

**Town of Colchester – Town of East Hampton
Joint Facilities
Regular Meeting Minutes
July 15, 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, July 15, 2014 at the Colchester-East Hampton Wastewater Treatment Plant.

Mark Barmasse, Vice-Chairman
Robert Peter

Daniel Valentine
Stephen Coyle

David Kelsey was not in attendance. Also attending were Craig Wagner, CDMSmith, Donald Tata, Tata and Howard Engineers, Kurt Frantzen, WPCA liaison for the Colchester Board of Selectman, James Paggioli, Public Works Director for the Town of Colchester, Vincent F. Susco Jr., Public Utilities Administrator and Scott Clayton, Superintendent.

Call to Order

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

Chairman Barmasse welcomed Mr. Frantzen and Mr. Coyle. He thanked departing members Richard Lemay and Thomas Tripodi for their many years of service and dedication to the Joint Facilities.

Presentation from CDMSmith

Mr. Wagner addressed the members on two topics; the renewed effort for sludge thickener improvements at the plant and the replacement of the original comminutor at Middletown Avenue Lift station with a channel monster.

Mr. Wagner began with an overview of the wastewater process and the need for sludge thickening. He explained numerous repairs that have been required leading to the decision to replace the Dissolved Air Flotation (DAF) thickener at the plant with a more reliable and less labor intensive Rotary Drum thickener (RDT). He explained the project has been planned for several years and due to shortfalls in funding was never authorized.

Management indicated the need to replace the aging unit has not diminished and the current funding status which allows the Colchester Water & Sewer Commission and the East Hampton WPCA to fund any shortfall beyond what is available through Joint Facilities Capital.

Mr. Wagner presented a new cost basis (made part of these minutes) for the project utilizing the 2012 bidding and adjusting these costs by recognized cost indexing factors commonly used in the engineering field. The new base bid in 2014 dollars was \$1,250,000.00. To develop a total cost summary for the project the following items were added:

- Engineering (re-design and bidding) \$36,000.00
- Engineering Services during construction \$135,000.00
- Contingency \$50,000.00

Total project cost, for one RDT, is now estimated at \$1,471,000.00. Mr. Susco indicated available funds from the Capital Budget remain as estimated at \$1,100,000.00. The shortfall in funds to be split equally between the two towns is \$371,000.00 or \$185,500.00.

A lengthy discussion followed and the following resolution moved by Mr. Valentine, seconded by Mr. Coyle was unanimously adopted:

RESOLUTION: that the Colchester-East Hampton Joint Facilities does hereby authorize management to proceed with the Sludge Handling Improvements substantially in the form presented at this meeting utilizing internally generated funds of the Joint Facilities.

Furthermore, should internally generated funds be insufficient to complete the project the Colchester Water and Sewer Commission and the Town of East Hampton WPCA jointly agree to share equally in any final cost not to exceed \$185,500.00 each.

Upon the recommendation of management discussion on replacing the original comminutor located at the Middletown Avenue Lift Station was tabled.

Mr. Wagner was thanked for his presentation and left the meeting at 5:45 P.M.

Chairman Barmasse requested agenda item 7.A New Business Practices be discussed at this time to accommodate Mr. Donald Tata, President of Tata & Howard Engineers of Marlborough Mass. The members unanimously agreed. Mr. Tata entered the meeting at 5:45P.M.

Management opened a discussion on the need to assess the management, operations, and maintenance (MOM) at the wastewater plant. Mr. Susco indicated such assessments have become common in the industry. Mr. Tata opened with a general discussion of his firm and outlined their proposal dated July 7, 2014, made part of these minutes. A lengthy discussion ensued with action on the proposal being tabled until the conclusion of the meeting.

Mr. Tata was thanked for his presentation and left the meeting at 6:10 P.M.

Approval of Minutes

Chairman Barmasse called for the minutes of the May 20, 2014 regular meeting to be tabled pending all members who attended the meeting being present.

Chairman Barmasse called for action on the June 17, 2014 special meeting minutes. Upon motion by Mr. Peter, seconded by Mr. Valentine the minutes of the special meeting were unanimously approved as presented.

Report of Operations

Chairman Barmasse called upon Superintendent, Scott Clayton, to present the May and June Report of Operations which are made part of these minutes.

During the month of May the plant operated within parameters and dewatering occurred for 20 days. Work began in earnest on the removal of the underground fuel oil tank that served the building. Plant personnel participated in the hazardous waste collection day sponsored at the site. The annual DMRQA results were submitted for grading. Staff responded to an incident at the Laurel Ridge Water Treatment Plant that caused over \$8,000.00 in damage to the wastewater system. Management indicated all damages were paid for by the property owner and that precautions are being made to assure similar circumstance does not repeat itself.

