

Town of Colchester– Town of East Hampton
Regular Meeting Minutes
May 20, 2014

The Regular Meeting of the Town of East Hampton – Town of Colchester Joint Facilities Committee was held at 5:00 P.M. on Tuesday, May 20, 2014 at the Colchester-East Hampton Wastewater Treatment Plant.

David Kelsey, Vice-Chairman
Daniel Valentine

Richard Lemay

Chairman Mark Barmasse, Robert Peter and Thomas Tripodi were not in attendance. Also attending were James Paggioli, Public Works Director for the Town of Colchester, Vincent F. Susco Jr., Public Utilities Administrator and Scott Clayton, Superintendent.

Call to Order

Vice-Chairman Kelsey called the meeting to order at 5:03 P.M. and appointed Mr. Susco as Recording Secretary for these proceedings.

Executive Session

At this time Vice-Chairman Kelsey called for an Executive Session to discuss Succession Planning. Upon motion by Mr. Lemay, seconded by Mr. Valentine, the members unanimously approved the Executive Session which started at 5:04 P.M. Mr. Paggioli, Clayton and Susco were requested to attend the session.

The executive session ended at 5:36 P.M.

Upon motion by Mr. Lemay, seconded by Mr. Valentine the following motion was unanimously adopted.

RESOLVED: The Colchester-East Hampton Joint Facilities does hereby accept the resignation of Public Utilities Administrator, Vincent F. Susco, Jr. effective with the close of business of Friday, December 26, 2014.

furthermore, the members thanked Mr. Susco for his 15 years of service to the Joint Facilities and wished him a long and healthy retirement.

To provide for continuity and a smooth transition, the members discussed several approaches which will be brought back to the respective WPCAs of each Town. Mr. Susco indicated the next regular scheduled meeting of the members will be in July, however, the by-laws do permit a Special Meeting upon the recommendation of the Chairman. After each WPCA has weighed in, feedback will be provided to Mr. Barmasse in order to call a Special Meeting tentatively determined to occur on June 17, 2014.

Management continued the discussion on current staffing levels. He indicated the budgeted part-time position has recently become vacant and that the current full time office staff has indicated a desire to retire at the end of 2015. In order to assure continuity, management presented the idea to replace the current part-time position through the remainder of this fiscal year with an individual that may assume full-time duties as of July 1, 2015. The members agreed and requested management to begin the process.

Approval of Minutes

Vice-Chairman Kelsey called for action on the March 18, 2014 regular meeting minutes. Upon motion by Mr. Valentine seconded by Mr. Lemay the minutes of the regular meeting were unanimously approved as presented by a vote of 3-0.

Report of Operations

Vice-Chair Kelsey called upon Superintendent, Scott Clayton, to present the March and April Report of Operations which are made part of these minutes.

During the month of March the plant operated within parameters and dewatering occurred for 18 days. The annual quality assurance package, DMRQA-34, from the EPA arrived. It will take several months to obtain all required results. Several weather related issues were addressed but none resulted in any by-passes. A small by-pass and large repair bill occurred at the Hawthorne lift station as a result of a failed discharge hose. Bioxide deliveries for Marlborough were delayed due to the weather. The WPCA of Lebanon shared their supply of Bioxide for which we were most appreciative. Several pieces of machinery required repair during the period; lakeside receiving station, digester sludge pump and blower #2. In Hebron, the Millstream pump station received a repaired pump.

At the request of Synagro, Inc. we cut back our pressing schedule to allow for repairs to their incinerator and during the month of April dewatering occurred only 13 days. This did not affect the plant's operation as it was during a period of low flow. Pursuant to our NPDES permit chlorination of the effluent was begun. The original hoses, circa 1980's, on the MAP's Generator were replaced and the expansion tank on blower #2 was repaired.

Mr. Clayton responded to several questions of the members. Mr. Susco indicated the approved NPDES permit has been received for the plant. It contains an expiration date of April 28, 2019. He indicated the 2018/19 fiscal budget must include funds for its renewal.

Budget Status

Mr. Susco presented the budget status for the current fiscal year; copies of which had been distributed in the meeting package. Management indicated this will be the final regular meeting of the committee for this fiscal year and provided a review of several key line items. Mr. Susco confirmed the EOY estimates (Appendix E) provided to the members as part of the 2014/15 operation budget discussions remain valid and that the fiscal year should end with a slight surplus. Management responded to questions of the members.

