



TOWN OF WINCHESTER – CITY OF WINSTED

Town Hall – 338 Main Street

WINSTED, CONNECTICUT 06098

Minutes of Regular Meeting Water & Sewer Commission

*P. Francis Hicks Room, Town Hall, 338 Main Street, Winsted
September 15, 2020*

Chairman John Massicotte called the meeting to order at 6:03p.m. The following members were present: George Closson, Bill Hester, Joe Lemelin, John Massicotte and Tim Moran. Also present was Director of Public Works Jim Rollins, Superintendent of Water Works Marty Cormier, Consultant/Project Manager Steve Vaill, David Battista of Lenard Engineering and First Selectman Don Stein of Barkhamsted. Finance Director Bruce Stratford arrived later. This meeting respected all social distancing rules; attendees were well-situated throughout the meeting in the meeting room.

Public Input - none

Approval of Meeting Minutes from August 11, 2020: Motion by B. Hester to *approve the minutes of August 11, 2020*. Second by T. Moran. **Vote:** All in favor except G. Closson (abstained) - *motion carried*.

Approval of Meeting Minutes from August 25, 2020: Motion by J. Lemelin to *approve the minutes of August 25, 2020*. Second by B. Hester. **Vote:** All in favor - *motion carried unanimously*.

Barkhamsted Sewer Line Design: Mr. Stein said it's critical tonight to get approval to authorize Jim Rollins to finalize details; make sure the checklist is to the satisfaction of staff; when a developer has a new development, they build the cost of the sewer sanitation system into the cost of the development; in this case, laterals would be paid by the homeowner; noted one homeowner on the Winsted side is willing to pay for the pipe in the road to the house; that should be typical; it's critical to approve and give the authority to meet with Dave or the developer; asked that laterals not be required by the developer. Mr. Cormier verified the Town is on the hook for the laterals and responsible from the main to the curb stop. T. Moran asked the cost per lateral. Mr. Stein explained the scope of work; expect it to be a couple of thousand to run a lateral. T. Moran asked how many in Winsted. Mr. Stein said 18 but not all have houses. Brief discussion followed regarding total cost of the project versus cost to install the laterals. Mr. Stein reminded attendees this is a capital investment; explained impact if the project fails. Brief discussion followed regarding Jim Rollins and David Battista will review, holding a special meeting after details are ironed out, etc. G. Closson added David Battista and Jim Rollins have a lot of knowledge; have no problem with a conditional approval. Chairman Massicotte noted the laterals are the only obstacle plus a few sticking points. Mr. Battista said can have a good meeting with the developer; last meeting they went a long way. Discussion followed regarding the flow meter with caveats, design calculations, sewer capacities, sands have shifted, potential connections don't match tables, agreement with the developer, etc. Mr. Stein said a conditional approval would be satisfactory; identify certain things stipulated as non-negotiable. Discussion followed regarding flow meter, nuts and bolts of the agreement, pump station not designed yet, pump station accounted for in the calculations but no details, knowing the system

