



TOWN OF WINCHESTER – CITY OF WINSTED

Town Hall – 338 Main Street

WINSTED, CONNECTICUT 06098

Minutes of Regular Meeting

Water & Sewer Commission

Zoom, Town Hall, 338 Main Street, Winsted

June 8, 2021

Vice Chairman called the meeting to order at 7:04 pm. The following members were present: George Closson, Bill Hester, Joe Lemelin, John Massicotte. Also, present was Director of Public Works Jim Rollins, Superintendent of Water Works Marty Cormier, Chief Plant Operator Alex Combes, Director of Finance Bruce Stratford, Steve Vaill and Candace Bouchard.

Public Input-No public input. Candance Bouchard-congratulations on the referendum passing.

Approval of minutes from May 11th & 18th, 2021: Motion Bill Hester to approve the minutes for May 11th & 18th 2021. Second by G. Closson. **Vote:** All in favor-*motion carried unanimous.*

A. Report from Finance Director:

Sewer fund Budget: Dept 704-Revenue- We are running about \$90,000 ahead in revenue compared to last year.

Sanitation Plant Department-Department 315- Is at 87% budget for the fiscal year. Alex and I have discussed some transfers which total \$3400.

Motion: J. Massicotte to transfer from line item 2-315-806-0000 for \$500, from line item 2-315-806-0002 for \$350, from line item 2-315-809-0000 for \$900, from line item 2-315-811-0000 for \$250, from line item 2-315-814-0000 for \$300, from line item 2-315-830-0000 for \$1,000, from line item 2-315-823-0001 for \$100 and to transfer to: 2-315-826-0000 for \$3,300 and to 2-315-825-0000 for \$100, seconded by J. Lemelin. **Vote:** *all in favor-motion carried unanimous.*

*Sewer Pumping Station-316-*Is at 65% of its budget for the fiscal year.

*WPCA-317-*is at 85% of its budget for the fiscal year.

*Dept administration-913-*98%, overall increase of \$144,00. The sewer fund has an operating surplus of \$56,000.

Water Works: Dept 702-We are 98% of the fiscal year on the revenue, total year to date we are running \$78,000 ahead of last year. Which is part of resolving the zero reads and collections is up.

Water Works: Dept 317- we are at 81% of the fiscal year. Line item 0317-193-0001-McCarthy foundation contribution has been received in the amount of \$1,679.34. There is one transfer Marty would like to make from line item 317-194-0000-0000 for \$25,000 to line item 317-859-0000-0000.

M. Cormier-letters have been sent out to replace the meters mostly around highland lake to an ultrasonic meter. We have approximately 190 fixtured accounts that will need to be addressed and will need to be replaced with meters, possibly do a fixture audit.

Motion: J. Massicotte to transfer \$25,000 from line item 317-194-0000 General Labor to 317-850-0000 Meter expenses, seconded by G. Closson. **Vote:** *all in favor-motion carried unanimous.*

Crystal Lake Water Plant Dept-319- Is at 79% of the budget, everything looks good there.
Administration Dept 321- is at 89%.

Water Commission- Dept 322- Is at 76% of its budget, with an increase of \$210,261 from last year mostly due to the transfers from the capital fund and an operating surplus of \$311,000.

Bank Balance: Sewer fund \$414,537 and the Water Fund has \$742,637, the savings account balance for the two funds is \$1,148,821. That is split: water fund \$874,826 and sewer fund \$273,994.

Water & Sewer Capital Improvements Fund 123: The first page shows the appropriations that are coming from the respective funds into the Capital Improvement Fund. Page 2 gives you the activity on the various projects. Reminder that the Vacuum Truck is to be include in the fiscal 2022 to budget for both water and sewer. I have underlined on the bottom two projects, the water mains and the Rowley St bridge utility plan., these projects are covered by grants which we have not received yet. J. Massicotte-the \$200,000 for the step screen will that go into savings at the end of this budget season. B. Stratford-these budget dollars will stay in this fund, if we need more for that project, we will need to increase this. We are hopeful that the funding we are getting from the ARPA Act, the step screen will qualify under that.

Santoro 's: B. Stratford-At the end of May they had a past due balance of \$53,500, in early June they collect another \$10,200. His balance will be under \$43,000. They are still making monthly payments of \$10,000.

