



## Colchester Sewer and Water Commission

### Minutes for the June 13, 2012 Regular Monthly Meeting

Municipal Office Complex  
Colchester, Connecticut

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

1. **Call to Order-** Chairman LeMay called the meeting to order at 7:10p.m.
2. **Additions to the Agenda** – Motion was made to add 2 Items to the Agenda: New Item 10) Discussion of Resignation of Member and New Item 11) Discussion of July and August meeting cancellation. Motion by T.Tripodi, Seconded by S. Coyle, Motion passed 5-0.
3. **Approval of the Sewer and Water Commission March 2012 Regular Monthly Meeting Minutes** – Motion made to approve the minutes of the March 14, 2012 Public Hearing of the Sewer and Water Commission. Motion by: R. Jones; Second by S.Coyle, Motion Carried 5-0.  
Motion to approve the minutes of the March 14, 2012 regular monthly meeting as submitted, by T. Tripodi, second by R.Jones; Motion approved 5-0.
4. **Citizen's Comments** - None.
5. **Subcommittee Reports**  
**A. Finance – Transfers, Monthly financial reports, Quarterly billing, Disputes, other**

Transfers – Motion was made to approve the following transfers by T. Tripodi and seconded by R. Jones, Motion approved 5-0.

Water: 4002310

From	To	Amount
42340 Other Purchases and Supplies	42301 Office Supplies	\$14.00
42340 Other Purchases and Supplies	42323 Protective Clothing	\$106.00
42340 Other Purchases and Supplies	45622 Electricity	\$6,600.00

43213 Travel Training and Meetings	43258 Dues and Subscription	\$46.00
From	To	Amount
44231 Advertising	44255 Refund for Tax/Lien	\$170.00
48416 Office Equipment	45216 Telephone	\$200.00
50900 Contingency	46244 Equipment Repairs	\$7,100.00
44203 Legal	45221 Fuel/Heating	\$1,900.00
44208 Professional Services	45221 Fuel/Heating	\$1,360.00

Sewer: 2403207

From	To	Amount
44203 Legal	44255 Refund for Tax/Lien	\$170.00
44223 Service Contracts	45126 Telephone	\$250.00
46224 Equipment Repairs	48404 Machinery & Equip.	\$525.00

Dispute –Request for Sewer Credits – 4 account sewer credit adjustments were discussed:

- A) 493 Norwich Avenue, 72 Wall Street. 48 Park Avenue, 108 Mill Street. The Commission agrees that each of the credits were reasonable due to the circumstances of each and granted the credit. After discussion of each, it was recommended to Mr. Paggioli to develop a written Policy in order to allow for an applicable Sewer Credit to be granted at the administrative level based upon conditions that could be verified by staff in the case of leaks and burst pipes.
- B) Patry O’leary account. – After consultation and efforts made with attorney’s and collection agencies in Connecticut and Tennessee and Kentucky, it was the joint opinion that the former 2007 outstanding bill for this account was deemed “uncollectable” and motion was made to: deem the 2007 Patry O’leary account uncollectable and the amount of \$1,987.23, which includes all of the principal and interest from that point to the present, be removed from the accounts receivable of the Colchester Sewer and Water Commission. Motion by S.Coyle, Seconded by T. Tripodi, Motion Approved 5-0.

There are several other accounts that staff has been working with banks that are in the process of foreclosure on. All properties have liens placed upon them to insure payment. Staff will continue to work on “pinpointing” these accounts.

Monthly Financials – Monthly financials were distributed and discussed.

Quarterly Billing –As of 6/8/12 we have collected 97.5% of the projected budget. Including the fourth quarter, we have billed out 97.9% of the “projected budgeted” total. As previously indicated, this past year’s increase in anticipated user fees was over stated. The upcoming budget year corrects this and brings the revenue projection back to the amounts we “have in hand”. For total revenue collected on the operational side, there are overages in the Pool Water sales to date of approximately \$12,000 and Cross Connection service/inspection fees of \$8,000 in order to make up for shortfalls in User Fees. On the Sewer side, Fraq

tank billing revenues are \$24,000 and was budgeted for \$50. In total revenue will match expected levels. Several outstanding accounts were contacted by staff, (Foreclosure Banks, and Landlords where applicable), in order to enhance collection efforts. Results of such actions are expected to show within the next 60 days.

