

Town of Colchester – Town of East Hampton
Joint Facilities SOP Sub-Committee Special Meeting
Tuesday, February 16, 2023 5:00PM
Colchester-East Hampton Treatment Plant Meeting Room

MINUTES

Attendance: Robert Peter and John Suprono

Other Attendee(s): Ben Gilmore, Pam Minella, Scott Clayton and Paul Cerreta

1. Call to Order

Mr. Suprono called the February 16, 2023 meeting to order at 5:01 PM

2. Approval of Minutes

A. Regular Meeting of January 10, 2023

Mr. Peter made a motion to approve the January 10, 2023 regular meeting minutes as presented, seconded by Mr. Suprono. **Vote 2-0**

3. Discussion of Standard Operating Procedures (SOP)

A. The Committee reviewed the recommended revisions to the SOP from the January 10th meeting. Mr. Cerreta performed a walk around at a few of the pump stations using new the SOP to see how it will work. Mr. Peter noted some redundancy in the written procedure and asked if the operators are currently following the new SOP. *As a work in progress, Mr. Cerreta is the only one using it at this time.*

4. Work on Draft of SOP's

A. The committee made additional changes to the draft SOP (5 pump stations) including but not limited to: daily, weekly, monthly and annual procedures, log books, pump station checklist etc. Key items addressed.

- Run time on the Prospect Hill generator to be done quarterly underload for 15min.
- Move the confined space written protocol to the "Exhibit A" meter page.
- Revise oil change time at Colchester Odor Control station. *Written as every 100hrs. Will be researched for next meeting. Add column for oil changes.*
- Lock gates at Lake Hayward PS and Bacon Academy PS.

Additional items addressed. *Not part of the SOP.*

Prospect Hill PS- explore door alarm, possible Mission connected. NIC system panel for hour meters.

Chestnut Hill PS- explore additional lighting.

Bacon Academy PS-explore moving control panel up top.

No additional meetings scheduled at this time.

5. Adjournment

Mr. Peter made a motion to adjourn, seconded by Mr. Suprono. **Vote: 2-0, Motion Passed**
Meeting was adjourned at 6:12 pm.

Respectfully submitted,
Linda B. Connors
Recording Secretary