



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

April 13, 2021

Vice Chairman called the meeting to order at 7:03 pm. The following members were present: George Closson, Bill Hester, Joe Lemelin, John Masicotte. Also present was Director of Public Works Jim Rollins, Superintendent of Water Works Marty Cormier, Chief Plant Operator Alex Combes, Finance Director Bruce Stratford, Candance Bouchard, Steve Vaill and Moderator Pam Colombie.

Public Input-No Public Input.

Approval of minutes from March 9, 2021: Motion George Closson **to approve the minutes of February 9, 2021.** Second by B. Hester. **Vote:** All in favor-*motion carried unanimously.*

Barkhamsted Sewer Update: J. Rollins-the meter at the town line had a defect in it, the new one is expected to be installed later this week. They did a pressure test and had a leak so that had to be fixed. A test run did pump into the gravity system. The next step is to get the meter in at the Town line. Once we start, we will be able to compare the meter readings to the town line meter. J. Masicotte-how many meters are in. J. Rollins-we have four meters in and a new business coming in, the theater is still closed so there is no meter in there yet.

Report from Finance Director: B. Stratford- provided copies of the budget reports, bank statements

Water Works: Dept 702-We are 75% of the fiscal year, \$1,445,348 compared to 1,399,121. Past due balance on Santoro's is currently \$31,439 as of March 27th. Overall, the department looks in good shape.

Water Works: Dept 317- we are at 67% of the fiscal year. I have underlined a few areas that are running negative. Discussion: line item 0317-193-0001-McCarthy foundation contribution will be in the amount of \$1,679.34.

Crystal Lake Water Plant: Is at 62% of the budget through 75% of the year, everything looks good there. Administration is at 71%.

Water Commission- Dept 322- Is at 61% of its budget. Total expenditures is \$1,242,096 compared to 1,088,091 last year.

Bank Balance: Sewer fund \$501,725 and the Water Fund has \$699,721, the savings account balance for the two funds is \$1,148,398. That is split: water fund \$874,504 and sewer fund \$273,894. There is about \$170,000 is due June 1st.

Sewer fund Budget: Dept 704-Revenue- Total revenue is \$1,330,878, compared to last year \$1,265,955. Santoro's passed due balance on the sewer side in \$19,514 as of March 27th.

Sanitation Plant Department-Department 315- Is at 69% budget for the fiscal year. Alex would like to propose a couple of line-item transfers. A. Combes-I would like to take a total of \$12,000 out of Maintenance of Structures, \$10,000 to go to Maintenance of Equipment which is currently negative and \$2,000 I need to cover the permit renewal, this was quite substantial and was over \$1900.

Motion: B. Hester to transfer \$12,000 from line item 2-315-827-0000 from Maintenance of Structures to: 2-315-826-0000 for \$10,000 and to 2-315-851-0001 for \$2,000, seconded by G. Closson. **Vote:** *all in favor-motion carried unanimous.*

Pumping Station- Is at 54% of its budget. A few underlined items that need to be reviewed.

*W.P.C.A-*Is at 72% of its budget. I have underlined the-Barkhamsted Interlocal Project, this statement only gives you nine months of activity, page 4 gives additional information. On page 3 there is a large principal payment for June 1st, we will be making those payments at the end of May and the interest related to those payments. Expenditures are \$1,260,013 compared to last year \$1,148,812.

*Barkhamsted Interlocal-*we have collected \$35,722 from Mallory Brook and Lombard Ford for the engineering and inception costs. We have spent about \$28,255 so far. There are open PO's for another \$9,000.

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. I have underlined the Vacuum Truck, it will need funding for fiscal 2022 & 2023. Underlined beneath that is ARPA Funding, they are targeting projects related to water and sewer infrastructure. Those funds are limited to those projects, this commission would need to petition the selectmen for that money to assist in the step screen and possibly the bridge at the Sanitation Plant. At the bottom-replace water mains at CCGHT we appropriated \$50,000 in this year's budget for engineering plans.

Water fund: The vacuum truck again needs funding for fiscal budgets of 2022 & 2023. I have underlined the Wallen's Hill tank, Crystal Lake tank and replacement of water mains indicating that these are part of the DWSRF project.

