

**TOWN OF COLCHESTER – TOWN OF EAST HAMPTON
JOINT FACILITIES
COMMITTEE MEETING
May 16, 2017**

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 May 16, 2017 at 5:00 P.M.

In Attendance: Mark Barmasse, Robert Peter, John Suprono, and Stephen Coyle

Absent: Daniel Valentine, Ron Silberman

Other Attendee(s): Tim Smith: Public Utilities Administrator, Scott Clayton: Plant Superintendent and James Paggioli, Public Works Director for the Town of Colchester.

1. Call to Order

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

2. Approval of Minutes

A. Regular Meeting of March 21, 2017.

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

Mr. Peter. **Vote 4-0 Motion Passed. 1 Abstained**

3. Report of Operations

Mr. Clayton presented the March and April Reports of Operations which have been made part of these minutes. Included in the report is a summary of the routine dewatering, and pump station repairs/cleaning. In addition, there were repairs to sander control board, lifting brackets at Clark Hill and snow cleanup. Also, a new operator started in in March. More detailed items discussed were: An infra-red survey was completed on all plant switches which was recommend by our Insurance carrier and performed by an outside company. Problems are still occurring from the electrical damage back in February to the Millstream PS. There were substantial repairs to the Raymond Brook pumps and bubbler, The Discharge Monitoring Report Quality Assurance (DMRQA37) lab test was completed and submitted in March. The chlorine contact tanks have been serviced and cleaned for the start of chlorine season. There was camera work done in April, which detected a few problems, one being a pipe located behind Loco Pero and the Package Store. A Hazardous Waste Collection Day held on April 29th at the plant.

4. Budget Status

A. Operations Budget 2016/17 Status

Mr. Smith presented the budget status for the current 2016/17 fiscal year.

Mr. Coyle asked about a few budget line items: Properties Liability Insurance, which Mr. Smith explained the \$32,177 is the Joint Facilities (JF) portion of a total package for all town buildings combined. The Inter-fund Service Charges of \$12,872, which is the East Hampton share of Joint Facilities that is paid to the Town of East Hampton for administrative costs i.e. finance and human resources etc. Mr. Coyle also requested a copy of the Town audit report that shows the breakdown of the Residual for Capital and Non-recurring items for Joint Facilities. Copies of the current Revenue and Expense budgets were distributed and made part of these minutes.

**TOWN OF COLCHESTER – TOWN OF EAST HAMPTON
JOINT FACILITIES
COMMITTEE MEETING
May 16, 2017**

APPROVED MINUTES

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

A. Barscreen compactor & Auto septage station progress

The Auto Septage station and Bar screen compactor have been approved and ordered and should be ready in June and September respectively. Funding from Colchester of \$117,500.00 should be approved their Board of Selectman on June 18th, 2017. A discussion was had on the distribution of payments between East Hampton WPCA and Colchester on recent projects which were paid as a 50/50 split. After reviewing the municipal agreement, it is believed that the project costs should have been divided by a proportional share. Payment application will be more specific on future items or projects.

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

A. Joint Facilities Website Improvements

The administrative office has been working on creating a Colchester-East Hampton Water Treatment Plant webpage. Items included will be but not limited to: Hours of operation and contact information, monthly minutes, Grinder pump information, Frequently Ask Questions list/link, CBYD link, Flushable notice and current notifications on projects or changes to the wastewater systems. The new web page should be up and running by the end of May. The webpage is located on the Town of East Hampton website. An additional webpage for WPCA is also in the works.

7. Adjournment

Move to adjourn made by Mr. Coyle, seconded by Mr. Suprono and unanimously carried, the meeting was adjourned at 5:44 pm.

Respectfully submitted,

Linda B Connors
Recording Secretary

Minutes approved by a 3-0 vote, 1 abstained of the Joint Facilities Committee on July 18, 2017.