Other-

- 1) At the April 5, 2012 Board of Selectmen meeting the Selectmen adopted the 2012-13 Sewer and Water Commission operating budget. See Memo of thanks from First Selectman.
- 2) Transfers went through from previous years operating budget to Capital Funds of respective accounts.
- 3) Bill to ConnDOT was paid for Halls Hill Road.
- 4) New Employee ( Pamela McCann) has been hired as a full time Certified Plant Operator. There were six applicants, however only Ms. McCann met the requirements as listed in the job description.

**6. Water Activities**

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

- 1) Service Work: Mark outs, Finals, Multiple Profiles were conducted by staff.
- 2) New Developments: Two April –Two May Units at Northwoods. Norwich Avenue – Ragin property, conversion and additional sewer and water connection. **Note: Possible Easement to be acquired for field location of Existing Water Main on private property.** The Commission directed Mr. Paggioli to research the original contract installer and surveyor in order to determine if there was possible recourse on responsibility for the issue.
- 3)Taintor Hill Treatment Plant: General
- 4) Well No. 4- Pilot Filter installed and monitoring.
- 5) Storage Tank Mixer-De-stratification Tank Modification-Stratification Sampling Equipment-Data will be continueing.
- 6) Annual Consumer Confidence Report printed Colchester Connection.
- 7) O&M Facility: Staff is evaluating the possibility of “recycling” the former propane generator that was previously used at the Filtration Plant, for deployment at the O&M facility.
- 8) Monthly Water Quality Sampling- No issues.
- 9) Mainbreaks: 0
- 10) Water Main/ Hydrant Schedule prepared. May:Flushing has commenced and finished. Issue of possible air in hydrant main at Jack Jackter School. June Hydrant replacement annual beginning.
- 11) May: Review and assistance of Water Supply Plan.
- 12) May:Acquired water line easement on property of Hayward Volunteer Fire Company for service to Fire Training facility at Schuster Park.
- 13) Well 5A- Hypo-chloride redevelopment/screen removal of iron bacteria test. On-going to maintain well withdrawal rate.
- 14) Review of proposal for Daniels site Lake Hayward Road, Autumn Ridge Resubmittal, Bakery Project Norwich Ave,
- 15) STEAP Grant Application.

**B. Water Projects Status** –

- 1) The Water Supply Plan- Lenard Engineering is continuing to prepare the plan, First Review was submitted to staff on 12 March 2012. Additional Data and GIS plans of facilities were provided by staff to Lenard. Expected final

submission to be delivered to staff by end of month. May Update : Plan complete & delivered to State DPH. June: PURA noted accepting of Plan and comment period is opened. Copy is available for “sign out” and reading should commission members like.

**7. Sewer Activities**

**A. Joint Facilities Report** – The Rotary Drum Thickener: Mr. Paggioli has had discussions with First Selectman and Town Planner in order to start a STEAP Grant application for the Town of Colchester’s portion of project costs over the operating fund project budget. See Item under New Business.

**B. Sewer Activities Report** –No issues were reported on the Colchester Portion of the System. Water Department staff marked manholes with witness markers in the area previous cleared between Old Hebron Road and Amston Road. Additional Manhole at Prospect Hill requires repair to be done by DPW staff with Joint Facilities oversight. **(DONE June 2 MH’s on line)** Work conducted in regards to Hammond Court Sewer right of way title and lateral connection for possible.

**C. Sewer Projects Status** –

1) Proposed Lebanon Portion of the Amston Lake sewer extension- Work is continuing. Two to Three crews are working daily. Joint Facilities may be presenting a “proposal” for grinder pump maintenance for the Lebanon system.

