



## **Colchester Sewer and Water Commission**

### **Minutes of the October 8, 2015 Regular Monthly Meeting**

**Municipal Office Complex  
Colchester, Connecticut**

**Members Present:** S. Coyle, R. Silberman, M. Cross, R. Peter (7:13), T. Hochdorfer (7:06)

**Members Absent:**

**Others Present:** J. Paggioli (Public Works)

1. **Call to Order-** Chairman Coyle called the meeting to order at 7.05 p.m.
2. **Approval of the Sewer and Water Commission September 10, 2015 Special Monthly Meeting Minutes** – Motion to approve the minutes of the September 10, 2015 Special Monthly Meeting Minutes as submitted, by R.Silberman, second by M.Cross; Motion approved 3-1 (R.Silberman abstained).
3. **Citizen's Comments** - Civic students from Bacon Academy (5) engaged with the Commission regarding the duties of the Sewer and Water Commission and the difference between Public water and sewer systems and private wells and septic systems.
4. **Subcommittee Reports**
  - A. **Finance – Transfers, Monthly financial reports, Quarterly billing, Disputes, other**

Transfers – None. However at the request of CFO, a motion is requested to be made of the commission to officially Close Out the “Benefit Assessment” account.

A motion was made to officially Close Out the “Benefit Assessment” account with all receivables having been previously collected and accounted for and to transfer all residual funds of approximately \$32,000, remaining within the account to the

Sewer Capital Fund. Motion by R. Silberman, Second by T. Hochdorfer, Motion passed 4-0.

Monthly Financials – Monthly financials were distributed and discussed. As requested by Chairman Coyle, discussion concerning annual audit starting balance and Fiscal year accounting starting balance differential. Mr. Paggioli reported that the primary issue is that the water portion of the finances is conducted and audited as an Enterprise Fund analysis with asset depreciation of all infrastructure, (pipes, filtration plant, tanks, booster station, etc) being included. Additionally the setup of the accounting system revolves around the collection of Calendar year third quarter (FY first quarter), July billing and collected up until September 30 is for materials ( customers water) utilized in the previous quarter, and as part of the Enterprise accounting, that revenue is credited back against second quarter (Previous FY fourth quarter) expenditures. The process has been in effect since the consolidation of Town and Borough occurred. In order to equalize the FY accounting and Enterprise accounting would be to have an annual budget year that operated on the expenditures being conducted and totaling 3 quarters of the annual operating budget. At the present time this would not be practical. There may be some room for expansion of data presented in the annual audit report to be forwarded to the commission the figures presented to the auditors and the calculations of the Enterprise Fund Values. The Commission concurred that the information would be good to have provided.

Quarterly Billing –As of 9/30/15 we have collected 27.26% of the projected budget and we have billed out 26.6% of the “projected” FY 15-16 budget.

Disputes: One. Mr. Paggioli reported on a request for Sewer Credit where the Department staff had advised the owner over the past 4 quarters that it appeared that the premises was exhibiting a leak. The premises has two separate dwellings upon it with the rear dwelling being serviced from a pipe (after the meter) coming from the front house. The premises did not exhibit any outward signs of a leak (ie. Water bubbling out of the ground, or burst pipes) during the time period. Eventually the owner contacted a contractor who discovered that the line from the first house to the second had been leaking, and made the repair. Subsequent quarterly reading showed that the premises had returned to the historic average. The cumulative amount of water that had been leaked was approximately 200,000 gallons. The owner then requested a sewer credit. Discussion occurred that the situation was unique, in that the Department had advised the owner multiple times to correct the leak, however there was not a written policy to limit a time frame for when a Sewer Credit could be eligible for or obtained when an owner was negligent on the timeliness of a repair. The result was that the Commission agreed that a policy should be determined in writing and be applied toward future similar cases, however that the policy could not be applied retroactively in this case, and the Credit should be granted. Mr. Paggioli will have a policy language drafted for the next month’s meeting.

## **5. Water Activities**

### **A. Water Activities Report – September**

- 1) Service Work: Mark outs, Samples, Finals. Profiles, Service Calls, Shutoffs/Turn-ons (15-1R).
- 2) New Developments. 2 Northwoods connections.
- 3) Well 3 – Scada sensor failure and replacement.
- 4) Water Hauling – Discontinued for 2 week period- .
- 5) Well 3 – Hypochlorite treatment of screen .
- 6) Staff implementation of budget, resource cost reduction.
- 7) Well 3A – RFP Development Engineering Services
- 8) Main breaks: None.
- 9) Organizational structure meetings with Director every other Tuesday.
- 10) Roof Repair Well 3 Building estimate.
- 11) Temporary Office staff adjustment.
- 12) Replacement vehicle specified out and quotes received.

### **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. Application for Well #3a has begun. As part of the application a Professional Engineering consultant firm is required to be brought on board as well as a Certified Well drilling firm. A RFP is to be prepared for the engineering services and well driller should be discussed. Preliminary application submitted to DPH, Director has reviewed with DPH staff, DPH Field site visit scheduled 8-20-2015. Local engineers contacted in regard to scope of work and requirements that the Department will be looking for. Aug 2015: Site visit went well. Correspondence received indicating DPH concurrence subject to wetland delineation and check valve on sewer lateral, GEI information from Lori’s Mobil, other issues that staff believes are easily addressable within the RFP for engineering services. September 2015 –RFP 2015-16 for Engineering Services prepared. Note to discuss \$111,000 of Town Capital that was set aside for “Water Sources” that was instituted in 2004-2006 and remains “untapped” to date. Expenditures within the fund were done and labeled Well 5a, and therefore may be available to be used in conjunction with existing Water Capital Funds.

## **6. Sewer Activities**

**A. Joint Facilities Report –** September meeting the primary issue involved the timing of work with the RDT.

**B. Sewer Activities Report –** No issues within the Colchester collection system. Annual Furnace service was conducted at PHPS and generators were checked prior to potential weather. Review of new development of Old Hebron Road and installation of Grease Trap at the rear of the CVS plaza for new fish market.

**C. Sewer Projects Status –** RDT Project. Project awarded to Kovacs. Colchester Selectmen approved funding recommendation listed in February 2015 meeting of Sewer and Water Commission. Submittals have started anticipated

start of major work to occur during low flow periods in summer. Joint Facilities Colchester Funding delivered. At the July meeting of Joint Facilities, the issue in delay of timely review, revision and approval of submittals was brought up and the impact to the construction schedule. It was anticipated that the delivery of the RDT and installation would occur in October, however it appears that November is the more realistic time schedule. There are sufficient days within the contract for the delay in installation but should the installation be delayed further there are “weather dependent” issues that will have to be addressed by the contractor and operations within the plant. The issue is continuing to be monitored. See above.

7. **Adjourn** - Motion to adjourn, by R. Peter , second by T. Hochdorfer ; Motion approved 5-0. Chairman Coyle adjourned the meeting at 7:56 p.m.

Respectfully submitted,  
James Paggioli, L.S.