



## 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*

*September 14, 2021*

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

**III. Public Input-Attorney Paul Catalano-9 Thibault Ave**-Discussion regarding back billing, attorney concerned about usage calculation and possible Marshall fees.

**Motion:** Bill Hester 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.*

**IV. Approval of minutes from August 10, 2021: Motion:** Joe Lemelin to approve August 10, 2021 minutes, seconded by B. Hester. **Vote:** *all in favor-motion carried unanimous.*

**IV. Approval of minutes from August 24, 2021: Motion:** Bill Hester to approve August 24, 2021, seconded by G. Closson. **Vote:** *all in favor- motion carried unanimous.*

### ***V. Other Business***

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

*Sewer fund Budget: Dept 704-Revenue-* It is at 17% of its budget. Total revenue is 362,048 compared to last year \$364,373. \$11,000 received September will reflect in next month's report.

*Sanitation Plant Department-Department 315-* Is at 8.47% budget for the fiscal year.

*Pumping Station-Sewer Dept 316-*Is at 11% of its budget.

*W.P.C.A.-Dept* Is at 16% of its budget.

*Debt Administration*-Is at 16% of its budget.

*Water Works: Dept 317*- Is at 11% of the fiscal year.

*Water Works: Dept 702 Revenue*- Is at 20% of the fiscal year.

*Crystal Lake Water Plant: Dept 319*-Is at 6 % of its budget.

*Water Administration- Dept 321*- Is at 22% of its budget.

*Water Commission-Dept 322*-Is at 3% of its budget.

*Water & Sewer Capital Improvements Fund 123*-Is at 18%. Part of the sewer fund capital improvements includes the excavator for two years, Industrial Park Hi-Tide, Sludge Pump, Septage Pump, Effluent Water Pump, RAS Pumps-VFDS and engineering for the bridge.

*Water fund & Sewer Fund*-Vacuum truck completed paid for.

*Bank Balance:* Sewer fund \$495,473 and the Water Fund has \$893,165, the savings account balance for the two funds is \$1,149,458. That is split: water fund \$875,311 and sewer fund \$274,146.

**A. Sewer rate increase:** According to the last meeting we decided not to increase the capital recovery fee, we ended up with a deficit based on our staffing plan adding one person per year for four years which wasn't going to work. So, a revision was made to cut one of those positions. Previous motion as discussed to remain in place: (Motion: by John Massicotte, seconded by George Closson: Sewer base rate to increase (not compounded) 20% per year for 5 years based on 2021 base rate. Sewer usage rate to increase 9% in first year. Fixture rate to increase 100% in first year. Highland lake low pressure sewer maintenance fee of \$100 per year. Vote-all in favor-motion carried unanimous).

**B. Sewer Plant for broken PVC pipe-A. Combes-** vendor has been out multiple times, currently not leaking, hope to have resolved next week.

**D. Stream Flow Dam Reports-**J. Rollins-was submitted and received notification of acceptance.

**E. Rowley St Bridge Engineering:** J. Rollins-this has been submitted and running on schedule. We submitted a couple weeks ago what are overall cost are expected to be.

**F. Letter template stating reason for approval / denial of bill adjustments-**letter is working well.

**G. Update on water projects bonding-DWSRF Bonding-**

- Water tanks-design underway
- Water Mains-steps in place-bid advertisement 11/1/21, award contract mid-January, start construction weather dependent no earlier than March.
- J. Massicotte-bonding has been submitted do we have the cash approval
- B. Stratford-we have authorization to enter debt agreement-DWSRF is going to make funds available to us and convert it into a loan and then forgive a portion of it.

**H. Barkhamsted Flow Meter & Theater-**M. Cormier-I have been in touch with the property manager to arrange an appointment to get access to the Cinema. A meter has been installed in a new business “Smoke Shop”. Town line meter works however it’s not compatible with MIU, will need to read manually.

