



## TOWN OF WINCHESTER – CITY OF WINSTED

Town Hall – 338 Main Street

WINSTED, CONNECTICUT 06098

### *Minutes of Regular Meeting*

### *Water & Sewer Commission*

*Town Hall, 338 Main Street, Winsted*

*October 12, 2021*

Chairman called the meeting to order at 7:04 pm. The following members were present: Bill Hester, Joe Lemelin (video chat), John Massicotte, Marty Cormier, Alex Combes and (George Closson absent excused). Also, present was Director of Public Works Jim Rollins, Steve Vaill and Bruce Stratford.

### *III. Public Input-no public input.*

- **IV. Approval of minutes from September 14, 2021: Motion:** B. Hester **to accept as corrected the minutes for September 14, 2021 (Motion: J. Lemelin** to approve back billing in the amount of \$4,488.52 for 9 Thibault Ave-Diamond Mine Properties LLC-owner to follow up with Tax Collector's office to arrange payment plan to avoid marshal fees however statutory fees remain in place. If owner defaults on payment plan the fees can be applied, seconded by **B. Hester. Vote:** *all in favor-motion carried unanimous*).
- Correction on item: J. Rollins-***Meter Upgrade/Zero Reads-handout was not provided*** to the commission regarding status of zero reads, MIU, repairs, Ultrasonic and Fixtured accounts. We are making great progress.

### *V. Other Business*

#### **A. Report from Finance Director**

*Sewer fund Budget: Dept 704-Revenue-* It is at 24% of its budget. Total revenue is 445,432 compared to last year \$451,393.

*Sanitation Plant Department-Department 315-* Is at 15% budget for the fiscal year.

*Pumping Station-Sewer Dept 316-*Is at 15% of its budget.

*W.P.C.A.-Dept* Is at 28% of its budget.

*Debt Administration-*Is at 17% of its budget.

*Water Works: Dept 317-* Is at 15% of the fiscal year.

*Water Works: Dept 702 Revenue- Is at 23% of the fiscal year.*

*Crystal Lake Water Plant: Dept 319-Is at 11 % of its budget.*

*Water Administration- Dept 321- Is at 27% of its budget.*

*Water Commission-Dept 322-Is at 21% of its budget.*

*Water & Sewer Capital Improvements Fund 123-Is at 20%.*

*Bank Balance:* Sewer fund \$596,009 and the Water Fund has \$1,022,884, the savings account balance for the two funds is \$1,149,666. That is split: water fund \$875,469 and sewer fund \$274,196.

**A. Sewer rate increase:** B. Stratford-no update.

**B. Sewer Plant for broken PVC pipe-**A. Combes-project to be completed on Thursday.

**C. Barkhamsted Flow Meter & Theater-**M. Cormier-appointment scheduled for Wednesday, October 13, 2021.

**D. Barkhamsted sewer maintenance & repair agreement:** J. Rollins-no new to updates.

#### ***VI. Bill adjustments***

- **546 E Wakefield Blvd-sewer assessment lien release-Motion:** B Hester to approve release of sewer lien, Gunjan Prakash & Daniel Roeser-546 E Wakefield Blvd, second by J. Lemelin. **Vote:** All in favor-*motion carried unanimous*
- **512 W Wakefield Blvd- sewer assessment lien release-Motion:** B. Hester to approve release of sewer lien, McGuinness Neil & Kathie-512 W Wakefield Blvd, second by J. Lemelin. **Vote:** All in favor-*motion carried unanimous*
- **21 Bank St-** Further discussion regarding the \$1,000 tampering fee, commission agreed to draft a standard operating procedure.

#### ***VI. Director's Report***

**Stream Flow Dam Reports-**J. Rollins-site visit scheduled for November 10<sup>th</sup>. I am going to try to incorporate the Dam Improvement project in this visit.

- J. Rollins-Case Ave Bridge-we had a public information meeting on September 16<sup>th</sup>. What we learned is that the bridge construction will take care of the utilities at an 80% cost share and the town will have to pick the remaining 20% and that is just for the stuff that gets disturbed during the bridge reconstruction. Maps of the area were provided to the commission. What we are proposing, is to have a 12" tied into Willow and into Main St. The only thing that may cause us an issue, we would have to go right through that

intersection because the water main is on the opposite side of Main St. We would be interrupting the intersection and a newly paved road. We will be digging into that area for the water mains on Case Ave so maybe we can stub it out then. J. Massicotte-the water mains that we want to replace that the bonding is for do, did we have a PO for the pipe, the price is going to escalate should we go ahead and purchase this. J. Rollins-so we have been talking about that and we are so close to the bids going out and the hassle of putting us in the middle of it is not worth it.

- Hicks-Berg St-M. Cormier-D. Curtis crew was excellent to work with, 380 feet of new pipe, project completed in a week, next step is to flush water main on October 19<sup>th</sup>.
- Utility II-applicants will be tested on October 19<sup>th</sup> & 20<sup>th</sup>. Plant Operator IV/Water Quality Utilityman job has been posted.
- J. Rollins-I have a draft letter for Tim Abbott, this is for the easement for the watershed properties. J. Massicotte-I think the letter should reference an attached exhibit.
  - **Motion:** J. Massicotte-to approve letter with attached exhibit, seconded by J. Lemelin. **Vote:** *all in favor- motion carried unanimous.*
- J. Rollins-**Meter Upgrade/Zero Reads**-will provide information quarterly.
- J. Rollins-I have a quote from Able Tool for the excavator which went up a little bit.
  - **Motion:** B. Hester-to approve purchase order for Able Tool in the amount of \$129,172, seconded by J. Lemelin. **Vote:** *all in favor- motion carried unanimous.* B. Stratford-you would have to build next year's budget to include the extra \$5,000 from each.
- Invoice-Norfolk Sewer District. Combes-45-year-old air compressor being sold to Norfolk Sewer District. **Motion:** J. Lemelin-to approve sale of air compressor for \$50.00 to Norfolk Sewer District, seconded by M. Farrell, **Vote:** *all in favor- one abstained- motion carries.*

#### **IV. Old Business:**

- *Santoro's:* B. Stratford-current balance \$38,000
- *Sewer plant bridge repair:* still on for 2023.
- *Dam Repair through USDA funding:* J. Rollins-this will tie into my site visit on November 10<sup>th</sup>.
- *Water regulations update:* J. Rollins-we have not looked at that.
- *Tree Harvesting:* J. Rollins-No
- *Expanding sewer to Morgan Dr/Lakeview Rd-* B. Stratford spoke regarding a grant through Clean Water State Revolving fund to look into for this project. B. Stratford- we have a conversation with Florin and he explained how the financing works, there was some concern about if the Winsted Water Works had to front the money which is not the case, as soon as you submit an invoice from a contractor usually payment within 15 days from the loan and you can pay the vendor, which builds up on the loan balance until the project is done, then it is converted to loan and they apply for the loan forgiveness.

**V. Adjournment:** B. Hester-made a motion to adjourn meeting at 8:05 pm, seconded by M. Farrell. **Vote:** *all in favor-motion carried unanimous.*

Minutes Respectfully Submitted,

Rhonda Roy

Minute Secretary

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