

Town of Colchester – Town of East Hampton  
Joint Facilities Special Meeting  
Tuesday, February 27, 2024 5:00PM  
Colchester-East Hampton Treatment Plant Meeting Room and Zoom

**MINUTES**

**Attendance:** Mark Barmasse, John Suprono, Robert Peter, Peter Villa, Stephen Coyle and Ron Silberman (5:20pm)

**Absent:**

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

**1. Call to Order**

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

**2. Public Comments**

No public comment

**3. Approval of Minutes**

**A. Regular Meeting of January 16, 2024**

Mr. Peter made a motion to approve the January 16, 2024 meeting minutes as presented, seconded by Mr. Suprono. **Voted (3-0), 2 abstained**

**4. Report of Operations**

**A. January 2024**

Mr. Cerreta went over the Operations and Maintenance reports for January. Key items reported on but not limited to:

**January:** RDT: 22 days, Belt Press: 21 days, solids to Synagro: 17.6%, Rain Total: 13.3”.

The inlet bar rack continues to have issues in the beginning of January all issues have been fixed.

The operators have been running both inlet channels to reduce wear on bar rack and flooding during rain events, as well as cleaning out the inlet channel grit to increase capacity.

Colchester Town Hall invert was cleaned and will be on a quarterly cleaning schedule going forward.

The 2023 EPA Biosolid report was completed. The SOP's for Colchester pump stations have been approved by Mr. Leone and are being implemented by the operators. *Copies of Joint Facilities Operations report distributed.*

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

**A. 23/24 Budget Status**

Mr. Clayton reported on the 2023/24 Revenue and Expenses. Revenue is reporting at 69.1% and Operations is reporting at 57.9% *Copies distributed and made part of these minutes.*

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

**A. MAPS -AECOM**

AECOM is working on the next phase of the study utilizing two (2) suitable concepts noted in the Condition Assessment Memorandum. A presentation will be given by AECOM to the Board in March.

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

**A. Election of Vice Chair**

Motion made by Mr. Peter to elect Mr. Suprono as Vice- Chairman and seconded by Mr. Villa.

**Voted (6-0)**

**B. MOU for Confined Space Rescue**

Colchester Fire & EMS has created a Memorandum of Understanding (MOU) agreement with the Colchester East Hampton Joint Facilities, which will provide emergency Confined Space Rescue Services. *Copies of MOU agreement distributed.*

Mr. Peter made a motion to move forward with the MOU with Colchester Fire & EMS for permit required confined space response with edits to come to correct Legal name to Colchester/East Hampton Joint Facilities. Once form is corrected and signed by other entities Management can proceed. seconded by Mr. Villa. **Voted (6-0)**

**C. Presentation of proposed F/Y 24/25 budget**

The Joint Facilities committee conducted a final review of the recommended operating and revenue budget for 2024/25 fiscal year. Motion was made by Mr. Coyle to approve Managements recommendation that the 2024/25 Town of Colchester-Town of East Hampton Joint Facilities Operating Budget, totaling \$2,774,744 be approved and adopted substantially in the form presented and made part of these minutes., second by Mr. Suprono. **Voted (6-0).** *Copies were distributed and made part of these minutes*

**8. Capital Planning**

**A. MAPS**

See 6A.

**B. Plant**

The Public Utilities Administrator (PUA) and Superintendent positions are still pending. Mr. Cerreta received his Class IV Wastewater Operator Certification.

**9. Executive Session**

**A. None**

**10. Adjournment**

Mr. Suprono made a motion to adjourn, seconded by Mr. Villa. **Voted (6-0)**  
Meeting was adjourned at 6:25 pm.

Respectfully submitted,  
Linda B. Connors  
Recording Secretary