

**TOWN OF COLCHESTER – TOWN OF EAST HAMPTON  
JOINT FACILITIES  
COMMITTEE MEETING  
July 16, 2019**

**APPROVED MINUTES**

*The Meeting of the Town of Colchester – Town of East Hampton Joint Facilities Committee was held at the Colchester - East Hampton Waste Water Treatment Plant Meeting Room on Tuesday July 16, 2019 at 5:00 P.M.*

**In Attendance:** Robert Peter, John Suprono, Ron Silberman and Stephen Coyle

**Absent:** Peter Villa and Mark Barmasse

**Other Attendee(s):** Scott Clayton: Public Utilities Administrator, James Paggioli: Public Works Director for the Town of Colchester, and Ben Gilmore: Joint Facility Operator 4.

**1. Call to Order**

Mr. Suprono called the meeting to order at 5:07 p.m.

**2. Approval of Minutes**

**A. Regular Meeting of May 21, 2019**

Mr. Peter made a motion to approve minutes, seconded by Mr. Coyle.

**Vote 4-0 Motion Passed.**

**3. Report of Operations**

**A. May and June**

Mr. Gilmore went over the Joint Facilities Operations and Maintenance reports for May and June which included routine dewatering, grinder pump/pipe repairs and several pump station repairs. A new Vaughn chopper pump was installed at Middletown Ave. Pump Station (MAPS). The pump chopper will assist in grinding up rags to make easier flow through pumps.

Two contact chambers have been put online to decrease high bacterial count caused by the heavy flow volume.

An engineering firm for Hebron did metal thickness testing at the Old Railroad PS. Testing determined the discharge pipe on the force main to be thinning and will need replacement. There will be an insertion valve installed to allow use of 1 pump while this is being done. Copies were distributed and made part of these minutes.

**4. Budget Status**

**A. 18/19 Budget Status**

Mr. Clayton presented the budget status for the 2018/19 fiscal year and noted that the fiscal year budget has still not officially been closed out. The \$260,099 fund balance has been transferred into the Joint Facilities Capital fund. Copies were distributed and made part of these minutes.

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

**A. NPDES permit application ongoing**

Permit not yet approved.

**B. Public Utilities Administrator Search**

Mr. Clayton has accepted the position of the Public Utilities Administrator.

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

**A.** Mr. Coyle opened up the discussion at looking at creating a longer range (10-20yr) asset management contingency plan. With the plan of controlling the fiscal impact to the customers for future large cost projects. Joint Facilities is currently putting away a large sum to the Capital fund in lieu of bonding for larger projects.

Mr. Silberman also added looking into computerized preventative maintenance system (PM) which will keep a list of equipment, frequency of maintenance and anticipated repairs or replacement.

Mr. Clayton will investigate a PM system with the possibility of including it in the capital plan.

**7. Executive session**

**A. Personnel matters**

Motion made by Mr. Coyle, seconded by Mr. Silberman to enter into executive session at 5:50 p.m. to discuss the item listed above. **Voted (4-0) Motion Passed.** Mr. Paggioli and Mr. Clayton, were invited into this session.

*Executive session was adjourned at 6:06 p.m.*

**8. Adjournment**

Move to adjourn made by Mr. Peter, and seconded by Mr. Coyle. Motion unanimously carried the meeting was adjourned at 6:06 pm.

Respectfully submitted,  
Linda B. Connors  
Recording Secretary

*Minutes approved by a vote of 4-0, 2 abstained by the Joint Facilities Committee on November 19, 2019.*