7:02 p.m.
2. **Additions to the Agenda –**
3. **Approval of the Sewer and Water Commission 13 April 2011 Regular Monthly Meeting Minutes –** Motion to approve the minutes of the 13 April 2011 Sewer and Water Commission regular monthly meeting as submitted, by K. Fagnoli, second by R. Jones; Motion approved 4-0 (1 abstained)
4. **Citizen's Comments - none**
5. **Subcommittee Reports**
 - A. **Finance – Transfers, Monthly financial reports, Quarterly billing, Disputes, other**

Transfers – Listing of 8 that transfer within the operation budget to zero out any line item deficiencies and anticipated cost for the PHPS Tank removal and installation of the Meter replacement at PHPS. Motion was made by T.Tripodi and seconded by K. Fagnoli to approved transfers as submitted. Motion carried 5-0. Copies of budget transfers are attached herein.

Monthly Financials – Monthly financials were distributed and discussed. J. Paggioli reported as of 6/1/2011 brought the total user fees collected for the year

to have exceeded over the budgeted billing projections in both water and sewer. Disputes – J. Paggioli reported that on previous disputed issues, Nu-Life Laundry has kept within the previous payment arrangement, and the Diamond Sparkle Car Wash made one payment and is current quarter paid up. There was one letter that requested to reopen the issue. After consultation with the Chairman, J. Paggioli sent the owner a letter reaffirming the previous decision of the commission. A Lien was placed upon the property to secure the previously disputed amount.

1) Barbara Barney – 240 Halls Hill Road, Unit 6A – Apparent miss-identification of meter ID at time of change out resulting in adjacent unit and Ms. Barney's account readings being switched. Date of change out 4-05-2007. Total dollar amount transcribed between accounts is \$3,703.60 since date of meter change. Standard policy of 3 quarters credit and adjustment since Ms. Barney questioned bill results in an S & W credit to account of \$1511.04. R. LeMay noted that the Finance sub-committee had discussed the matter and due to fact that the sole cause of the error was of no fault of Ms. Barney and that she had always remained current with billing to date, that Ms. Barney be credited \$3,703.60. Motion was made by Tom Tripodi, seconded by R. Jones to credit Ms. Barney in the amount of \$3,703.60 in such form as she see fit. Motioned carried 5-0.

2) Jane Bittman – 23 New London Road – Significant differential reading between outside reader and inside meter reading at time of change out. No further information at the present time.

3) Timothy Charlebios – 91 David Drive – Apparent transcription error upon reading at time of change out. Property has been monitored of use profile weekly since being aware of issue and results are indicating that present use is in conformance with previous history, and consistent with the number if transcription error had not occurred. Issue resolved as transcription error in department.

6. Water Activities

A. Water Activities Report – J. Paggioli and S. Klobukowski reported activities performed since the last meeting include: mark outs, finals, meter installations (less than 10 meters remain, mostly Town facilities and 2 problem issues requiring the installation of an accessible meter pit), 3 existing Shut off Curb Box repairs scheduled for week of 6/6/2011

Fire Hydrant Replacement program – scheduled to begin this month.

Well No. 4 Pilot work design completed, Pilot Filter Bids received (Award after start of FY11/12) ;

Storage Tank Mixer-De-stratification – Tank Modification Design Complete and Technical assistance for structure adjustments are in progress;

Storage Tank Inspections – Scheduled for 6/15/2011;

Flushing of Mains completed – Report to be completed within next 30 days, all hydrants serviced;

Monthly Water Quality Sampling and continued Employee Training-Pam;

Main break – None.

B. Water Projects Status – 7 new applications for service at North Woods –

Water Supervisor S. Klobukowski met with Mr. Paggioli and discussed anticipated Capital Work and need to commence the Water Supply Plan for the System to be submitted to DPH, in order to meet the June 2012 submittal deadline. Mr. Paggioli requested for the Commission to authorize Mr. Paggioli to seek R.F.P.'s in order to comply. A motion was made by S. Boyden, seconded by K. Fargnoli to have Mr. Paggioli prepare and seek R.F.P.'s for the required update to the Water Supply Plan. Motion carried 5-0.

