



## **Colchester Sewer and Water Commission**

### **Minutes for the April 16, 2015 Special Monthly Meeting And FY 2015-2016 Sewer and Water Operating Budget Public Hearing**

**Municipal Office Complex  
Colchester, Connecticut**

**Members Present:** S. Coyle, R. Silberman, T. Hochdorfer, M. Cross  
**Members Absent:** R. Peter  
**Others Present:** J. Paggioli (Public Works)

#### **PUBLIC HEARING PORTION**

- 1. Chairman Coyle Opened the Public Hearing on the FY 15-16 Sewer and Water Operating Budgets** – at 7:14 p.m.
- 2. Comments from the public or commission members.** – No members from the public attended the public hearing nor spoke at the public hearing. No written correspondence was received by the staff of the Department or the Commission.
- 3. Motion was made by R. Silberman and seconded by T. Hochdorfer to close the Public Hearing** at 7:15 p.m. Motion passed 4-0. The Public Hearing was closed.

#### **Special Meeting Portion**

- 1. Call to Order-** Chairman Coyle called the special meeting to order at 7:16 p.m.
- 2. Approval of the Sewer and Water Commission February 12, 2015 Regular Monthly Meeting Minutes** – Motion to approve the minutes of the February 12, 2015 Regular Monthly Meeting Minutes as submitted, by T. Hochdorfer, second by M. Cross; Motion approved 4-0 ( 0 abstained).
- 3. Approval of the Sewer and Water Commission March 26, 2015 Special Monthly Meeting Minutes** – Motion to approve the minutes of the March 26, 2015 Regular Monthly Meeting Minutes as submitted, by R. Silberman, second by T. Hochdorfer; Motion approved 4-0 (0 abstained).

4. **Citizen's Comments** - None/
5. **FY 2015-2016 Water and Sewer Operational Budget** – Operational Budget Package was sent out in package. At the present time, Joint Facilities and final Revenue will include a 1.5% increase in water rates. Capital needs will include a vehicle replacement in addition to Well 3a work. The sewer rates will remain the same, however revenue will include a onetime transfer from the Sewer fund balance to offset the inclusion of the replacement of two RAS pumps at the Joint Facilities Plant, with the replacement cost being included within the annual operational Joint Facilities Budget. Following the Public Hearing with no public comment made, the Commission approved to forward the Budget forward for adoption to the Board of Selectmen. **Motion to recommend for adoption, to the Board of Selectmen the FY 2015-2016 Sewer and Water Operating Budget as presented at the Public Hearing dated 4-16-2015. Motion by R. Silberman, second by M. Cross, Motion passed 4-0.**
6. **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 3/31/15 we have collected 74.92% of the projected budget and we have billed out 75.0% of the “projected” budget. April 1<sup>st</sup> quarter bills sent out, first class mail.

Disputes: None.
7. **Water Activities**
  - A. **Water Activities Report** – February and March
    - 1) Service Work: Mark outs, Samples, Finals. Profiles, Service Calls, Shutoffs/Turn-ons.
    - 2) New Developments. 2 Northwoods connections
    - 3) Taintor Hill Treatment Plant alarm quote work.
    - 4) Snow removal of system properties.
    - 5) Begin Cross Connection surveys.
    - 6) Staff implementation of budget, resource cost reduction.
    - 7) Well 3A potential site at plant, relocate stock to O&M facility.
    - 8) Main breaks: 2, Chestnut St., Westerly Terrace,
    - 9) FY 2015-2016 Preparation.
    - 10) Preparation of Annual Consumer Confidence Report
    - 11) NOV discussions with DPH
    - 12) Change and Training for new Point and Pay Credit Card processing system. This is for customers that wish to pay by credit card and have the funds transferred directly into our bank accounts. The former system was being provided by “Official Payments” with a service fee of \$5.95 per transaction. This allowed for telephone or web payments for the customers, but did not provide for over the counter credit/debit card payments. The new system is “Point and Pay”. This is the same system that is utilized by the Tax Collector, Town Clerk, Building-Land Use office. It allows for over the counter credit/debit card transactions as well as telephone and web based transactions. The minimum fee is \$2.00, or a 2.5% transaction fee for over a bill of \$80.00. The

“break even” point is a bill that is \$238.00 between the old service and new service fees, however the added over the counter acceptance of the cards is the added feature.

13) Assist Town crew with reopening of water services at Bacon Academy and Rec.Plex, &Town Green.

14) Road Salt research, our wells and general.

15) Coordinate audit result/bank accounts research. See attached Water Enterprise Fund Spreadsheet.

**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. **Update:** Service area mapping updated to 2015 and critical facilities list has been forwarded to DPH.
- 2) 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 being 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. **Update:** Letter sent to Attorney, no further response.

**8. Sewer Activities**

**A. Joint Facilities Report –**Job Description for the Administrator is advertised. 27 Applications received, See Executive session for discussion. RDT see 8C 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 were presented at the Feb 24, 2015 meeting. In general the inclusion of the two RAS pump replacements within the operation budget (\$100,000). In regard to the town of Colchester’s budget, the increase would not result in a rate increase however a one time transfer to the sewer revenue from the fund balance is required.

**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 at 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. 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. **UPDATE:** Awaiting parts delivery and scheduling of work after spring high flows.

**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.

**9. 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. **Update:** Design complete, awaiting posting of RFP.

**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. Charter Review Commission Request-** Chairman Coyle review the items submitted to the Commission. At this point the item has been completed and the issue will be removed from the future agendas.

**10. Executive Session – discussion of PUA candidates and actions of Joint facilities Committee. Motion to Enter Executive Session by M. Cross, Seconded by R.**

**Silberman. Motion passed 4-0.** The Commission entered Executive Session at 8:20 p.m. The Commission exited Executive Session at 8:33 p.m.

- 11. Adjourn** - Motion to adjourn, by T. Hochdorfer , second by M. Cross ; Motion approved 4-0. Chairman Coyle adjourned the meeting at 8:40 p.m.

Respectfully submitted,  
James Paggioli, L.S.