B Release of Sewer Assessment Lien-there are nine sewer assessment lien releases that have to be approved. *Motion* by G. Closson to issue release on sewer assessment lien, seconded by B. Hester. **Vote:** *all in favor-motion carried unanimous.* Joseph Lopardo-143 W Wakefield Blvd, Judith Brogan & Vernon Leblanc Jr-652 Jewel Rd, Gerald & Linda Gallo or Robert Bates Jr-430 E Wakefield Blvd, Veronica & Kenneth Colucci Jr-672 E Wakefield Blvd, Douglas Traub Jr & Bruce H Janssen-808 W Wakefield Blvd, Bernard & Marjorie Spence-612 E Wakefield Blvd, Keith & Brenda Tracy-677 E Wakefield Blvd, Janet Closson or Jonathan & Sara Yolles-504 W Wakefield Blvd, Michael Giordano or Glen R Zeh & Gay E Schempp-857 E Wakefield Blvd.

C. Sewer rates Increase: B. Stratford-no updates. Jim and I need to revisit this. I have shared some of this with John & Bill. We did a comprehensive analysis and where we have been putting our labor. Two thirds of our labor has been going to maintain the water system and one third to the sewer system. We don't have the manpower to do it just by re-allocating. I am proposing not changing staffing there but to make up for the percentage of labor, we have to add people to the wastewater side. The two positions would be a lab tech for sewer plant and another utility man in the rotation for water & sewer. We also have in there an overlap of the director's position. I am going to be looking for another \$200,000 a year in operating costs. These changes are going to take some time to implement. I asked Bruce to incorporate that into the rate increase. J. Masicotte-the \$200,000 for employees would be divided between the water and sewer? J. Rollins, all of Marty's labor is divided 2/3 water and 1/3 sewer fund so to make up for that difference and not change anything on the water side, the majority of the cost would be from the sewer fund. J. Masicotte-the flow charts have been forwarded to everyone. J. Masicotte-for the lab tech have you written any job description. J. Rollins-we are not that far along. The first step would be to hire for the utility man position, we currently have three guys that are out and one that is going to be retiring and while we have the expertise, we would like to get someone in to learn from him. We were thinking about doing a temporary position. We can discuss further under the Director's Report.

D. Cost for pumps on Morgan Dr/Lakeview Rd-J. Rollins-we didn't get any new information from E1. I spent some time on the GIS with the lidar overlays and I find no viable path for a gravity system. I would have to go through twelve properties and directly through six houses which is unreasonable. If we went down to Wakefield Blvd, through Vons Lane and areas that are available to us, we would need a pump station to get it across Wakefield Blvd. It has been looked at again and it doesn't seem reasonable. S. Vaill-just before the chlorinator does the town own that land at the corner and is that were you would put a pump station and gravity everything down there and pump it up to Winchester Road. J. Rollins-yes that was the first thing we looked at, we got a price from Lenard which was outrageously expensive. Number one you are building a big and very expensive pump station and doing all the excavation, and that's why we decided to look into a low-pressure pump station which would be one line running up to Route 263 and we could do most of the work in the lawns of the homes rather than the road. B. Hester-how many houses are we going to pick up. G. Closson-I think initially it was over twenty facilities. The bulk of them have aged systems.

E. Crystal Lake Emergency Plan: J. Rollins-there are five to six things going on simultaneously with that project. There is Emergency Operations Plan, The Emergency Action Plan, The Safe Yields Study, The Risk Resilience Assessment and The Water Supply Plan Update. We put these together because there is a lot of synergies and overlap. We have been giving Lenard this information. On the 20th we have an information exchange meeting with Lenard and they can get the last of the information from us. J. Masicotte-will it be done this budget season. J. Rollins-most of it will be.

*F. Sewer Plant Generator, frozen valve in Portable Water Pump,(\$500) for Electric, broken PVC pipe-*A. Comes-the generator tanks are done. Unfortunately, I spent the majority of three and half weeks doing the permit renewal, it was over 90 pages. As far as the leaking pipe I am in a holding pattern. I am prioritizing the leaking pipe because that has a high priority. I was looking into another vendor for the frozen valve, I thought \$9500 to fix that was on the high side. We figured out how to shut down the system so they can fix the valving. J. Rollins-what is the status of the generator running the entire plant. A. Combes-the breaker has been put in by Trevor, we will not run into an issue with an extended outage, we can run secondary process and not have a huge mess.

*G. VFD on sludge pump-*J. Rollins-the sludge pump VFP is that all in and working. A. Combes-yes.

