



Colchester Sewer and Water Commission

Minutes of the September 11, 2014 Regular Monthly Meeting

**Municipal Office Complex
Colchester, Connecticut**

NOTE: 6:00 p.m. An educational tour of Water Treatment Plant occurred prior to the meeting.

Members Present: S. Coyle, R. Silberman, Robert Peter, T.Hochdorfer, Matt Cross

Members Absent:

Others Present: J. Paggioli (Public Works), R. Tarlov (BOF Liaison)

1. **Call to Order-** Chairman Coyle called the meeting to order at 7:15 p.m.
2. **Approval of the Sewer and Water Commission July 10, 2014 Regular Monthly Meeting Minutes** – Motion to approve the minutes of the July 10, 2014 Public Hearing Minutes as submitted, by R. Peter, second by R. Silberman; Motion approved 4-0-1 (M. Cross- abstained)
3. **Approval of the Sewer and Water Commission July 23, 2014 Special Meeting Minutes** – Motion to approve the minutes of the July 23, 2014 Special Meeting as submitted, by R.Silberman, second by R. Peter; Motion approved 3-0-2 (T. Hochdorfer & M. Cross abstained)
4. **Citizen's Comments** - None.
5. **Subcommittee Reports**
 - A. **Finance – Transfers, Monthly financial reports, Quarterly billing, Disputes, other**
Transfers – None.

Monthly Financials – Monthly financials were distributed and discussed.

Quarterly Billing –As of 8/31/14 we have collected 21.08% of the projected budget and we have billed out 24.1% of the “projected”. Unusual accounts noted by Mr. Paggioli.

Disputes: None.

6. Water Activities

A. Water Activities Report –

- 1) Service Work: Mark outs, Quarterly Readings, Finals. Profiles, Service Calls, Lead and Copper Tests. Two complaint issues, tests conducted, no issues.
- 2) New Developments. Galaxy Plaza (Health Care Facility),
- 3) Taintor Hill Treatment Plant: Coordination of Plant operations.
- 4) Test Pits Highland Farms, Broadway.
- 5) Distribution enhancement work, Inline valve Broadway (tent. Schedule 10/7 or 10/8) and hydrant replacement plan work.
- 6) Staff implementation of budget, resource cost reduction.
- 7) 50% complete mapping project for Well 3A potential site at plant.
- 8) Monthly Water Quality Sampling- **No issues.**
- 9) Main breaks: 0 Shutoffs: 0
- 10) Emergency Generator Repair Elmwood Booster Station.
- 11) Load Testing – Taintor Hill Generator.

B. Water Projects Status –

- 1) Emergency Generator at Elmwood Booster Station was repaired. Subsequent to the repair the street power was interrupted and the repaired generator worked as designed. Load testing of the Taintor Hill Filtration generator occurred. No issues. Operations were normal.

7. Sewer Activities

A. Joint Facilities Report – Special Meeting was held Tuesday 6/17/14 regarding succession plan. PUA revised Job Description sent to Joint Facilities and Commission for distribution. Meeting scheduled for 9/16/14

B. Sewer Activities Report – No unusual activities within Colchester.

C. Sewer Projects Status – Replacement of Underground tank replacement proceeding. Rotary Drum Thickener project has been determined to proceed. Hebron was made aware of the issue proceeding. There is a need to provide the assurances that a general funding plan be accepted and recommended for the funding of the replacement since each town’s (East Hampton and Colchester) WPCA will be funding a portion of the project. The Total project was estimated in the 1.3 million dollar range. The Joint Facilities has approximately \$950,000. Motion passed for recommendation of funding project sent to next Board of Selectman meeting.

8. Old Business

A. 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. 5/14-Contractor still would like money, but can/has not provide data. Call was received from Attorney “unofficially” representing contractor, he was familiar with the contract, and when explained the situation and the need for documentation by the Town, recognized the task that the contractor would have to provide the data to be paid. No further contact. The issue will be drop from further discussion.

B. 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 online 5/7/14. 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.

C. Spray Park Repair Request- Estimate has been conducted to repair the spray park leakage. Due to the design and layout of the piping, estimated cost for replacement piping and associated concrete repair is \$38,000. The park was not activated until the last day of the school year, (with much criticism from the public) and readings will be taken monthly while open to monitor use. Update: Spray Park closed 8/29/2014. Park Meter reading for the bathroom/shower/and spray park for the quarter was 1.870 million gallons. Approximately a 80% increase in the leak than last year. Estimated cost of water based upon the use of the facility is \$17,737 based upon current rates. Specifications for bidding the repair project are being prepared. The First Selectman has been made aware of the issue and has instructed to prepare an RFP for the repair and upon receipt of bids, going forward with an accurate funding request.

D. Joint Facilities Public Utility Administrator replacement process. As part of the Intertown Municipal Agreement, any personnel issues that affect the operation of the Sewer Treatment Plant are subject to the review of the Joint Facilities Committee with final recommendation being determined by the respective WPCA’s of each Town. As such a process had been identified that updates the Job Description of the position and determines an interview process in order to fill the position. The request has been presented to have Mr. Paggioli be part of the interviewing panel as well as a member of the Colchester portion of the Joint Facilities Committee. It is recommended that the Sewer and Water Commission request of the Colchester Board of Selectmen that the Commission and Director of Public Works act as the WPCA and represent the Town of

Colchester, in regard to the interview and selection of a suitable candidate for the position. A copy of the job description is included within the package. Update: Requested revisions completed and sent for distribution.

9. New Business – Town Water use.

For discussion Without the Spray Park issue, the meter for the bathroom building ran at 185,000 gallons for the previous quarter. A spread sheet was presented for discussion.

For general information:

Spray Park Upon Repair Est.; 200,000 Gal/qtr (2 qtr only) W= \$1960 S=\$1432

Town Hall – 46,000 gal/qtr W=\$441.60 S=\$329

Park Concession Stand/Gar = 126,000 in season/ 22,000 off season W= \$1210/211

No S- on septic system

Pavillion – 6000 gal/qtr W- \$43 in season only – No sewer connection

Town Gar. Wash bay – 6000 gal off season/194000 in season W= \$43/\$1862 No-S

Town Gar. Int. – 116,000 off season/64000 in season W=\$1113/614 S=\$830/458

Dog Pound. Occup dependent – Avg 5000 gal W= \$36 S=\$34

Services Received – Fuel for vehicles, Payroll service, Insurance grouping, Rent Office space, Account Payable-Receivable/Audit assembly of data. Health Insurance grouping, HR services, Union negotiating Legal Expense, Benefits Administration, Lawn and Grounds Care, Snow Removal.

Issues: Charter/Town ownership of Water and Sewer by the Town of Colchester general government. i.e. The Town owns both the General Fund and the enterprise fund that the Water and Sewer operates under.

General Discussion with R. Tarlov present occurred. Consideration was granted to the general comparison to when the initial agreement was made and the conditions that existed between the former Borough and Town Governments and the consolidation. Not including the repair work at the Spray Park, the spreadsheet indicated that the average water use per year is approximately \$19,000. Staff was directed to obtain an estimate of the cost for services that the Town provides for discussion. General consensus was that the data would be useful in regard to evaluate the current arrangement and values in regard to the changing circumstances that Town operates under (i.e. Shared space, VOIP phone system, etc.)

- 10. Adjourn** - Motion to adjourn, by R. Silberman, second by T.Hochdorfer; Motion approved 5-0. Chairman Coyle adjourned the meeting at 8:45 p.m.

Respectfully submitted,
James Paggioli, L.S.