

**TOWN OF COLCHESTER – TOWN OF EAST HAMPTON
JOINT FACILITIES
COMMITTEE MEETING
January 16, 2018**

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 January 16, 2018 at 5:00 P.M.

In Attendance: Mark Barmasse, Peter Villa and Stephen Coyle

Absent: Robert Peter, Ron Silberman and John Suprono

Other Attendee(s): Tim Smith: Public Utilities Administrator, Scott Clayton: Plant Superintendent James Paggioli, Public Works Director for the Town of Colchester and Carol Morris-Scata, WPCA Chair for the Town of Lebanon.

1. Call to Order

Mr. Barmasse called the meeting to order at 5:02 p.m.

2. Approval of Minutes

A. Regular Meeting of November 21, 2017-defered to next meeting.

3. Report of Operations

A. November and December 2017

Mr. Clayton presented the November and December Reports of Operations which have been made part of these minutes. Included in the report is a summary of the routine dewatering and maintenance as well as pump station repairs/cleaning.

In addition, the installation of new Huber Bar Screen is complete and is working well. The new snow blower was picked up and mounted on the F250 in time for the snow storms in December. Mr. Clayton was invited to the Hebron WPCA meeting for the review of their 20 year study report. More detailed item discussed was the requested courtesy meetings with an OSHA consultant to review a few of the programs & safety policies. Primarily the lock out/ tag out policy which has been rewritten. The OSHA consultant will come back to review policy changes.

4. Budget Status

A. Operations Budget 2017/18 Status

Mr. Smith presented the budget status for the current 2017/18 fiscal year. There was a short discussion on miscellaneous encumbrances and revenue items i.e. Building, Maintenance and Repairs (5430) and Electricity (5622) both which have various encumbered items. Copies were distributed and made part of these minutes.

Mr. Coyle made motion and was seconded to move item 6A “New Business” to 5A. Motion unanimously carried.

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5. New Business, Discussion/Action on the following items: (previously 6A)

A. Approve generator automatic switch purchase

During a power outage, the current automatic back up switch over for the Plant doesn't work and it requires a manual switch over. For safety purposes (480 600 amps) and to get the system working properly it will require a modification to the existing system. Cummins Electric recommends modifying the existing Cummins generator to a new Cummins Power Command 3.3 Control transfer switch at a cost of approx. \$56,599.00.

*Motion by Mr. Coyle and seconded to adjust capital funds that were previously assigned for the MAPS Channel Monster to purchase the Cummins automatic generator switch and put the MAPS Channel Monster back to the capital fund for the 18/19 budget. **Motion unanimously carried.***

6. Budget Status (previously 4B)

A. Proposed 18/19 Fiscal Budget

The Joint Facilities committee reviewed and discussed the recommended operating and revenue budget for 18/19 fiscal year. Any changes or correction will be made at the February 20th 2018 meeting. Copies were distributed and made part of these minutes.

Key items that were discussed were: Expense budget has been increased by \$122,516.00 or 5.5% over last year. Primarily the Capital budget funding expense line item increase of \$54,267.00, the Building maintenance and repairs line item increase of \$20,000.00, and the salaries increase of \$39,531.00 due to 2.0% contract increase and four Operators promoting to the next level certifications and increased pension of \$18,000.00

The Capital budget has the inclusion of the MAPS Cannel Monster/\$75,000.00 and Ford 450 (6-CEN)/\$65,000.00 and Ford Ranger (2-CEN) /\$35,000.00 motor vehicles.

7. Old Business, Discussion/Action on the following items: (previously 5A)

A. Barscreen compactor & Auto septage station progress

Both are working well and nothing new to report.

8. Adjournment (previously 7)

Move to adjourn made by Mr. Coyle, and seconded. Motion unanimously carried, the meeting was adjourned at 6:53 pm.

Respectfully submitted,
Linda B Connors Recording Secretary

Minutes approved with changes by a unanimous vote of the Joint Facilities Committee on February 20, 2018.