H. GEMS software: R. Roy-GEMS has created a report that has been very helpful is assisting using the zero reads.

I. Update on Drinking Water State Revolving Fund-Project Update- J. Rollins-last night P&Z Commission gave a positive referral which is one of the steps required to secure the loan. We expect the 70% plans to be delivered to us in the next couple of weeks. The Crystal Lake and Wallen's Hill tanks, we have the first draft, and we are reviewing. The next step is a roll over application, this is when the SRF rolls over to a new fiscal year and you send in your roll over application. We must do an official quest to the Board of Selectmen to put the SRF project into the referendum for a vote. B. Stratford-I have attached the resolution that you would consider and vote on and submit to the BOS for Monday's meeting. *Motion:* G. Closson to approve resolution, seconded by J. Lemelin. **Vote:** *all in favor-motion carried unanimous.*

V. Bill adjustments:

- 240 Perch Rock-M. Cormier to provide additional information at next month's meeting.
- 270 Holabird Ave-M. Cormier-this one is straight forward one, this lady had a broken pipe in the basement, she had a receipt of the repair, I think we can go ahead and make that adjustment, the total adjust is \$403.00, the commission approved the adjustment.

VI. Director's Report

- J. Rollins-*Case Ave Bridge*-this is scheduled for a new deck. The water and sewer mains under that are from 1958. The engineering has not gone far enough to where they can make any determination of their quality. We may want to consider replacing those.

There is some work that they will have to do as part of the bridge demolition. We will know more as time goes on.

- J. Rollins-I wanted thank Alex for doing a great job on getting the 90-page permit application done.
- J. Rollins-Silcock- a resident approached us about installing a silcock before the meter so they could use it for irrigation. Marty and I feel it's not a good idea, if we give it to one, we will have to give it to others.
- J. Rollins-we spoke earlier regarding the water department staffing. I would like to go through the process of asking Civil Service to put in a temporary Utilityman for 120 days maximum. We are short staffed due to a few work-related injuries. This will be 2/3 Water Department and 1/3 Sewer Department. *Motion* by J. Lemelin to authorize two (1) at a time 120 days temporary Utilityman, seconded by B. Hester. **Vote:** *all in favor-motion carried unanimous.*
- J. Rollins-ARPA-step screen is a top priority if this money should appear. B. Hester-when they talk infrastructure, the step screen is not considered infrastructure, and this would depend on the wording. J. Rollins-perhaps the sewer plant bridge, we were trying to do our bridge the same time the Town did the Smith Hill bridge. I want to go ahead with this, I think we should budget for it, if the money comes along from ARPA and is eligible we could do it and maybe we could use that money for septage receiving.
- *Housatonic Valley*-J. Rollins-Discussion: regarding presentation and offer of \$440,000 for 1300 acres. What is commission opinion if we got the full \$880,000 would that be enough to entice us to move forward. The commission will have to endorse this either way before it could go to the selectmen. The money that comes from it should go into the watershed management. G. Closson-I understand from talking to Jen Perga that Tim Abbott might be able to get more money possibly a little over \$600,000. If it goes into the fund to help manage our facility which we are responsible for then I would be in favor of it. Questions was raised about liability, J. Rollins-if I remember correctly is if you are not charging a fee for public access then there is no liability other than the liability the town already has. Commission-agreed to let Tim pursue this to see if he can get an offer closer to \$750,000 or higher. J. Rollins-will relay this to the Town Manager.
- *Upland Rd*-J. Rollins-we had a water complaint on Upland Rd, we are going to be putting in an auto-flusher which should resolve the problem until we can put in a new water main, which is desperately needed, this main is from 1895. This is another project I had on my list that might be able to be done with the ARAP money.

VII. Old Business:

A. Santoro's Update: Previously discussed.

B. Sewer plant bridge repair: Still on for 2022.

C. State revolving fund: J. Rollins-we are giving information to the marketing people to communicate the needs and the value to the public.

D. Dam Repair through USDA funding: J. Rollins-now that we are investing our money in the State Revolving Fund, we would have to work harder on this to be able to fund it and there is still a lot of engineering and design that would need to be completed.

E. Water regulations update: J. Rollins-no update.

F. Tree Harvesting: J. Rollins-We have not looked at that.

*G. MIU's Installed-*J. Rollins-program still on hold due to COVID-19. We are going with an estimated bill for those (0) reads which will entice them to call us to replace these MIU's.

New Business: G. Closson-how do we brief the new Town Manager with how the systems work and who is responsible. J. Rollins-I spent some time with him and explained the Commission. He was on the Sewer Commission in Bolton; he is completely familiar with how it works and not to let the Town interrupt the work that the commissioners are doing. He really liked the operation of the commission. He is being briefed by B. Geiger on these things.

Adjournment: J. Lemelin-made a motion to adjourn meeting at 8:39 pm, seconded by B. Hester.

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

Minutes Respectfully Submitted,

Rhonda Roy

Minute Secretary