



Colchester Sewer and Water Commission

Minutes of the February 12, 2015 Regular Monthly Meeting

**Municipal Office Complex
Colchester, Connecticut**

Members Present: S.Coyle, R. Silberman, T.Hochdorfer, M. Cross

Members Absent: R. Peter

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

1. **Call to Order-** Chairman Coyle called the meeting to order at 7:10 p.m.
2. **Approval of the Sewer and Water Commission January 8, 2015 Special Monthly Meeting Minutes** – Motion to approve the minutes of the January 8, 2015 Special Meeting Minutes as submitted, by T. Hochdorfer, second by R. Silberman; Motion approved 4-0 (none abstained).
3. **Citizen's Comments** - None.
4. **FY 2015-2016 Water and Sewer Operational Budget** – Initial Presentation and Discussion. Hand was provided at the meeting. At the present time, Joint Facilities and final numbers are being obtained. Insurance (both employee and municipal) estimates are to be finalized. Revenue projections were based to include a 1.5% increase in water rates for discussion. Capital needs will include a vehicle replacement in addition to Well 3a work. The sewer rates will likely remain unchanged even with the inclusion of the two RAS (Return Activated Sludge) pumps at the Joint Facilities Plant. Replacement costs are included within the annual operational Joint Facilities Budget. Discussion occurred with regard to increased employee contractual rates, with the actual expenses of previous years in comparison with the budgeted FY 15-16, the increase was 2.5%. Other discussion was had on the need for transfers to Capital within the Sewer Budget and contingency within both budgets. Upon review of the entire the budget, consensus and direction was given to Mr. Paggioli to finalize the budget for the March meeting and the required public hearing to occur in the latter half of March 2015 with the recommended budget to be sent to the Board of Selectmen for adoption in April of 2015.

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 1/31/15 we have collected 67.93% of the projected budget and we have billed out 74.9% of the “projected” budget.

Disputes: None.

6. Water Activities

A. Water Activities Report – January

- 1) Service Work: Mark outs, Samples, Finals. Profiles, Service Calls, Cross Connection Surveys Shutoffs/Turn-ons.
- 2) New Developments. None this month.
- 3) Taintor Hill Treatment Plant alarm quote work.
- 4) Snow removal of system properties.
- 5) Main Break Repairs.
- 6) Staff implementation of budget, resource cost reduction.
- 7) Well 3A potential site at plant, relocate stock to O&M facility.
- 8) Main breaks: 1 Stollman Road
- 9) FY 2015-2016 Preparation.

B. Water Projects Status –

- 1) Initial meeting was held with DPH in regard to needs survey to be included within the listing of Water projects to be included in DPH’s submission to the EPA in regard to funding the State Revolving Loan Fund. Well #3a was included within the discussion. Along with distribution replacements and upgrades to existing systems. Expansion of Service is not be included within the survey. Further requests from other “divisions” within DPH have been requested , ie service areas, critical facilities etc.
- 2) Final Draft Ruling GAIA provided – as anticipated.
- 3) We have received correspondence from legal representative of Marcel Payeur in regards to extra payment withheld in regard to work at Elmwood Heights tank painting. Letter will be drafted to their new Attorney, again stating that the measurements required to be eligible for a cost extra must be provided as detailed within the contract. (55% of wall depth must be pitted to be eligible for extra costs for pit filler material).We have requested the information before and received nothing from the contractor.

7. Sewer Activities

A. Joint Facilities Report –Job Description for the Administrator is advertised. 27 Applications received, See Executive session for discussion. RDT see 6C below. FY 15-16 Budget was presented. The final numbers were being obtained by Mr. Susco in regard with some line items. Final numbers at anticipated at the Feb 24, 2015 meeting. In general the inclusion of the two RAS

pump replacements within the operation budget (\$100,000), resulted in an overall increase of \$90,974 (5.25%) over last year. If these were not included the net reduction would be 0.24% from the previous year. In regard to the town of Colchester's budget, the increase would not result in a rate increase to Colchester's rate payers due to our previous flow reduction savings.

B. Sewer Activities Report – Consultation with Joint Facilities Personnel regarding the refurbishment or replacement of the impellers for the Prospect Hill Pump Station pumps. Over the course of time (over ten years) Mr. Clayton has noticed a drop in output of the pump rate (approximately 200 to 300 gpm he estimates). The motors are new, and impellers are the originals. In consultation with Wesson & Sampson, an older proposal was discussed. Estimated cost to be \$18,000. An updated proposal will be obtained and brought before the commission. After discussion, the Commission concurred with the benefit of the project to proceed subject to the updated proposal with formal action to be made at a subsequent meeting. **UPDATE:** Vendor is willing to conduct the work for the original \$17,238 quote. Internal Wear rings are included with the quote with the impellers. Additionally at the pump station a new volute is in stock, so that if either volute shows excessive wear, we have its replacement in hand.

