Town of Colchester – Town of East Hampton
Joint Facilities Meeting
Tuesday, May 17, 2022 5:00PM
Virtual Meeting via Zoom

APPROVED MINUTES

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

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

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

2. Approval of Minutes
   A. Regular Meeting of March 15, 2022
      Mr. Peter made a motion to approve the March 15, 2022 regular meeting minutes as written, seconded by Mr. Coyle. Vote 4-0, 1 abstained

   A. March and April 2022
      Mr. Gilmore went over the Joint Facilities Operations and Maintenance reports for March and April. Key items reported on by Mr. Gilmore:
      - Mechanical Solutions provided staff hands on training for grinder pumps, control panels and electrical safety. Additional safety modules and programs for staff will be done on a monthly basis.
      - The F550 crane truck was vandalized while in the shop for a new transmission. Vandals stole the catalytic converter and broke the windshield. New transmission is covered by warranty.
      - Overtime has been needed due to the high volume of septage being received.
      - New sprayers and belts were installed on the belt press.
      - The contact chambers have been cleaned and the chlorine system has been started.
      - The RAS #3 Vaughan chopper pump is installed and running.

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 68.7% and Operations is reporting at 90.9%. Copies distributed and made part of these minute.

      Mr. Barmasse entertained a motion to transfer $487,036.00 from the Reserve for Capital & Non-recurring Fund (Fund 62-5980) to Capital Fund Balance (Fund 82). Motion to approved by Mr. Coyle, Seconded by Mr. Villa. Vote 5-0 Motion Passed

5. Old Business, Discussion/Action on the following items:
   A. MAPS RFQ
      The MAPS RFQ meeting and tour was held on May 10th. Approx. eight engineering firms were in attendance. Questions from attendees need to be submitted by May 25th and response’s returned by June 9th. Mr. Clayton is recommending establishing a sub-committee or design review group for application review and interviews. Appointed Sub-committee: Mark Barmasse, Scott Clayton, Ben Gilmore, Pam Minella and Robert Peter.
B. Colchester Force Main/Odor Control
The original odor control system is up and running and the WPCA has not received any recent odor complaints.

6. New Business, Discussion/Action on the following items:
A. Highpoint Road Outfall
Mr. Clayton received a letter from the Highpoint Road Homeowner’s Association regarding the condition of the road and overgrowth of vegetation in the outfall area. The Colchester-east Hampton Joint Facilities currently has a permanent sewer easement and right of way for sewer maintenance and repairs in this area.

B. NACWA Award
Joint Facilities received the Peak Performance Platinum Service Award for 2021/22.

7. Capital Planning
A. MAPS
Nothing to report.

B. Plant
Mr. Clayton presented the specs on the conduit replacement in the aeration tanks. Mr. Clayton noted that this is a health and safety issue and needs to be addressed. Mr. Villa made a motion to approve management’s decision to hire Higgins Electrical for conduit repair not to exceed $48,000.00, seconded by Mr. Peter. **Vote: 5-0, Motion Passed**

8. Executive Session
A. Personnel Matter
Mr. Peter made a motion to enter into executive session at 6:38 p.m. seconded by Mr. Villa. **Vote: 5-0, Motion Passed**. Mr. Clayton, was invited into this session. Executive session was adjourned at 7:20 pm.

9. Adjournment
Mr. Peter made a motion to adjourn, seconded by Mr. Villa. **Vote: 5-0, Motion Passed**
Meeting was adjourned at 7:22 pm.

Respectfully submitted,
Linda B. Connors
Recording Secretary

Minutes approved by the Joint Facilities Committee on July 19, 2022. **Vote: 3-0, 1 abstained, motion passed**