can handle it, etc. Mr. Stein said the shopping plaza would hook up today with Lombard Ford hooking in in the future and a few other households further down the road; waiting to hear from the State with money to buy the property in maybe 5 years; problem with the laterals is you don't know when or where they will need to be hooked up and to which pipe. Discussion followed regarding the proposed design, hydraulic calculations, complicated issue, number of pumps on at any given time, etc. Mr. Battista noted it's very important to have the houses on the plans accounted for. Discussion followed regarding needing a cushion/flex, flex comes in the pumps, flow based on pressure, levels in chambers, equalize pressure, pipe sizes, etc. Mr. Battista verified there were no complaints from users on the Lake; suggested making a list of properties and let the E-1 guy figure out pipe sizes. Mr. Cormier said a larger pipe is not necessarily the answer; briefly described the purpose to keep the pipes flowing. Chairman Massicotte noted as far as laterals across the street, be okay with running a lateral to an existing house. Mr. Battista suggested the developer do the long cross-overs and leave the small ones off. Mr. Rollins said following along the same line of thinking; cross the roads; still have to dig to make the connection; if connecting between the road and the main, need a certain distance; excavation should be off roads; taking up space for utilities and infrastructure; serving the public but giving up real estate and doing the laterals now will prevent the future road from being dug up; hot taps are no big deal; have been telling the developer laterals have been required since day 1; trying to help make this happen. Mr. Battista said at some point that road will be in nice condition after the sewer is done; will decline rapidly with digging and patching. Discussion followed regarding the \$1,000 tie-in fee does not cover the cost to dig up the road, tap in and patch the road, etc. Mr. Cormier noted there is a difference between municipal projects and developer projects. T. Moran asked if \$36,000 is going to kill a half million-dollar project. Mr. Stein said if part of the project requires laterals go with it, say the project can go forward if...; asked if can make an approval based on these guys agreeing; noted timing is very important. **Motion** by T. Moran **to approve the project if the laterals are included, flow meter is resolved, hydraulic calculations (sewer capacity) are resolved to Jim Rollins' and David Battista's satisfaction plus the balance of what David Battista had in his letter.** Second by J. Lemelin. *Discussion:* Discussion followed regarding another meeting needed for final approval, work can go forward if Jim Rollins and David Battista agree, etc. **Vote:** All in favor - *motion carried unanimous.* Chairman Massicotte verified everyone got the letter from David Battista and the highlighted sewer regulations; main concern is pump station design as far as flow goes. Mr. Battista said this is a lot of information but need clarification – manhole converted to a pump station, who would be connected to it, etc. Discussion followed regarding the developers' agreement, David Battista, Bart Clark and Jim Rollins can work out the technical stuff, hook-up details, etc. Mr. Rollins verified adamant to have the flow meter at the Town line. Mr. Vaill verified the motion. Chairman Massicotte said he's leaning toward the laterals across the road. Discussion followed regarding disrupting the road, which laterals should be included. Chairman Massicotte noted he has copies of Don's letter and Dave's letter and the specifications.

Report from Finance Director: Discussed later in the meeting

Vac truck Received: Mr. Cormier noted it should be delivered mid to late October.

Update on Sewer Plant Furnace: Mr. Rollins explained the requisition went out today; bid came out Thursday; purchase order will be to West State; \$5,000 less than budgeted. Brief discussion followed regarding the timeline.

New Sludge Pump Received and Installed: Mr. Rollins confirmed it is all set

Pump Station 8 Landscaping Complete – Final Cost in: Mr. Rollins noted landscaping is done – waiting for the invoice.

Brookside Project – Timetable: Mr. Cormier said work should be done next week; hit a lot of rock.

Discussion on Water Main Easement for 165 Torrington Road: Mr. Cormier said he met with Rob Colabella for what Paganelli wants; explained the location; proposing to tap into the DOT main; explained the proposed plan; suggested granting a 35' easement through the property and run the main all the way across the property; adding an auto-flusher; discharge plans, etc.; Mr. Paganelli was not receptive to that; his entire property is not plotted out and may further develop it in the future; just requested an 8" line to the property line. Mr. Rollins said it's not that big a deal to us; 500' closer to the Torrington line; maintenance on the line is pretty much just flushing; costs to us are really nothing; this is a baby step in the right direction; the auto flusher will come in time; there is no downside. Discussion followed regarding the location. Attendees reviewed the proposed plan (Project 20115, Laurel Engineering Water Service Design Site Plan for 165 Old Torrington Road, dated 7/31/20). **Motion** by J. Lemelin **to give permission to Jim Rollins and Marty Cormier to okay the water main extension at 165 Torrington Road.** Second by B. Hester. *Discussion:* Mr. Cormier noted the property owner is Gary Paganelli. **Vote:** All in favor - *motion carried unanimous.*

Report from Finance Director: Mr. Stratford made available copies of budget reports and an Operating Cash Balance History document; proceeded to review information.

Water: Revenues: Through August 31st, 17% of the fiscal year; August was a collection month, collected \$392,000 in current water rents compared to \$348,000 last year; past due is not doing as well; currently at 21% of the budget compared to 19% last year. Expenditures: Total departments are well within where we expect; Water Works is at 14% of the budget, Crystal Lake is at 6%, Administration is at 22% (had a annual payment in July); overall at 13% - very comparable to last year; no recommended transfers; verified the scholarship fund will pay the intern & temp line. Brief discussion followed. Mr. Stratford noted the checking account has \$772,000.

