



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
June 9, 2020*

Chairman John Massicotte called the meeting to order at 6:05 p.m. This meeting was televised and streamed live; callers were invited to call in on 860-738-6958 for public comment. The following members were present: George Closson, Bill Hester, Joe Lemelin, John Massicotte and Tim Moran. Also present was Finance Director Bruce Stratford, Budget Analyst Caroline Brayne, Superintendent of Water Works Marty Cormier and First Selectman of Barkhamsted Don Stein. Director of Public Works Jim Rollins arrived late. This meeting respected all social distancing rules and attendees were well-situated throughout the meeting in the meeting room.

Public Input - none

Approval of Meeting Minutes from May 12, 2020: Motion by B. Hester to *approve the minutes of May 12, 2020*. Second by G. Closson. **Vote:** All in favor - *motion carried unanimously*.

Approval of Meeting Minutes from May 26, 2020: Motion by G. Closson to *approve the minutes of May 26, 2020*. Second by J. Lemelin. **Vote:** All in favor - *motion carried unanimously*.

Report from Finance Director:

Mr. Stratford distributed copies of the year-to-date budgets along with checking and savings account statements through May 31st; proceeded to review information.

Water: Revenues: 92% (11 months) through the fiscal year, revenues total \$1,785,000 compared to \$1,798,000 last year; compared to last year, down \$13,000 but gained \$32,000 relatively speaking this year over last year; May was a collection month for January through March – pretty pleased with revenues; most of the gain was due to collection of \$53,000 in current water rents; concerns from last month were resolved. Expenditures: Water Works is at 75% of the budget; have a transfer request for \$1,500 from Emergency Repairs to Maintenance of Structures. **Motion by J. Lemelin to transfer \$1,500 from Emergency Repairs (317-925-0002) to Maintenance of Structures (317-827-0000).** Second by B. Hester. **Vote:** All in favor - *motion carried unanimously*. Mr. Stratford said Crystal Lake has a purchase order which was mis-coded resulting in a negative in the unencumbered balance but will be resolved when corrected; Administrative Medical Benefits has a negative due to a change in coverage for an employee; have a fund transfer of \$15,000. **Motion by G. Closson to transfer \$1,500 from Municipal Insurance (321-381-0000), \$12,500 from Workers Comp (321-381-0001) and \$1,000 from Audit Fee (321-384-0000) to Medical Benefits (321-201-0000) in the amount of \$15,000.** Second by J. Lemelin. **Vote:** All in favor - *motion carried unanimously*. Mr. Stratford continued his review noting the Water Commission is at 30% of their budget; analysis comparing last year to this year shows an increase of \$184,706 difference which reflects the auto flushers, Overlook water mains and pension. Chairman Massicotte asked about the pensions. Mr. Stratford explained the pension line and defined pension line. Discussion followed regarding advice from the Actuary. Mr. Stratford said made a payment last month – now fully contributed according to the actuarial determined employer calculation; defined pension plan is closed to new employees and is 62% funded

– will be fully funded through employer contributions over the next 19 years and will be fully funded; operating account has \$717,492 and savings has \$573,078.