Sewer rates Increase: B. Stratford-we are in a holding pattern. You have been talking about some additional positions and re-organizing some to the departments we want to make sure the rates cover this with the fiscal budget of 2022.

Cost for pumps on Morgan Dr/Lakeview Rd-J. Rollins-no further updates.

Crystal Lake Emergency Plan: J. Rollins-I did get some clarification on some questions I had from Jim Erickson. This must be submitted by the end of this month.

*Sewer Plant frozen valve in Portable Water Pump, Electric for broken PVC pipe-*A. Combes-the frozen valve is going to be addressed at the end of next week. I have a purchase order for West State for the leaking pvc pipe. J. Massicotte-was there some water in the electrical panel? A. Combes-yes, I had Rob Asselin come out, there is in fact to be water in there, he is going to come and replace the box.

Electric Sewer Bypass Reporting: J. Massicotte-what about the electrical bypass? A. Combes-I will complete this and forward to you via email.

Plan of Conservation & Development Update: G. Closson-Monday night we are going to review this and initiate the distribution to the various committees for feed back and then we will get a Public Hearing scheduled.

Nanni Dr Road Repair: M. Cormier-we are still waiting on pricing, J. Rollins-to follow up on this.

Rowley St Bridge Engineering: J. Rollins-we must get the final design into DOT by the 15th, Lenard should have this ready.

*Freedom of Information Act Training July 8th 5 pm-Town Hall-*if anyone can please attend.

Bill Adjustments:

- *16 Perkins St.-*M. Cormier-provided letter from homeowner requesting additional adjustments to the water bill.

Motion: B. Hester made motion to keep adjustment the same as previously agreed upon to which was to adjust sewer to its average sewer in the amount of 1244 cubic feet and no adjustment in usage for water. Second by J. Massicotte. **Vote:** All in favor-*motion carried unanimous.*

- *35 Strong Terrace-*M. Cormier-the owner discovered a broken pipe in the basement after receiving a high usage bill. The pipe was repaired by the owner with material on hand, she requested an adjustment.

Motion: J. Lemelin to approve adjustment using average sewer usage (1676) and no adjustment in usage for water. Second by B. Hester. **Vote:** All in favor-*motion carried unanimous.*

- *13 Greenwoods Ave-*M. Cormier-this account had high usage for the Jan-March 2021 billing quarter. The owner called after receiving a letter from the office stating her usage was high for the quarter and should be investigated. She found a toilet leaking as well as the hot water heater. Both issues were repaired. Tenant complaint: our toilet has been broken for months. It flushes but does not stop running so we must shut the water off dated March of 2021.

Motion: J. Lemelin motion made not to approve any adjustment on either water or sewer usage. Second by B. Hester. **Vote:** All in favor-*motion carried unanimous.*

- *Start Engineering for Step Screen:* A. Combes-I talked to the rep, and he gave me two plants that have the Claro Unit that we are interested in. We went out to Uxbridge, Mass and met with Chris, their plant is a little smaller than us. They just go done with a 45-million-dollar upgrade. He had nothing but good things to say. There is minimal maintenance, it literally ones 15 to 20 minutes in 24 hours. Should I move forward regarding bid specs. J. Massicotte-yes, we can go out to be anyway even if we start it next year or after. The engineer is going to come out to the plant on June 30th. A. Combes-regarding the septage receiving they charge \$125 per 1,000 gallons; we are currently at \$75. I think we should up our rate. B. Stratford-the commission can make that rate change for the septic dumping without a public hearing.

Director's Report

- J. Rollins-*No reports*

Old Business:

Sewer plant bridge repair: still on for 2022.

Dam Repair through USDA funding: J. Rollins-no update

Water regulations update: J. Rollins-we have not looked at that.

Tree Harvesting: J. Rollins-To do the tree harvesting we need to update the forest plan and prepare a bid document and how we go about that.

Barkhamsted MIU-Cinema has opened, Marty will check on installation of meter. Billing is in place.

New Business: *No new business*

Adjournment: B. Hester-made a motion to adjourn meeting at 8:22 pm, seconded by G. Closson.

Vote: *all in favor-motion carried unanimous.*

Minutes Respectfully Submitted,

Rhonda Roy

Minute Secretary