Several maintenance items were addressed during the period including; cleaning and repairing of the Hawthorne, Spellman Point and Stonecroft lift stations. In East Hampton several manhole were made watertight. Repairs were made to the DAF, (again) and replacement of mixer #1 at the plant.

June turned out to be a very difficult month for operations at the plant. It started with dewatering only 14 days. This was caused by failed press feed pumps (mechanical) and was complicated by foaming (biological) issues at the digester. As a result, several emergency measures were implemented for a period of 10 days. Synagro was contacted to haul liquid sludge (approx. 85,000 gallons) and extensive odor control measures were employed. Total cost for the event is estimated to be \$15,000.00.

Post review of the incident determined we can contain biological events better if our mechanical situation will allow us. As a result we need a more aggressive approach to mechanical issues at the plant. This will be a subject discussed under agenda item #5C on the agenda.

Maintenance during the month was limited to cleaning the sludge well and replacing the motor at the North Main Street lift station in East Hampton.

Budget Status

Management presented a wrap-up of the 13/14 fiscal year expenses. Using Appendix D of the 2014/15 budget dated January 9, 2014 he updated expenditures to June 30, 2014. This information will be incorporated into all future budget presentations. Although the information was in line with previous cost estimates, he cautioned the members that revenue estimates are still missing.

Mr. Susco indicated no budget status reports are available yet for the 14/15 fiscal year.

Management presented the 2014/15 Capital Item "Replacement of the 2007 Ford F250". The cost of an equivalent replacement vehicle under State contract #10PSX0239 – Supplement #24 is \$35,890.00. Management indicated the current vehicle with over 140,000 miles will be auctioned off at an estimated value of \$13,000 - \$15,000.00. The Capital Budget reserved amount for this item is \$25,000.00. Management responded to questions of the members and the following resolution moved by Mr. Peter, seconded by Mr. Valentine was unanimously approved:

RESOLVED: that the Town of Colchester – Town of East Hampton Joint Facilities does hereby authorize management to proceed with the replacement of the current 2007 Ford F-250 with a similar 2015 model substantially as presented at this meeting.

Referring back to the report of operations for the month of June management, requested the plant's Superintendent to itemize pumping components that are key to the operation and that should be replaced or rebuilt. Mr. Clayton recommended the following;

- 2-new plant water pumps \$16,000.00
- 2-waste pumps \$50,000.00
- 1- new VFD and motor for final waste #3 \$10,000.00
- 1-Press Feed Pump rebuild \$16,000.00

Mr. Clayton explained the history of each request and the recommended action required to assure and maintain reliability at the plant. Management proposed either \$100,000.00 be transferred from the Undesignated Fund Balance, estimated to be \$241,000.00, to the operating budget to perform this work or to proceed with the work under the current budgeted parameters and make a transfer in May of 2015 as necessary. After a lengthy discussion, the consensus of the members was to have the work proceed and make a transfer from the Undesignated Fund Balance (Fund 08 ORG 62580582) to the current year's operating budget as needed in May of 2016.

Old Business

Management reported activity is nearly completed on the replacement of the underground fuel storage tank.

Mr. Barmasse presented agenda item #6 B, Succession Planning. The members reviewed the draft job description contained in the meeting package at length. Several changes to the interview process and the job description were required by the Joint Facilities. Mr. Paggioli was directed to present a red-lined copy of the changes to the Colchester Water and Sewer Commission and the East Hampton WPCA to obtain their consensus.

New Business

Management requested that the members place on record a formal Compensatory Time policy for exempt employees specifically for the Superintendent's position. He explained due to the unique nature of this position Mr. Clayton is called upon at all hours of the day throughout the entire year without receiving any addition compensation. To date, time off has been allowed by management on a 1:1 basis as required to keep the plant in compliance with permit and avoiding by-passes in all towns served. The members assured management that such a policy should be in place and discussed at length memorializing such an arrangement. Examples of current policies will be reviewed and if necessary a legal opinion will be obtained. Action was tabled pending further investigation.

Chairman Barmasse presented the proposal for a Best Practice Evaluation by Tata and Howard at the wastewater treatment plant. Every member felt such an evaluation would be worthwhile but under the financial situation currently presented the members felt the timing was not right. Action was tabled for the time being.

Adjournment

There being no further business to be discussed, Mr. Valentine motioned, seconded by Mr. Coyle, to adjourn the meeting. All voting in favor the meeting was adjourned at 8:15 P.M.

Respectfully submitted,



Vincent F. Susco, Jr.
Recording Secretary

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