**8. Old Business**

**A. STEAP Grant** – The State DOT to solicited the bid on 4/18/12. Closing date 5/16/12. Apparent Low Bidder: Lawrence Brunoli, Inc. \$17,729,000. Anticipated ground breaking August 1, 2012.

**B. I&I Study Discussion**– As part of the Right of Way clearing, the work area between Old Hebron Road and Amston Road within the wetlands was prioritized. As previously surmised the frames of the manholes are at or below the existing water elevation at 6 of the manholes. It is recommended that these manholes frames be raised 18 to 24 inches and the manholes be sealed to minimize infiltration prior to the study in the upcoming low water season.

**Scope of Work and Estimate are being prepared.** It is noted that IWC has granted blanket permit for maintenance issues in regard to the sewer right of ways.

**C. Colchester Courtyard Update** – Meeting held at DPH to review draft of Courtyard Capital Improvement plan and cost comparison to legal interconnection for 10 year time frame on 2/8/12. Final plan received and reviewed 4/9/10. Prepared materials clearly document that the cost for interconnection and service is over 4 times the cost of operation as a satellite system by the owners of the system. DPH meeting was delayed to 6/5/12 due to death of employee at DPH. DPH on June 5, 2012, report comments from DPH arrives at 1600hrs on 6/4/12.

- Meeting occurs, question if cost of water should be included in 10 year analysis, but otherwise productive. Plan to be sent to 3<sup>rd</sup> party review by GeoInsight. DPH would like Town's position on the report.
- D. Capital Planning Update.-** No proposed discussion on the issue for this meeting. Estimates of scope of work issues being prepared.
- E. FEMA Reimbursement Tropical Storm Irene and Alfred-** all request forms are at FEMA, completed, awaiting payment. Note Joint Facilities has received their check, our submittal was within a week of theirs.
- F. Stream Flow Regulations -** No actions.
- 9. New Business – STEAP Grant Application – Sludge Thickener Project.**  
Mr. Paggioli had Mr. Susco have prepared STEAP Grant applications and Project descriptions for each of the Towns (Colchester and East Hampton) to apply for \$250,000 per town STEAP Grant in order to fund the shortfall of the Rotary Drum Sludge Thickener Project. The Sewer and Water Commission are in favor of pursuing the STEAP grant funding for the project, therefore a motion was made that:  
“The Colchester Sewer and Water Commission hereby recommend to the Colchester Board of Selectmen to include within the FY 2013 STEAP Grant application for the Town of Colchester, a grant request for \$250,000 for the Town of Colchester portion of construction funding of Project 11-69 Sludge Thickener Improvements of the Colchester- East Hampton Joint Facilities Water Pollution Control Facility”. Motion by T. Tripodi, Seconded by S. Coyle, Motion Approved 5-0.
- 10. Added Agenda Item - Resignation of Mr. Scott Boyden** at the end of Mr. Boyden's term. Mr. Boyden submitted his resignation letter to Chairman LeMay. All members of the Commission thanked and conveyed their appreciation to Mr. Boyden for his service to the Commission and the Town of Colchester over the past 15 years and conveyed that his efforts will be missed in the future.
- 11. Discussion of need for a July 2012 and/or August 2012 Regular meeting of the Commission.** Discussion commenced that due to vacation schedule and the anticipated items that the July 2012 Regularly scheduled meeting of the Commission would be cancelled. Motion was made to cancel the July 2012 regularly scheduled meeting of the Colchester Sewer and Water Commission by S. Coyle and Seconded by T. Tripodi, Motion was passed 5-0.
- 12. Adjourn -** Motion to adjourn, by T. Tripodi, second by S. Coyle; Motion approved 5-0. Chairman LeMay adjourned the meeting at 8:25 p.m.

Respectfully submitted,  
James Paggioli, L.S.