A revised plan for Autumn Ridge has not been submitted nor is there a defined schedule. Settler's Green project (Lebanon Ave mixed use) - no schedule set – no bond set to date.

7. Sewer Activities

A. Joint Facilities Report – Tom Tripodi reported that presentation for Solar Panel was presented at the facility was presented, however there remained issues as to the benefit of installation and costs associated with the installation. FY 10/11 Budget is within expected amounts.

B. Sewer Activities Report – The meter at PHPS that failed has been purchased and installation is scheduled for the third week in June, manufacturer had difficulty with transducer. Cost is approximately \$5,500. Two grease trap installations, inspections occurred, Genesis Health and Gung Ho Restaurant (on-going). Additional Preliminary review of a proposed restaurant at Galaxy Plaza will require installation of grease trap.

C. Sewer Projects Status – PHPS tank removal project had three contractors submit quotes for work. Lowest qualified bid was Hayward Construction. (\$2,800) Purchase Order obtained and work to commence week of 6/6/2011.

8. Old Business

A. STEAP Grant – The set of design plans been reviewed and the preparation for technical specification has been directed. The consultant has been directed to share the plans with State DOT and Tractor Supply. Minor issues were raised. Funding issues continue regarding construction because the project currently included in the State Maintenance Facility plan and being included within the approved State Budget. The project has not been listed on State Bond Commission agenda, and monitoring of the agenda continues daily.

B. Stream Flow Regulations – SB-102, LCO #5301 moved to foot of State Senate Agenda on 5/5/2011, CWWA is supporting alternate language that in part arrange for more generalized application with consultation required with advisory boards, with noted language that “Such flow regulations shall not cause any public water system.....to incur a reduction in safe yield,...”. Groundwater flows are not listed within the existing Bill or proposed alternate language.

C. I&I Study Discussion– The I/I study proposal has been reviewed by Mr. Paggioli, at this point in discussions with Adam Turner, the proposed use of the Flatbrook Booster Station Funding is being requested by the EPA. Since minimizing flows to the PHPS would determine the size and design scope of any inline booster station, Mr. Paggioli would like to inquire if any portion of that funding could be used for the Town's portion of the I/I study. Initial discussions

are occurring. Presently, there is a 55% grant available for the study through DEP, with the Town share listed at 45%. J. Paggioli requested for the Commission to authorize Mr. Paggioli to seek R.F.P's or R.F.Q's as is required to initiate the I/I study. Motion was made by R. Jones, seconded by T. Tripodi to authorize Mr. Paggioli to prepare and seek R.F.P's or R.F.Q.'s as he see fit to conduct an I/I study. Motion carried 5-0.

D. Colchester Courtyard Update

J. Paggioli has contacted Atty. Johnson regarding CC submittal and denial of reopener and vacating of the connection order. Atty. Johnson has contacted Atty. Howlett representing CC, who believes that DPH staff has the adequate information and is confident that the order will be vacated. Atty. Johnson returned from vacation of 5/17/2011, DPH sent Atty. Howlett letter dated May 16, 2011 that describes specifically what CC must submit. Atty. Johnson has been sent a copy of the letter. Mr. Paggioli passed out the letter to the Commission. The letter indicates that there is adequate supply at the CC site, however there are long term maintenance and treatment issues and distribution items that need to be addressed. Should CC submit the items listed, it is likely that the order will be vacated.

E. CDS Associates – Old Hebron Road – Sewer Benefit Assessment – As requested under the advisement of Counsel, a Demand Letter has been prepared after a meeting with Chairman LeMay, M.Decker, J.Paggioli and David Stollman. Discussions are continuing.