C. Sewer Projects Status – Board of Selectman meeting 10/2/14 Approved funding recommendation for RDT project. CDM will provide an update at the Joint Facilities 11/18/14 meeting. Update: The project has three vendors for the RDT unit (fourth possible dependent upon a RFI being completed by that vendor). The documents are anticipated to be complete by the end of the year with the project to be advertised for bidding in January, 2015. **UPDATE:** at the February 3, 2015 JFC meeting the bids for the RDT project that were opened on 1/20/2015 were discussed. Analysis of the submissions was provided by CDM Smith Engineers and JFC staff. The lowest qualified bid for the project was submitted by Kovacs Construction for a base bid of \$1,209,000. With Engineering services costs and a contingency of \$70,000 for the project, the total project cost is \$1,450,000. The JFC Capital available funds are \$1,100,000; leaving a remainder of \$350,000 to be split evenly between the Town of Colchester WPCA and the East Hampton WPCA. (\$175,000 each). The original discussion and approval for the project by the Commission and the Board of selectmen provided a preliminary funding recommendation between \$150,000 and \$250,000 for each Town's WPCA to provide, such that we are on the low end of the range. After discussion and since the project costs were in line with the anticipated funding recommendations, the JFC passed a motion to authorize the management to proceed with the project and award to Kovacs for construction, CDMSmith, Inc for Construction engineering services and establish a \$70,000 contingency fund for the project. The award and signing of the contract is subject to the authorization and allocation of the two towns WPCA's for the funding of the cost share. At this point the Sewer and Water Commission is required to provide a recommendation and request of the Board of Selectmen acting as the WPCA of the Town of Colchester, for the Allocation of \$175,000 from the Colchester

Sewer Capital Fund for Town of Colchester's portion of the Sludge Thickener Improvements Project, Contract 11-69, at the Joint Facilities Wastewater Treatment Plant, and to transfer said funds to the project account.

The Town of Hebron Public Works Director is aware of the portion of the final project cost percentage that Hebron will reimburse Colchester for (25%), of the final project cost portion that the Town of Colchester WPCA would be required to contribute to the project.

Motion was made: That the Colchester Sewer and Water Commission recommends and requests of the Board of Selectmen acting as the WPCA of the Town of Colchester, for the Allocation of \$175,000 from the Colchester Sewer Capital Fund for Town of Colchester's portion of the Sludge Thickener Improvements Project, Contract 11-69, at the Joint Facilities Wastewater Treatment Plant, and to transfer said funds to the project account. Motion by R. Silberman, seconded T. Hochdorfer, Motion passed 4-0

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 100% complete. See Water Project Status above.

B. 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. Continuing specifications preparation for RFP to be placed out to bid end of February, 2015.

C. Joint Facilities Public Utility Administrator replacement process.

Job Description for the Administrator is advertised. From the previous job posting, only one candidate/application was submitted. It was determined by the Joint Facilities Committee to repost/extend the closing date for application. In lieu of a suitable replacement, The Joint Facilities Committee supported an extension/retainment of service to Mr. Susco's work duties. The proposal was a budget neutral – non benefit position (independent contractor) for Mr. Susco to continue the required job duties until a replacement can be found. Applications have been obtained to be discussed in Executive Session.

D. 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. At the meeting Chairman Coyle distributed a spread sheet of the water use. Discussion occurred that once the Spray Park issue is adequately addressed, the dollar amounts for the Town facilities is relatively equal to services provided by the Town in regard to the Water Operational budget. The consensus of the Commission was that the issue should not be pursued further at the present time.

E. Charter Review Commission Request-

Chairman Coyle reported that forwarded language and he attended the Charter Revision Committee's meeting with the following recommendations that were discussed with the Sewer and Water Commission consensus:

- 1) That the membership of the Sewer and Water Commission be reduced from 9 members to 7 members.
- 2) That the language within the Charter more accurately reflect the budget development process that actually occurs; i.e. that the Director of Public Works prepares the budget for the Sewer and Water Commission, which then the Commission approves for recommendation, subsequent to required public hearings, to the Board of Selectmen; then the Board of Selectmen approve and adopt the annual Operation Budgets for Sewer and Water.
- 3) That the Charter language that addresses the "Charge and Description" of the duties of the Sewer and Water commission be altered to reflect that the Commission's purpose is to represent the interests of the rate payers of the systems.

The Charter Commission also raised the issue in regards to having the Sewer and Water Commission be appointed as the WPCA of the Town of Colchester. Discussion regarding the pros and cons of the issue occurred. The Commission concluded that if the Charter Commission and the Board of Selectmen wished for this to occur, then no objection would be raised by the Sewer and Water Commission, but that there was no issue with the present WPCA authorization of the Town as defined by the present Charter of the Town.

9. Executive Session – discussion of PUA candidates.

Motion was made to enter Executive session and invite R. Tarlov and J. Paggioli was made by R. Silberman, and seconded by M. Cross, motion was passed 4-0. The Commission entered Executive Session at 8:46 p.m.

The Commission exited Executive Session at 9:20 p.m.

10. Adjourn - Motion to adjourn, by T. Hochdorfer, second by R. Silberman ;
Motion approved 4-0. Chairman Coyle adjourned the meeting at 9.25 p.m.

Respectfully submitted,
James Paggioli, L.S.