J. Rollins arrived 6:10 p.m.

Sewer: Revenues: 92% through the fiscal year, year to date revenues are down \$45,000 from last year but picked up \$26,000 in year over year – very pleased; Income from Investments will fall short due to drop in interest rates; received \$1,000 from Russ’ Septic leaving a balance of \$7,700. Expenditures: Sanitation Plant at 74% of their budget through 11 months; have a fund transfer request requesting money into Maintenance of Equipment to replace or repair various pieces of equipment. Mr. Rollins explained the planned equipment repairs and replacement. Mr. Stratford explained how those accounts can withstand the transfers. Mr. Rollins added this is the time of year that the big stuff happens. **Motion by B. Hester to transfer \$20,000 from Electricity (315-822-0000), \$17,000 from Heating (315-823-0000), \$2,500 from Telephone (315-807-0000) and \$10,000 from Engineering Services (315-851-0000) to Maintenance of Equipment (315-826-0000) in the amount of \$49,500.** Second by J. Lemelin. **Vote:** All in favor - *motion carried unanimous*. Mr. Stratford said Pumping Stations are at 73% of budget at this point; have a fund transfer request for Maintenance of Structures and Overtime. **Motion by J. Lemelin to transfer \$3,700 from Emergency Repairs (316-825-0002) to Maintenance of Structures (316-827-0000) in the amount of \$2,500 and Overtime (316-197-0000) in the amount of \$1,200.** Second by B. Hester. *Discussion:* Brief discussion followed regarding if that will be enough for overtime. **Vote:** All in favor - *motion carried unanimous*. Mr. Stratford said WPCA is at 63% of the budget through 11 months; the activity has been mostly Pump Station 8; noted have an outstanding purchase order totaling \$55,000. Discussion followed regarding other outstanding invoices for Pump Station 8 totaling \$5,000. Mr. Stratford directed Caroline Brayne to review with Mark Douglass and close this out; Debt Administration is at 98% of its budget – did make an annual principal and interest payment June 1st; total expenditures are at \$1,538,000 compared to \$1,551,000 last year; operating account has \$144,000 and savings has \$573,078.

Pump Station 8 Landscaping in Spring 2020: Mr. Rollins said planting shrubs; everything else is done. Brief discussion followed regarding holding the next meeting up there to recognize the hard work.

Barkhamsted Interlocal Agreement: Mr. Stein explained the owner of the plaza is anxious; time is of the essence as he has a tenant moving in in September and that’s dependent on getting the sewer service installed; have been working on this for 20+ years, near term for 5 years and working on this one about 3 years; looking to get a fair agreement for both parties; Selectmen and Wetlands Commission will vote on this Thursday; if the Board can approve this agreement has to go to attorneys but need to finalize this agreement; very close to workable for Winsted and for Barkhamsted. Mr. Rollins distributed the most recent proposed agreement; proceeded to review page-by-page. The following changes were reviewed:

Page 1: Septage - low pressure grinder pumps added to the definition

Page 2: #9 - temperature was changed to 20 degrees Celsius

Page 3: Added depreciation and replacement to Operation Costs; made it more specific that money transferred goes into Winchester Sewer Fund budget not just the Winsted budget.

Page 4: #C.3. – Mr. Rollins concerned with approved by the DEEP; never get this approved by the DEEP within 6 months. B. Hester said he researched this and the DEEP doesn’t need to approve it – just has to be acceptable to Barkhamsted and Winchester. Brief discussion followed regarding removing “...approved by DEEP”, adding Barkhamsted, etc.

Page 5: #4 – Mr. Rollins said made it 35,500 gallons per day to make it easier to understand; next section was one of the 2 biggest hurdles – how do we want metering to occur; proceeded to review the paragraph language and the following paragraph (4.A) – essentially billing them the way we bill our customers; asked does the Board want to throw the whole thing at Barkhamsted or offer to sub-contract it to a vendor; found 3 possible vendors – CT Water, Viola and Continental Utility Solutions; said he likes the upper of the 2 statements

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(allowing Barkhamsted to subcontract). G. Closson verified we do that for our customers. Discussion followed regarding billing it to Barkhamsted, base rates, connection fees, keep the same rules for Barkhamsted as we do for ourselves, etc. Mr. Rollins explained the process for a hook-up in Winsted – this allows us to be equal. Discussion followed regarding property maintenance, billing, leak detection, etc. B. Hester questioned if the term sewage flow should be water flow in the 1st sentence; felt should still have water meter on the lines and flow meter at the manhole. Mr. Cormier stressed if we're going to be this involved, need to stay consistent. B. Hester said this is like regionalization; Barkhamsted will do the initial work but the Town will eventually take over. G. Closson said this sets a good foundation. Brief discussion followed regarding Ledgebrook has individual meters and Mallory Brook should be the same way. Mr. Cormier said metering each individual premises is better. G. Closson suggested for the purpose of establishing total flow from Barkhamsted "...sewage flow shall be determined by the water meter". Brief discussion followed regarding removing the lower 4.A, keeping it as part of 4. Mr. Stratford asked if the total amount of billings will be a lump sum billed to Barkhamsted. Chairman Massicotte said that's the way it will be billed to Barkhamsted with an itemized sheet of costs. Mr. Rollins said he will add that.

