



Colchester Sewer and Water Commission

Minutes of the April 10, 2014 Regular Monthly Meeting

**Municipal Office Complex
Colchester, Connecticut**

Members Present: R. LeMay, , S. Coyle, Robert Peter, T.Hochdorfer, K.Frantzen
Members Absent: R. Silberman, T. Tripodi
Others Present: R. Tarlov (BOF liaison), J.Paggioli (Public Works)

1. **Call to Order-** Chairman LeMay called the meeting to order at 7:10 p.m.
2. **Approval of the Sewer and Water Commission March 13, 2014 Regular Monthly Meeting Minutes** – Motion to approve the minutes of the March 13, 2014 Regular monthly meeting as submitted, by R. Peter, second by S. Coyle; Motion approved 5-0.
3. **Citizen's Comments** - None
4. **Subcommittee Reports**
 - A. **Finance – Transfers, Monthly financial reports, Quarterly billing, Disputes, other**

Transfers –A motion to pass unexpended funds from the operating budget of FY 12-13 to the appropriate undesignated Capital Funds. (The Water portion of this is \$26,461. The Sewer portion is \$38,125. Detail as provided by attached spread sheet) was made by S. Coyle, seconded by R. Peter. Motion approved 5-0.

Monthly Financials – Monthly financials were distributed and discussed. Discussion was raised by Mr. Paggioli concerning the need to maintain 3 quarters of Operation Budget within the Enterprise fund for financial prudence. The Commission requested that staff research the total amount of Enterprise Fund and those funds not designated to Capital, and inquire to other Water and Sewer Municipal providers to determine if a policy should be adopted at a future meeting.

Quarterly Billing –As of 3/30/14 we have collected 75.1% of the projected budget and we have billed out 74.9% of the “projected”. April Quarterly billings were sent out.

Disputes: None

5. Water Activities

A. Water Activities Report –

Note: Bereavement and Paternity Leave for 2 two operators.

- 1) Service Work: Mark outs, Quarterly Readings, Finals. Profiles, Cross Connection, Service Calls.
- 2) New Developments. Begin Dollar General,
- 3)Taintor Hill Treatment Plant: Coordination of Plant operations. Assist with mapping information for well 3a project.
- 4) Distribution enhancement work, Inline valve Broadway and hydrant replacement plan work. On hold for season.
- 5) Staff development of budget, coordination with new vendors.
- 6) 50% complete mapping project for Well 3A potential site at plant.
- 7) Monthly Water Quality Sampling- **No issues.**
- 8) Mainbreaks: 0 Shutoffs: 2 (Foreclosure issues)

B. Water Projects Status –

- 1) Operations were normal.

6. Sewer Activities

A. **Joint Facilities Report** – Meeting to be held next Tuesday 4/17/14

B. **Sewer Activities Report** – No unusual activities, however two “sewer lateral” issues were investigated.

C. **Sewer Projects Status** – Replacement of Underground tank replacement proceeding. Rotary Drum Thickener project has been determined to proceed. The Commission requested that Hebron be made aware of the upcoming Capital Improvement to the plant.

7. Old Business

A. **I&I Study Discussion**– No further work conducted this month.

B. **Colchester Courtyard Update** –

Final documents are being prepared by Attorney General’s office to include the agreed to stipulation. Review of documents awaiting.

C. **Capital Planning Update.**- In response to presented opportunity for long-term lease possibilities, evaluation of 3 locations were conducted. The most advantageous location is presently owned by the Town of Colchester. Further research investigation is being conducted in order to plan for required regulatory approvals. Existing mapping for location and potential Well 3A site at plant 90% complete. After consultation with S. Klobukowski, the priorities of the system

are 1) Redevelopment of Well 5A (**Completed 4/2013**) ; 2) Begin Well 3 replacement project and combine with test drilling on potential sites for future source and diversion permit; **3) Recoating of Interior of Elmwood Tanks.** Monies for contract costs paid. Received E-mail correspondence from Marcel Payeur Company requesting additional payment, but no measurement that verify over 55% Metal Depth loss. Mr. Paggioli distributed an e-mail correspondence from the vendor and response to the vendor from Mr. Paggioli. The Commission reiterated that without the documentation (measurement data) to determine if the work conducted was cost plus as the specified within the contract, it was the duty of the Commission to protect the rate payer's interest in regard to payment of claims for extra work when the contract clearly defined a numeric limit.

D. Stream Flow Regulations - No new issues to report.

E. Energy Performance Contract – Installation of the Transformer upgrades are completed at the Filtration Plant. O&M Building Sealing is completed. Lighting is complete. Building Automation system is being installed. Still awaiting Building Automation to occur. Initial analysis for electric use shows that the plant is exceeding electrical savings, (with exception of tank recoating project drain/fill/etc use) due to the “non-degree day” influence on the plant overall.

- 8. Budget Discussion.** Public Hearing to be scheduled for May 8, 2014 for FY14-15 Sewer and Water Operating Budget and water rate adjustment. Board of Selectmen Agenda Item Scheduled for May 15, 2014. Advertisement of hearing scheduled for delivery no later than April 23, 2014 to River East and Website.
- 9. Adjourn -** Motion to adjourn, by R. Peter, second by K. Frantzen; Motion approved 5-0. Chairman LeMay adjourned the meeting at 8:35 p.m.

Respectfully submitted,
James Paggioli, L.S.