

**Town of Colchester – Town of East Hampton
Joint Facilities Regular Meeting
Tuesday, November 21, 2023 5:00PM
Colchester-East Hampton Treatment Plant Meeting Room and Zoom**

MINUTES-corrected

Attendance: Mark Barmasse, Robert Peter and Peter Villa

Absent: John Suprono and Ron Silberman

Other Attendee(s): Scott Clayton: Public Utilities Administrator, Paul Cerreta: Operator III and Joseph Leone: Town of Colchester, Public Works Director

1. Call to Order

Mr. Barmasse called the meeting to order at 5:03 PM.

2. Public Comments

None

3. Approval of Minutes

A. Regular Meeting of September 19, 2023

Approval of the September 19th meeting minutes was tabled to the next meeting.

4. Report of Operations

A. September/October 2023

Mr. Cerreta went over the Joint Facilities Operations and Maintenance reports for September and October. Key items reported on:

September: RDT: 21 days, Belt Press: 20 days. A new Operator in Training was hired (started in October). The transmission was replaced on the F550. The yearly calibration of flow meters was completed. Pump 3# at MAPS was sent for repair; however, replacement is needed at approx. \$18K. Shultz has been hired to build up the RAS #2 VFD panel.

October: RDT: 22 days, Belt Press: 21 days. The repairs and replacements to the Lakeside receiving station (closed for approx. 2 wks.) have been completed and is back open to the haulers. Hebron's pump stations have been vacuumed. There was a grease blockage in front of Colchester Town Hall as well as an area on Rt 16. Mr. Clayton recommends checking those manholes every 6mos as well as the manhole behind Noel's. The elevator at Prospect Hill has been repaired and is back in service. *Copies of Report of Operations distributed and made part of these minutes.*

Mr. Peter asked about the status of the SOP project. Mr. Cerreta stated at last review, the SOP's were complete and ready to be implemented. A copy will be forwarded to Mr. Leone for final review.

5. Budget Status, Discussion/Action on the following items

A. 22/23 and 23/24 Budget Status

Mr. Clayton reported on the 2022/23 and 2023/24 Revenue and Expenses. 22/23 Revenue is reporting at 94.3% and Operations is reporting at 95.4.% which includes the \$511k reserve for Capital. Report on the 2023/24 Revenue is reporting at 44.6.3% and Operations is reporting at 42.2.% *Copies distributed and made part of these minutes.*

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6. Old Business, Discussion/Action on the following items:

A. MAPS -AECOM

Mr. Clayton shared a memo summarizing the condition assessment for MAPS provided by AECOM. Key items discussed were; electrical upgrades, possibility of additional land or variances. AECOM will provide a preliminary report and cost analysis on December 6th and follow-up with a presentation to the Board in January. *Copies of AECOM Condition Assessment and JK Muir Energy Analysis distributed and made part of these minutes.*

7. New Business, Discussion/Action on the following items:

A. Election of Chair

Motion made by Mr. Peter to elect Mr. Barmasse as Chairman and seconded by Mr. Peter. **Vote: 3-0 motion passed.**

correction to 7a should read as “ Motion was made by Mr. Peter and seconded by Mr. Villa”,

Election of Vice Chairman was tabled to the next meeting.

B. 2024 Meeting Schedule

Motion was made by Mr. Peter to approve the 2024 Joint Facilities meeting schedule, seconded by Mr. Villa. **Vote: 3-0 motion passed** *Copies distributed and made part of these minute*

8. Capital Planning

A. MAPS

See Item #6

B. Plant

Work continues on completing open projects.

9. Executive Session

A. None

10. Adjournment

Mr. Villa made a motion to adjourn, seconded by Mr. Peter. **Vote: 3-0 motion passed**
Meeting was adjourned at 6:20 pm.

Respectfully submitted,
Linda B. Connors
Recording Secretary