

**Town of Colchester – Town of East Hampton
Joint Facilities
Regular Meeting Minutes
November 18, 2014**

The Regular Meeting of the Town of East Hampton – Town of Colchester Joint Facilities Committee was held at 5:00 P.M. on Tuesday, November 18, 2014 at the Colchester-East Hampton Wastewater Treatment Plant.

Mark Barmasse, Vice-Chairman	David Kelsey
Dan Valentine	Robert Peter
Ron Silberman (arrived at 5:37 P.M.)	

Stephen Coyle was not in attendance. Also attending were Craig Wagner, CDMSmith, James Paggioli, Public Works Director for the Town of Colchester, Vincent F. Susco Jr., Public Utilities Administrator and Scott Clayton, Superintendent. .

Call to Order

Chairman Barmasse called the meeting to order at 5:00 P.M. and appointed Mr. Susco as Recording Secretary for these proceedings.

Presentation from CDMSmith

Mr. Wagner indicated the project has reached the 95% completion point as a result of several meetings with vendors and management. He stated the project can proceed to the bid phase and presented a timeline for proceeding:

1. Advertise the project in Hartford Courant on Tuesday, December 16, 2014
2. Mandatory pre-bid meeting at 10:00 AM on Tuesday, December 23, 2014
3. Last day for questions on Thursday, January 8, 2015
4. Addendum distributed on Tuesday, January 13, 2015
5. Open bids on Tuesday January 20, 2015
6. Discussion and possible recommendation of award at the January 27, 2015 Joint Facilities meeting.

Mr. Susco indicated the balance for the J/F Capital Fund currently stands slightly over \$1,100,000.00 and that this year's transfer from the Operations Budget to the Capital Fund will be made early in 2015 bringing the balance to approximately \$1,150,000.00. He explained if the cost of the project exceeds the balance of the J/F Capital Fund, the project could still move forward with both the East Hampton and Colchester WPCA's contributions. He reminded all members that a final commitment to construct must come before the Joint Facilities and both WPCA's.

Mr. Wagner and management responded to several questions of the members including but not limited to financing, timing of the project, equipment and operations of the plant during construction. The members agreed bidding the project is the appropriate action to take at this time. The following resolution moved by Mr. Valentine, seconded by Mr. Peter was unanimously approved:

RESOLVED: The Joint Facilities hereby authorizes management to instruct CDMSmith, Inc. to finalize the design and prepare bid packages for the replacement of the Dissolved Air Floatation thickener with Rotary Drum thickener technology, substantially as presented at this meeting.

The members thanked Mr. Wagner for his presentation and he left the meeting at 5:34 P.M.

Approval of Minutes

Chairman Barmasse called for the minutes of the September 16, 2014 regular meeting. Upon motion by Mr. Peter, seconded by Mr. Kelsey the minutes of the regular meeting were unanimously approved as presented. Mr. Valentine abstained.

Report of Operations

Chairman Barmasse called upon Superintendent, Scott Clayton, to present the September and October Report of Operations which are made part of these minutes.

During the month of September the plant operated within parameters and dewatering occurred for 18 days. Operational maintenance during the period included annual fire extinguishers inspections, VFD issues at Marlborough North Main Street lift station, generator service at Amston Lake lift station. Mr. Clayton distributed pictures of the clean-up staff voluntarily performed at the outfall located off of High Point Drive.

Maintenance at the plant during September included annual cleaning of the drain pit and repairs to a drain line in the shop, the digester sludge pump #1 and as usual the DAF.

During the month of October the plant operated within parameters and dewatering occurred for 18 days. In preparation for winter, the chlorine system and air lines on the final settling tanks were shut down and flushed. During this period the controller to the plant boiler failed and required replacement. Due to its age an original replacement was not available and an alternative was required at a cost of \$10,000.00. The wet well at the Marlborough No. Main Street lift station was cleaned and the force main from the Princess lift station was flushed.

Maintenance at the plant during October was performed on the RAS pumps and polymer pump #2.

Management reported on a serious FOG blockage in Colchester that required two days to clear. Management complimented the staff for their work and cooperation of the Colchester officials to minimize environmental concerns.

