

Town of Colchester – Town of East Hampton
Joint Facilities Regular Meeting
Tuesday, September 15, 2020 5:00PM
Virtual Meeting via Zoom

APPROVED MINUTES

In Attendance: Mark Barmasse, Peter Villa, Ron Silberman and Steve Coyle

Absent: John Suprono and Robert Peter

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

1. Call to Order

Mr. Barmasse called the meeting to order at 5:06 PM

2. Approval of Minutes

A. Special Meeting of July 21, 2020

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

Vote 2-0 Motion Passed, 2 abstained.

3. Report of Operations

A. July and August

Mr. Gilmore went over the Joint Facilities Operations and Maintenance reports for July and August which includes but not limited to routine dewatering, grinder pump/pipe repairs and several pump station repairs. Key items reported on by Mr. Gilmore:

- Odor complaints were coming in from the Colchester main and Marlborough. Used Bio Safe chemical treatment to help with odor control.
- Vac-Con truck was delivered. Some piping in garage will need to be done enable to fit truck in the bay.
- 2012 Crane truck needed hydraulic lines repaired and shocks. \$7,500.00
- Variable Frequency Drives (20 yrs. old) are being recycled or replaced in the Secondary building.
- An old 1993 Grit pump was tested to see if it would still work. Pump was installed and works well. A new pump would have cost \$20k to replace.
- After the last repair of a broken drive shaft, Monaco Ford recommends not driving the 1999 plow truck on the road. The 2012 Crane truck will replace the 1999 as a plow truck when the time comes.
- The hydraulic line broke on the Vac truck. An environment service company was brought to clean up the spill and insurance company was contacted. Mr. Villa recommend looking into a possible food grade hydraulic oil. *We are currently looking in to see if that can be used.*

4. Budget Status

A. 19/20 and 20/21 Budget Status

2019/2020 Revenue and Expenses for all accounts are showing minimal changes coming to the end of the fiscal year. The collected rate is at 96.3% with no outstanding payments due. As a result, there may be no need to utilize the fund balance. Expenditures show 89.6% spent with a balance of \$468,700. However, after the capital contribution is transferred by finance the balance remaining will be \$143,600 in the undesignated fund.

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20/21FY Revenue & Operations had a limited discussion as there was nothing to review this early in the year with the exception of the purchase of the Jet truck reporting at \$150,000. *Copies were distributed and made part of these minutes.*

Mr. Coyle would like to see a more detailed YTD budget report to reflect any monies that can't be used i.e. payroll, insurance, pension etc. balances as encumbered. Producing a more accurate balance of funds available.

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

A. NPDES permit application ongoing

The permit is still pending approval. Draft copy stipulates required CBOD testing 2x per month. Testing will be done utilizing an outside lab company.

Mr. Paggioli reported on the status of Colchester Main repair. The contract for design work is in the process of being finalizing.

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

A. NAWA Award

The Facility was awarded the 2019/20 NAWA Platinum Peak Performance award for 5 years of 100% compliance. Facility will be recognized at the virtual awards ceremony on Wednesday October 28th. Receipt of the award will be passed on to both the Colchester and East Hampton Town Council.

7. Capital Planning

A. MAPS

Plan for bypass to hook to pump-RFP to bid job.

The Engineers are recommending designing and installing a connection for a bypass /valve vault. This will allow for bypassing the station or bypassing the Force Main if needed for inspections or repairs. Additional research and discussion on estimate of cost with engineer is needed prior to creating an RFP. Tour of the MAPS will be scheduled for the board members to better assess the needed upgrades.

B. Plant

Mr. Clayton reported on a memorandum provided by DPC engineering created for the purpose of capital planning study for the Plants infrastructure and equipment. The memo provided two scenarios: A Facilities Plan update and an Asset Management and a Capital Improvements Plan. Both options include a capital plan along with an implementation plan and funding and finance possibilities. Cost for study would range from \$75,000 to \$200,000 and take approx. 12-18 months. The previous facilities plan was completed in 2005 was mandated and paid for by the State. *Copy was distributed and made part of these minutes.*

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8. Executive Session

A. None

9. Adjournment

Meeting was adjourned at 5:56 PM.

Respectfully submitted,
Linda B. Connors
Recording Secretary

Minutes approved by a vote of 2-0, 1 abstained by the Joint Facilities Committee on November 17, 2020.