Sewer: Revenues: Doing pretty well for current rents - \$326,000 compared to \$288,000 from last year; behind on past due but think it's related to COVID; investment fund is down – no good rates – not going to make the budgeted amount; have received nothing from Russ' Septic – outstanding balance remains at \$3,290. Expenditures: Sanitation Plant at 10% of their budget, Pumping Stations are at 12% of budget, WPCA is at 16% and Debt Administration is at 15%; overall at 13% compared to 13% last year – almost same amount; no recommended adjustments; have collected some past due amounts from Santoro's (goes through the Marshal); operating account has \$180,000 and savings account has \$573,000; proposing to withdraw \$300,000 from the sewer savings account and transfer to the sewer operating account and have the water fund put \$300,000 into the savings – will be a wash; have to make a vacuum truck payment (\$240,000 from each fund); will pay the truck off 100% - lease rates are 5% or 6% where the savings account has no benefit; proceeded to review the information on the Operating Cash balance History document tracking revenue history from January 2019 through the present; explained the low balances are billing months; noted transfers are made into water and sewer accounts; the water fund is building cash; conversely the sewer fund is falling because the sewer rates are not sufficient to cover costs and now have the vacuum truck payment; explained the water fund and sewer fund balances. Chairman Massicotte

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noted the sewer fund has \$573,000 in savings; verified \$300,000 from savings may impact other projects; thought a line item for capital projects was created. Mr. Stratford directed attendees to WPCA \$181,000 Transfer to 123 CAP Fund to use for these projects (step screen and furnace). Extensive discussion followed regarding keeping track of amounts and what projects are being spent on, waiting until October to make the transfer to pay for the truck, etc. Mr. Stratford said he does owe the Commission an analysis to distinguish cash movement and appropriations. **Motion** by G. Closson **to transfer \$300,000 from the sewer savings account to the sewer operating account and transfer \$300,000 from the water operating account to the water savings account.** Second by J. Lemelin. **Vote:** All in favor - *motion carried unanimous.*

Bill Adjustments:

Mr. Stratford noted he has 2 requests to release sewer assessment liens: 714 West Wakefield Boulevard and 628 East Wakefield Boulevard. **Motion** by G. Closson **to issue the releases for 714 West Wakefield Boulevard and 628 East Wakefield Boulevard.** Second by B. Hester. **Vote:** All in favor - *motion carried unanimous.*

Mr. Stratford noted the Operating Cash Balance History schedule is to address sewer fund rates; added Santoro's Cleaners payments will show up in the September billing; pulled together documents on Crystal Lake tanks, water mains, etc.; sent budget information as requested regarding the State Revolving Fund. Brief discussion followed regarding the impact on costs going forward. Mr. Stratford asked if attendees need additional data; asked attendees to look 5 years into future projects; these rates have to take those projects into consideration. Chairman Massicotte asked about debt administration falling off. Mr. Stratford said there is 2 years left; debt service is at \$240,000 right now – can borrow; Water Fund can fund projects internally – South Main, Brookside and Overlook were financed internally.

Director's Report: Mr. Rollins reported on the following:

- Carey Avenue Sewer Main: Received a call from someone reviving the Carey Avenue Sewer Main project – they just bought the house; told her to get an estimate from a contractor; she may negotiate with the seller.
- Sentinel Insurance: Received a complaint from a resident who felt the charge was excessively high; will look into it.
- Asset Management Software: Software is installed; slowly working with it.
- Shut-Off's: The State moratorium on shut-off's ended; 3 were addressed. Brief discussion followed regarding shutting off customers.
- Overlook Road: Project is done; waiting for invoices.
- Emergency Operation and Water Supply Plans: Moving forward
- Step Screen Proposals: Drafting a bid document. Discussion followed regarding constructing an outside building around the step screen is the preferable choice and the best price compared to an inside step screen which is prohibitive. Mr. Rollins said he will need to review the proposal again; gave kudos to Mark Douglass for handling proposals and purchase orders while on vacation.

Old Business:

Sewer Plant Bridge Repair – nothing new

State Revolving Fund Update on Projects: Mr. Rollins said he got cost data to Mr. Stratford.

National Register of Historic Places - nothing new from the National Register Commission

Dam Repair through USDA Funding - Dependent on the National Register Commission

Water Regulations to accept High Density Polyethylene: Mr. Cormier said have other things to add – do all at one time. Discussion followed regarding the material is already being used.
Tree Harvesting: Mr. Rollins said nothing new but it does need to be addressed.
MIU's Installed – Need to Investigate 22 Curious Readings: Have had success but no new updated list.

New Business:

B. Hester relayed thanks from the Norfolk Sewer District for Winsted's recent help. Brief discussion followed.

Adjournment: Meeting adjourned 7:34 p.m.

Minutes Respectfully Submitted,

/s/

Laurie Bessette
Minutes Secretary

Next Regular Meeting:

Town Hall, 338 Main Street
Tuesday, October 13, 2020 @6:00 p.m.