

**Town of Colchester – Town of East Hampton  
Joint Facilities Regular Meeting  
Tuesday, November 21, 2023 5:00PM  
Colchester-East Hampton Treatment Plant Meeting Room and Zoom**

**MINUTES**

**Attendance:** Mark Barmasse, Robert Peter and Peter Villa

**Absent:** John Suprono and Ron Silberman

**Other Attendee(s):** Scott Clayton: Public Utilities Administrator, Paul Cerreta: Operator III and Joseph Leone: Town of Colchester, Public Works Director

**1. Call to Order**

Mr. Barmasse called the meeting to order at 5:03 PM.

**2. Public Comments**

None

**3. Approval of Minutes**

**A. Regular Meeting of September 19, 2023**

Approval of the September 19<sup>th</sup> meeting minutes was tabled to the next meeting.

**4. Report of Operations**

**A. September/October 2023**

Mr. Cerreta went over the Joint Facilities Operations and Maintenance reports for September and October. Key items reported on:

**September:** RDT: 21 days, Belt Press: 20 days. A new Operator in Training was hired (started in October). The transmission was replaced on the F550. The yearly calibration of flow meters was completed. Pump 3# at MAPS was sent for repair, however replacement is needed at approx. \$18K. Shultz has been hired to build up the RAS #2 VFD panel.

**October:** RDT: 22 days, Belt Press: 21 days. The repairs and replacements to the Lakeside receiving station (closed for approx. 2 wks.) have been completed and is back open to the haulers. Hebron's pump stations have been vacuumed. There was a grease blockage in front of Colchester Town Hall as well as an area on Rt 16. Mr. Clayton recommends checking those manholes every 6mos as well as the manhole behind Noel's. The elevator at Prospect Hill has been repaired and is back in service. *Copies of Report of Operations distributed and made part of these minutes.*

Mr. Peter asked about the status of the SOP project. Mr. Cerreta stated at last review, the SOP's were complete and ready to be implemented. A copy will be forwarded to Mr. Leone for final review.

**5. Budget Status, Discussion/Action on the following items**

**A. 22/23 and 23/24 Budget Status**

Mr. Clayton reported on the 2022/23 and 2023/24 Revenue and Expenses. 22/23 Revenue is reporting at 94.3% and Operations is reporting at 95.4.% which includes the \$511k reserve for Capital. Report on the 2023/24 Revenue is reporting at 44.6.3% and Operations is reporting at 42.2.% *Copies distributed and made part of these minutes.*

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

**A. MAPS -AECOM**

Mr. Clayton shared a memo summarizing the condition assessment for MAPS provided by AECOM. Key items discussed were; electrical upgrades, possibility of additional land or variances. AECOM will provide a preliminary report and cost analysis on December 6<sup>th</sup> and follow-up with a presentation to the Board in January. *Copies of AECOM Condition Assessment and JK Muir Energy Analysis distributed and made part of these minutes.*

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

**A. Election of Chair**

Motion made by Mr. Peter to elect Mr. Barmasse as Chairman and seconded by Mr. Peter. **Vote: 3-0 motion passed.**

Election of Vice Chairman was tabled to the next meeting.

**B. 2024 Meeting Schedule**

Motion was made by Mr. Peter to approve the 2024 Joint Facilities meeting schedule, seconded by Mr. Villa. **Vote: 3-0 motion passed** *Copies distributed and made part of these minute*

**8. Capital Planning**

**A. MAPS**

See Item #6

**B. Plant**

Work continues on completing open projects.

**9. Executive Session**

**A. None**

**10. Adjournment**

Mr. Villa made a motion to adjourn, seconded by Mr. Peter. **Vote: 3-0 motion passed**  
Meeting was adjourned at 6:20 pm.

Respectfully submitted,  
Linda B. Connors  
Recording Secretary