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

**J. E-mail address has been created-**[wsc@townofwinchester.org](mailto:wsc@townofwinchester.org)

### **V. Bill adjustments**

- **77 Birdsall St Overpayment-Motion:** G. Closson to approve overpayment of \$10.58 for water bill account number #4396-Peter Kamin-77 Birdsall St, second by B. Hester.  
**Vote:** All in favor-*motion carried unanimous.*

- **622 E Wakefield Blvd-sewer assessment lien release-Motion:** J. Lemelin to approve release of sewer lien, Frank & Suzanne Carfiro-622 E Wakefield Blvd, second by B. Hester. **Vote:** All in favor-*motion carried unanimous*

- **21 Bank St-curb valve tampering-**M. Cormier-this property was shut off for nonpayment, homeowner tampered with shut off valve on two occasions. Discussion: Water & Sewer Regulations allows the department to impose a penalty for tampering.

**Motion:** B. Hester to approve a \$1,000 tampering fee, a demand letter needs to be sent registered certified mail, this letter is to contain full detail of incident along with a copy of Water & Sewer Regulations (tampering clause). Homeowner has 15 days to respond, if no response this will then be referred to the Town Attorney Kevin Nelligan, seconded by J. Lemelin. **Vote:** *all in favor- motion carried unanimous.*

### **III. Director’s Report**

- Sludge Disposal Increase-A. Combes-advised commission regarding the increase of sludge disposal, it is currently \$1,331 a load and will increase to \$1,567 a load, this will increase the fiscal budget \$10,000-\$11,000 a year. Alex to follow up.
- Hicks-Berg St-M. Cormier-on going water quality issue for this area, recommendation is for repair. Proposal for repair is approximately \$35,000, requesting a bid waiver for \$15,000 for David Curtis LLC and \$12,000 for G&L Water Works Supply for piping.

**Motion:** J. Massicotte-to move \$45,000 from savings to new line item for repair, seconded by G. Closson. **Vote:** *all in favor- motion carried unanimous.*

**Motion:** B. Hester-to allow bid waiver for \$15,000 for David Curtis LLC and \$12,000 for G&L Water Works, seconded by J. Lemelin. **Vote:** *all in favor-motion carried unanimous.*

- Utility II-applications with Civil Service-Plant Operator IV/Water Quality Utilityman job descriptions are currently with Civil Service for approval.
- J. Rollins-***Barkhamsted Sewer Maintenance & Repair Agreement***. Spoke The with Don Stein to get started on Water Agreement.
- J. Rollins-***Meter Upgrade/Zero Reads***-handout was provided to the commission regarding status of zero reads, MIU, repairs, Ultrasonic and Fixtured accounts. We are making great progress.
- J. Rollins-Reimbursement for Education (Tom Hayes)  
**Motion:** J. Lemelin to approve reimbursement of \$629 for Utility Management class for Tom Hayes, seconded by G. Closson. **Vote:** *all in favor- motion carried unanimous.*
- J. Rollins-Upland Rd-DPW starting this fall, water main replacement to follow.
- J. Rollins-Case Ave Bridge-replacement of 1958 water and sewer mains will be part of reconstruction contract. State will be 80% of cost and Town will be 20%.
- J. Rollins-we have had requests regarding irrigation sill cock before meter-commission agreed not to allow sill cock.
  
- ***IV. Old Business:***
- *Santoro's:* B. Stratford-current balance \$37,000
- *Sewer plant bridge repair:* still on for 2023.
- *Dam Repair through USDA funding:* J. Rollins-forcing to construct outlet control may speed up this project-need to focus on the project-5-year time limit.
- *Water regulations update:* J. Rollins-we have not looked at that.
- *Tree Harvesting:* J. Rollins-No
- *Expanding sewer to Morgan Dr/Lakeview Rd-* G. Closson-will provide additional information this fall.

**V. Adjournment:** B. Hester-made a motion to adjourn meeting at 9:10 pm, seconded by G. Closson. **Vote:** *all in favor-motion carried unanimous.*

Minutes Respectfully Submitted,

Rhonda Roy

Minute Secretary