



## Colchester Sewer and Water Commission

### Minutes of the September 8, 2016 Regular Monthly Meeting Municipal Office Complex Colchester, Connecticut

**Members Present:** S. Coyle, R. Silberman, R. Peter, T. Hochdorfer, Michael Hayes

**Members Absent:**

**Others Present:** J. Paggioli (Public Works), Stan Soby

Note: August 2016 and June 2016 Regular meetings were not held due to a lack of quorum.

- 1. Call to Order-** Chairman Coyle called the meeting to order at 7:00 p.m.
- 2. Election of Commission Officers – Chairman/Vice Chairman –** Nomination was made by R.Silberman, seconded by M. Hayes, For S.Coyle as Chairman. No further nominations, vote 5-0 in favor of S. Coyle for Chairman.  
Nomination was made by T. Hochdorfer, seconded by R.Silberman , For R. Peter as First Vice Chairman. No further nominations, vote 5-0 in favor of R. Peter for First Vice Chairman.  
Nomination was made by T. Hochdorfer, seconded by M. Hayes, For R. Silberman as Second Vice Chairman. No further nominations, vote 5-0 in favor of R. Silberman for Second Vice Chairman.
- 3. Approval of the Sewer and Water Commission May 12, 2016 Regular Monthly Meeting Minutes –** Motion to approve the minutes of the May 12, 2016 Regular Monthly Meeting Minutes as submitted, by R. Peter, second by R. Silberman; Motion approved 5-0.
- 4. Citizen's Comments -** None.

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**5. Subcommittee Reports**

**A. Finance – Transfers, Monthly financial reports, Quarterly billing, Disputes, other**

Transfers – See Attached FY 15-16 Proposed Transfers for close out of fiscal year. Motion to approve end of year fiscal transfers by R. Silberman, seconded by M. Hayes; Motion approved 5-0.

Mr. Paggioli asked the Commission about the adoption of a policy concerning un-expended funds remaining in the expenditure portion of the budget at the end of each fiscal year and automatically transferring said funds into the Capital funds of each budget following the Fiscal Year audit being concluded. The Commission requested that draft language for said policy be drafted and presented at the next meeting.

Monthly Financials – Were discussed.

Quarterly Billing –As of 6/30/16 we have collected 100.0% of the “projected” budget and we have billed out 101.0% of the “projected” FY 15-16 budget. As of 8/31/16 we have billed out 24.5% of the projected budget FY 16-17 and collected 21.46% of the projected budget.

Disputes: Mr. Paggioli discussed a revision to the form regarding payment plan that the customers utilize to enter into in regard to unpaid balances. The revision involved the use of the term “amortize” vs. the simple compound interest that unpaid balances accrues in accordance with Statute. The issue was brought to the attention of staff by Mr. Stacy Brown. In regard to the differential between the two in the case of Mr. Brown’s circumstance the Commission felt that Mr. Brown’s letter and subsequent revision saved the Commission and Department a potential future fiscal dilemma and agreed with Mr. Brown’s premise. Mr. Paggioli will adjust Mr. Brown’s account accordingly.

**6. Water Activities**

**A. Water Activities Report – May – August to Date**

- 1) Service Work: Mark outs , Samples –Dist. And Source, Finals. Profiles, Service Calls, Quarterly Readings, respond to customers complaint issues,
- 2) New Developments., Park Place Sewer Inspections and Water Line Submittals and Inspections. WJMS Project
- 3) Water Hauling – Halted with Voluntary Conservation Notice
- 4) Well 4 –Brought back on line to assist with Conservation Measures, Cleaned, Submersible pump design, and restored to original well capacity.
- 5) Vehicle Delivered, Accepted and paid. FY 2017 Vehicle ordered.
- 6) Well 3A – RFP Development Engineering Services Work – Package delivered to DPH.
- 7) Main breaks: 1 Norwich Avenue – Note Easement required.
- 8) Vehicle Storage Options at O&M Plant
- 9) Elmwood Heights customer leak.
- 10) Conducted Meter Read for July and October Billing.
- 11) Vacation Rotation
- 12) Elm Street / Norwich Avenue Right of Way research and recon.

- B. Water Projects Status –**
- 1) Park Place – Daily Inspection for new main installations, roadway section is installed. Pressure Test passed, Bacteria Test failure re-chlorination occurring.
  - 2) Eastern WUCC draft document review, Mr. Paggioli noted several inaccuracies regarding the CSWC water system within the draft. The inaccuracies will be addressed to the WUCC.
- 6. Sewer Activities**
- A. Joint Facilities Report –**July Mr. Paggioli could not attend. RDT Update is noted below.
- B. Sewer Activities Report –**No unusual activity with Colchester Collection system. Mr. Paggioli noted a potential development located outside of the Sewer Service Area just beyond the southwest portion of the area. No formal application has been submitted and the issue was for informational purposes.
- C. Sewer Projects Status –** RDT Project. Update: S. Coyle reported that the unit is installed and there are some operational issues concerning polymer type that is to utilized and technical wiring issues that are being addressed. Substantial Completion of the project is presently the stage that the project is at.
- 7 Old Business**
- A) RFP 2015-16 Engineering Services Well 3A Project –** Survey Field Work completed, title was research problematic. Correspondence to DPH regarding old aeration tower was conducted. Review of Survey mapping sent back to consultant for revision in order to comply with DPH requirements June, July and August. Delivery of the completed application package has occurred to DPH at the beginning of September 2016.
- 8 New Business –** None.
- 9. Adjourn -** Motion to adjourn, by R. Silberman , second by T. Hochdorfer ; Motion approved 5-0. Chairman Coyle adjourned the meeting at 8:20 p.m.

Respectfully submitted,  
James Paggioli, L.S.