

**TOWN OF COLCHESTER – TOWN OF EAST HAMPTON
JOINT FACILITIES
COMMITTEE MEETING
November 19, 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 November 19, 2019 at 5:00 P.M.

In Attendance: Mark Barmasse, Peter Villa, Robert Peter, John Suprono, Ron Silberman and Stephen Coyle
Absent:

Other Attendee(s): Scott Clayton: Public Utilities Administrator, James Paggioli: Public Works Director for the Town of Colchester, Ben Gilmore: Superintendent and Paul Cerreta, Operator II

1. Call to Order

Mr. Barmasse called the meeting to order at 5:00 p.m.

2. Approval of Minutes

A. Regular Meeting of July 16, 2019

Mr. Suprono made a motion to approve minutes as amended, seconded by Mr. Peter.

Vote 4-0 Motion Passed. 2 Abstained

B. Special Meeting of September 3, 2019

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

Vote 4-0 Motion Passed. 2 Abstained

3. Report of Operations

A. July, August, September and October

Mr. Gilmore went over the Joint Facilities Operations and Maintenance reports for July, August, September and October which included but not limited to routine dewatering, grinder pump/pipe repairs and several pump station repairs. Key items reported on by Mr. Gilmore: Spice Hill pump rebuilt and installed and compressor replaced.

Flowmeters were physically calibrated at Plant. Septage receiving station flowmeter was then adjusted down 4%.to reflect actual gallons.

Flowmeters were physically calibrated at Hebron, Colchester and MAPS pump stations for effluent. Separate strap on meters were used at each station. No adjustments were needed to flowmeters, all reported within specifications. *Mr. Coyle recommends a physical calibration of flowmeters on a yearly basis.*

Repair to Clark Hill generator from seal leaking coolant.

All staff trained in CPR and an AED was ordered for the plant.

Hebron Pump station wet wells cleaned and Vactored.

Mr. Silberman has requested the dollar value on the larger items listed on monthly JF report.

Mr. Barmasse has requested a report of the all the WPCA maintained Grinder Pumps (GP) with a breakdown of GP repaired, replaced, repeat properties and GP that haven't required repairs. Item will be brought to the WPCA committee meeting. Copies were distributed and made part of these minutes.

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4. Budget Status

A. 18/19 Budget Status

Mr. Clayton reported that the 18/19 fiscal year budget has been closed out and is waiting on the final Audit report. Revenue came in at approx. 23K under budget. Expenses came in at approx. \$77K under budget, which represent funds allocated for the replacement crane truck. *Copies were distributed and made part of these minutes.*

B. 19/20 Budget Status

2019/2020 Revenue and Expenses for all accounts show minimal changes this early in the fiscal year. Two exceptions were the increases to Rental (5440) caused from a monthly cylinder charge from new gas company (since canceled) and Vehicle (5742) for the purchase of the replacement crane truck. *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.

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

A. F-450 Replacement

New Ford F-550 crane truck has been ordered and is estimated for delivery in February.

B. Forklift Replacement

Original (1981) fork lift needs replacing. Mr. Gilmore recommends purchasing a used 2016 Mitsubishi forklift (certified, painted, new tires, low mileage) for \$17k. *Motion made by Mr. Coyle to purchase 2016 Mitsubishi forklift for \$17K. Second by Mr. Suprono* **Vote: 6-0. Motion Passed**

C. Mr. Coyle discussed initiating the capital planning for the scope of work for MAPS as well as a breakdown of anticipated expenses at the Plant i.e. roof, windows and other expenses. Mr. Barmasse recommends pulling and reviewing the old facilitates plan.

7. Adjournment

Move to adjourn made by Mr. Coyle, and seconded by Mr. Suprono. Motion unanimously carried the meeting was adjourned at 6:25 pm.

Respectfully submitted,
Linda B. Connors
Recording Secretary

Minutes approved by a vote of 4-0 by the Joint Facilities Committee on January 21, 2020.