In preparation for the end of year closing for fiscal year 2013/2014, management presented the following recommendations for Disbursements/Appropriations/Transfers. Management noted that the \$58,000.00 transfer to account 62-58-582-5980 *Res. for Cap. & Non-recurring* was authorized at the February 18, 2014 meeting. Upon motion by Mr. Valentine, seconded by Mr. Lemay, the following resolution was approved by a unanimous vote.

RESOLVED: The Colchester-East Hampton Joint Facilities does hereby authorize management to proceed with Disbursements/Appropriations/Transfers as presented:

62-58-0582-5595	Interfund Service Charges (<i>Financial Reports</i>)	\$ 12,013.00
62-58-0582-5330	Prof/Tech Services (<i>Audit Report</i>)	\$ 2,154.00
62-58-0582-5622	Electricity (<i>Street Lights</i>)	\$ 480.00

Old Business

Mr. Susco continued the discussion of funding for the replacement of the DAF. He explained the WPCA of East Hampton has cleared the way for closing the Beneficial Assessment Account and to transfer that balance to the Capital Fund Balance of the East Hampton WPCA. This transfer is to take place upon completion of the current term of the reinvestment, April 9, 2015.

Management presented the request to move the Sludge Handling Improvements forward and to fund the project through internally generated funds of the Joint Facilities. Should the final construction costs exceed this amount, further payment will be made in an equal amount as to be funded by each WPCA based upon Article IV – PAYMENT AND SHARING OF OPERATION AND MAINTENANCE COSTS of the current Inter-Municipal Sewer Service Agreement. Following a lengthy discussion and upon motion by Mr. Lemay seconded by Mr. Valentine the following resolution was unanimously approved.

RESOLVED: The Colchester-East Hampton Joint Facilities does hereby request the Town of East Hampton Water Pollution Control Authority, the Town of Colchester Sewer and Water Commission and the Colchester Water Pollution Control Authority to endorse the financing plan for Sludge Handling Improvements as presented by management.

Upon further discussion the following resolution moved by Mr. Lemay, seconded by Mr. Valentine, was unanimously approved.

RESOLVED: The Colchester-East Hampton Joint Facilities does hereby authorize management to obtain a current engineer's estimate for the cost of the project.

Management reported activity has begun on the replacement of the underground fuel storage tank and provided the members an opportunity to visit the site.

Management indicated over 280 homeowners visited the plant to participate in the Lower Connecticut River Valley Council of Governments Hazardous Material Collection Day held on Saturday May 3, 2014. Paper Shredding Day remains on schedule for Saturday, May 31, 2014.

New Business

Mr. Susco presented a request to begin work on the next item on the 2014/15 Capital Budget; the replacement of the communitor at the Middletown Avenue Pump Station. He estimates the cost might be as high as \$100,000.00 and explained before the project can be moved forward a better estimate must be obtained. The members agreed and upon motion by Mr. Valentine, seconded by Mr. Lemay, the following resolution was unanimously approved.

RESOLVED: The Colchester-East Hampton Joint Facilities does hereby authorize management to obtain a current engineer's estimate for the replacement of the original communitor at the Middletown Avenue Pump station.

Management presented new physical qualifications for motor vehicle drivers under the federal guidelines for drivers of commercial motor vehicles. He explained one vehicle owned and operated by Joint Facilities staff presently requires a valid State of Connecticut driver's license with a commercial motor vehicle endorsement. Although infrequent, the Vactor Truck is used both on site and in various towns to assist with blockages. Currently all employees of the Joint Facilities are required to have the CDL license endorsement in order to drive the truck. In the very near future these medical restrictions will not permit several of the employees from obtaining the required license. HIPAA (American Health Insurance Portability and Accountability Act of 1996) regulations prevented management from identifying either the restriction or the employee, however, management pointed out currently all employee are required by the contract to perform any and all functions required to operate the Joint Facilities and this federal regulation will cause an imbalance between the employees that must be addressed. A lengthy discussion followed with no action taken at this time. Management was requested to determine options for addressing this issue in the future.

Adjournment

There being no further business to be discussed, Mr. Lemay motioned, seconded by Mr. Valentine, to adjourn the meeting. All voting in favor the meeting was adjourned at 6:30 P.M.

Respectfully submitted,



Vincent F. Susco, Jr.
Recording Secretary

Approved by unanimous vote of the Joint Facilities Committee on September 16, 2014