Town of Colchester – Town of East Hampton
Joint Facilities Meeting
Tuesday, February 15, 2022 5:00PM
Virtual Meeting via Zoom

APPROVED MINUTES

Attendance: Mark Barmasse, Steve Coyle, Robert Peter and Peter Villa (6:04)
Absent: Ron Silberman and John Suprono

Other Attendee(s): Scott Clayton: Public Utilities Administrator and Ben Gilmore: Superintendent, Paul Cerreta: Operator III, and Pam Minella: Town of Colchester, Water and Sewer Supervisor

1. Call to Order
   Mr. Barmasse called the meeting to order at 5:02 PM

2. Approval of Minutes
   A. Special Meeting of January 25, 2022
      Mr. Peter made a motion to approve the January 25, 2022 Special meeting minutes, seconded by Mr. Coyle. **Vote 4-0**

   A. January 2022
      Mr. Gilmore went over the Joint Facilities Operations and Maintenance reports from January which includes but not limited to routine dewatering, grinder pump/pipe repairs and several pump station repairs. Key items reported on by Mr. Gilmore:
      **January:** Dewatered 18 days. Two operators are scheduled to take their DEEP waste water exam one operator being an OIT. Interviews have been completed and a new hire was selected. All alarms in all three towns (Hebron, Marlborough and Colchester) have been upgraded to the Mission System as well as the Plant alarms. Fine bubble diffuser membranes have been ordered for the aeration zones for both tanks. The new belt press booster water pump is being installed along with new piping.

4. Budget Status, Discussion/Action on the following items
   B. 21/22 Budget Status
      Mr. Clayton reported on the 2021/22 Revenue and Expenses. Revenue is reporting at 68.5% and Operations is reporting at 53.4%. Accounts are on track for this period with the exception of vehicle repairs (#5438) which is over spent and will continue increase due to unforeseen repairs. Copies distributed and made part of these minute.

5. Old Business, Discussion/Action on the following items:
   A. MAPS RFQ
      Mr. Clayton reported that DEEP approved the initial content of the RFQ and provided recent procurement guidelines. Adjustments to RFQ to include specific dates for site visit (7-10 after issue date), response to proposal (30-45 days from issue date), response to questions (7 days after site visit). Mr. Clayton recommends creating a Sub-committee for the interview process. Mr. Peter made a motion to authorize Mr. Clayton to issue the MAPS RFQ after schedule is established and modified to reflect adjustments to Joint Facilities Contacts Section B. seconded by Mr. Coyle. **Vote 4-0**
B. Colchester Force Main/Odor Control
Mr. Coyle reported that there was an issue with the feeder pump causing a substantial chemical loss. The pump has since been replaced and day tank (no cost) has been filled. Colchester will continue to add chemical while looking at a possible engineering study to examining which practice of odor control will be most operationally effective and cost efficient.

6. New Business, Discussion/Action on the following items:
   A. Resolution to Approve F/Y 2022/23 budget
The Joint Facilities committee conducted a final review of the recommended operating and revenue budget for 2022/23 fiscal year. Resolution: Management recommends that the 2022/23 Town of Colchester/Town of East Hampton Joint Facilities Operating Budget, totaling $2,632,160, be approved and adopted substantially in the form presented and made part of these minutes. Motion was made by Mr. Peter, second by Mr. Coyle Vote: 4-0

7. Capital Planning
   A. MAPS
   Nothing to discuss
   B. Plant
   Nothing to report

8. Executive Session
   A. None

9. Adjournment
Mr. Coyle made a motion to adjourn, seconded by Mr. Peter. Vote: 4-0
Meeting was adjourned at 6:10pm

Respectfully submitted,
Linda B. Connors
Recording Secretary

Minutes approved with correction to 5B (Colchester WPCA Board to just Colchester) by the Joint Facilities Committee on March 15, 2022. Vote: 3-0, motion approved