9. **New Business / Additions to Agenda.** None.
10. **Executive Session:** The Commission entered an Executive Session at 8:10 p.m. to discuss a Personnel Issue. Mr. Paggioli and Mr. Klobokowski were invited. The Commission exited the Executive Session at 8:20 pm. Motion was made Tom Tripodi and Seconded by R. Jones for Mr. Paggioli to address the personnel matter appropriately as he sees fit. Motion carried 5-0.
11. **Adjourn** - Motion to adjourn, by K. Fargnoli, second by R. Jones; Motion approved 5-0. Chairman LeMay adjourned the meeting at 8:22 p.m.

Respectfully submitted,
James Paggioli, L.S.

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

Date: 8 June 2011

The following is a request for:

A transfer X Dollar Amount \$1,305.95
An Appropriation _____

from Account No. 4003210-43213 Water Operating – Travel, Training & Meetings

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

Explanation: Water portion of expenses associated with Mark Decker consulting fees

Action by Commission: Approved X
 Denied _____
 Tabled _____

Date: 8 June 2011

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

Date: 8 June 2011

The following is a request for:

A transfer X Dollar Amount \$2,578.53
An Appropriation _____

from Account No. 4003210-45216 Water Operating – Telephone

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

Explanation: Booster Pump repair and previous main break, assistance locating water main break by Connecticut Water Company. Excess in Telephone Acct. due to removal of Leased Lines.

Action by Commission: Approved X
 Denied _____
 Tabled _____

Date: 8 June 2011

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

Date: 8 June 2011

The following is a request for:

A transfer X Dollar Amount \$150.00
An Appropriation _____

from Account No. 4003210-45216 Water Operating – Telephone

to Account No. 4003210-44255 Water Operating – Refunds for Tax or Liens

Explanation: Excess in Telephone Acct. due to removal of Leased Lines.

Action by Commission: Approved X
 Denied _____
 Tabled _____

Date: 8 June 2011

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

Date: 8 June 2011

The following is a request for:

A transfer X Dollar Amount \$134.61
An Appropriation

from Account No. 4003210-45216 Water Operating – Telephone

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

Explanation: Increase in maintenance fee charged. Excess in Telephone Acct. due to removal of Leased Lines.

Action by Commission: Approved X
 Denied
 Tabled

Date: 8 June 2011

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

Date: 8 June 2011

The following is a request for:

A transfer X Dollar Amount \$2,300.00
An Appropriation _____

from Account No. 2403207-45622 Sewer Operating – Electric

to Account No. 2403207-44223 Sewer Operating – Equipment Repairs

Explanation: One time credit in electric bill provides excess. Meter replacement in PHPS and Removal of Underground Storage Tank to be completed prior to 7/1/2011.

Action by Commission: Approved X
 Denied _____
 Tabled _____

Date: 8 June 2011

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

Date: 8 June 2011

The following is a request for:

A transfer X Dollar Amount \$162.93
An Appropriation _____

from Account No. 2403207-45622 Sewer Operating – Electric

to Account No. 2403207-45221 Sewer Operating – Fuel / Heating

Explanation: One time credit in electric bill provides funding to cover increase in fuel oil cost for season.

Action by Commission: Approved X
 Denied _____
 Tabled _____

Date: 8 June 2011

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

Date: 8 June 2011

The following is a request for:

A transfer X Dollar Amount \$210.00
An Appropriation

from Account No. 2403207-45622 Sewer Operating – Electric

to Account No. 2403207-45221 Sewer Operating – Refund for Tax or Lien

Explanation: One time credit in electric bill provides funding to cover Lien Refunds.

Action by Commission: Approved X
 Denied
 Tabled

Date: 8 June 2011

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

Date: 8 June 2011

The following is a request for:

A transfer X Dollar Amount \$854.37
An Appropriation

from Account No. 2403207-45622 Sewer Operating – Electric

to Account No. 2403207-44208 Sewer Operating – Professional Services

Explanation: One time credit in electric bill provides funding to cover Sewer portion of Mark Decker Consulting Fees.

Action by Commission: Approved X
 Denied
 Tabled

Date: 8 June 2011