Budget Status

Management presented a review of the budget status reporting there were no new variances to report during the period. A review of account #5430 *Bldg & Equip Maint/Repair* indicated most of the recent pump repairs for the plant have been made but all costs have not been captured at this time. In addition emergency repairs (\$10,000.00) were needed for the plants boiler control and have been captured in this account. With the delivery of the new 2015 Ford F-250 account # 5742 *Vehicles* will remain in the red for the year.

With the likelihood of a timely replacement for the PUA becoming more and more remote management suggested the Superintendent's purchasing authority be increased until such time a full time PUA is on board. The members agreed. Upon motion by Mr. Peter, seconded by Mr. Valentine the following resolution was unanimously approved.

RESOLVED: that effective December 26, 2014 and until further notice the Joint Facilities does hereby modify the *Purchasing Policy Manual* and adopt section II PURCHASING POLICY AND AUTHORITY as follows: that the Superintendent, or his/her designee may authorize the purchase of supplies, materials, equipment or services needed for his/her area of responsibility for purchases up to \$49,999.00.

Old Business

Mr. Barmasse presented agenda item #6 A, Succession Planning. The member's indicated an insufficient pool of applicants have been received to begin interviews. Management was directed to have the position advertised again with no closing date and to indicate it would remain open until filled. The members agreed that no interviews would begin until a sufficient pool of candidates has been established.

Mr. Barmasse presented a contingency plan that would allow operations to continue beyond Mr. Susco's retirement date. The members discussed a post retirement working arrangement that had been distributed with the meeting material. Mr. Paggioli requested that Mr. Soby, First Selectman of Colchester, be added as a signature on the agreement. Mr. Susco agreed and indicated four (4) originals will be prepared, one for each signing party. The following resolution moved by Mr. Peter, seconded by Mr. Valentine was unanimously approved:

RESOLVED: The Joint Facilities hereby authorizes the Chairman, Mark Barmasse to sign a Post Retirement Working Agreement with Mr. Vincent F. Susco, substantially as presented at this meeting.

New Business

At the request of the Chairman of the East Hampton WPCA management was requested to review recent changes in the East Hampton Purchasing Guidelines with the current Joint Facilities Purchasing Policy Manual. Mr. Susco distributed the recommended changes to align both manuals. The following resolution moved by Mr. Valentine, seconded by Mr. Kelsey was unanimously approved:

RESOLVED: The Joint Facilities hereby authorizes management to amend and restate the Joint Facilities Purchasing Policy Manual substantially as presented at this meeting.

Management presented two items for disposition through www.Govdeals.com the 2007 Ford F-250 and a circa 1990's Swenson Sander. Cut sheets and pictures of both items were included in the meeting package and discussed. The members discussed a minimum bid for each and the following resolution moved by Mr. Kelsey, seconded by Mr. Silberman was unanimously approved:

RESOLVED: The Joint Facilities hereby declares the 2007 Ford F-250 and a circa 1990's Swenson Sander as surplus and authorizes management to dispose of a 2007 Ford F-250 and a circa 1990's Swenson Sander substantially as presented at this meeting.

Chairman Barmasse called for the 2015 meeting schedule. The members requested the January, February and March meetings be moved to the fourth Tuesday of the month. Upon motion by Mr. Peter, seconded by Mr. Silberman the schedule was unanimously approved as amended.

Mr. Susco presented one additional item of New Business stating that Mr. Kelsey will be resigning from the Joint Facilities committee effective December 31, 2014 after nearly 16 years of service (start date February 16, 1999). The members thanked him for his many years of loyal service and wished him good health and many years of enjoyment in his future endeavors.

Adjournment

With no further business to be discussed, Mr. Kelsey motioned, seconded by Mr. Silberman, to adjourn the meeting. All voted in favor and the meeting was adjourned at 7:00 P.M.

Respectfully submitted,



Vincent F. Susco, Jr.
Recording Secretary

Approved by unanimous vote of the Joint Facilities Committee Special Meeting on February 3,
2015