Page 5 into 6: Mr. Rollins noted bottom of page 5 into 6, just added engineering to a list of other things they need to pay attention to. B. Hester suggested adding Automatic Grease Recovery Unit (AGRU) to the list in case a restaurant is added; suggested we inspect it or ask Barkhamsted to provide reports. Mr. Cormier said whatever the Winchester regulations are, Barkhamsted has to follow. Brief discussion followed regarding who would inspect that, DEEP regulations, bypass reports, etc. Chairman Massicotte noted this is getting to where we are taking over Barkhamsted's sewage system and we are going to approve the design, what needs to be incorporated into the sewer system and how it's going to get billed; any maintenance or subcontracting they would like Winchester to do for them would be taken up in discussion as far as cost or billing we can do to help.

Page 7: #1 - Mr. Rollins reviewed the paragraph; noted this is the old language. Brief discussion followed regarding this is as if the Town is taking over was the major intent. Chairman Massicotte said Barkhamsted shares a percentage of major repairs. Discussion followed regarding a lot has changed in 20 years, major upgrades covered in #2, delete or replace #1, Town is not maintaining anything on the low pressure system just doing water meter readings, connection fee included in 2A, cost sharing of upgrades, capital recovery fees, leaving the last sentence of #1, removing "including those portions" and "and equipment located in Barkhamsted", adding "and" between "pumping stations" and "gravity sewers", consistent with rates charged to Winchester customers, maintaining consistency, our rates will not include what Barkhamsted charges their customers, eliminate "shall" and keep "may", Barkhamsted shouldn't have to get Winsted's permission to add fees, etc.

Page 7: #2 – Mr. Rollins asked where the 1.30 MGD came from. Discussion followed regarding eliminating the entire yellow highlighted section. Brief discussion followed regarding 2.A. versus the Better 2.A. T. Moran asked how the current connection fee language in the Winchester regulations reads. Extensive discussion followed regarding using the first sentence of the Better 2.A. only, inspection fees, using the existing language from the Winchester regulations for the connection fee but payable by Barkhamsted, etc. Mr. Cormier expressed concern with the number of connections for a plaza. Discussion followed regarding the charge is for each connection. Chairman Massicotte questioned "multi-tenant housing". Discussion followed regarding condominium arrangements, proposed housing was not included in the original 20-year old agreement, the new agreement is supposed to include the housing but haven't voted to include it yet, concerned with engineering the housing, can as long as do not exceed the .0355 or will shut it down, can revise this agreement anytime, etc. ***Consensus is to use the language from the Winchester Sewer Regulations but paid by Barkhamsted as #2A.***

Page 8: Chairman Massicotte noted Attorney Nelligan suggested adding language to guarantee payment. Mr. Stein verified Barkhamsted will meet and if both parties are in agreement in principal, will tell the developer he has a 99% chance barring the attorneys don't come up with something we don't expect. Brief discussion followed regarding getting language from Attorney Nelligan regarding non-payment.

Page 8: 3.C. – Discussion followed regarding changing of proportional percentage for capital improvements, redundancy of earlier agreement language, etc.

Page 9: #4 – Mr. Rollins explained the additions. Extensive discussion followed regarding hook-up connections for each house, including the hook-ups on the engineering plans, weird to add specific requirements in a general provision paragraph, getting language from Attorney Nelligan regarding specifying a specific amount allowing Winchester residents to tie in with a 10-year sunset, this is an old paragraph, Winchester should collect that money, Barkhamsted is in agreement, addressing the installation, eliminating the paragraph, assessing Barkhamsted \$10,000, residents would have the \$1,000 hook-up when they do hook-in, residents carry the cost for the grinder pump, etc. when they hook-in, etc. **Consensus is get rid of the 2nd and 3rd paragraph of Section 4.**

Page 10: Fix the typo in F.1.

Page 11: G.1. – Mr. Rollins reminded Commissioners earlier we agreed to do meters at each location. Discussion followed regarding this is for quality control, changing “sewer” to “water”, remove the yellow highlighted text, etc.

Page 11: G.2. – Discussion followed regarding 45 days is reasonable to allow for meter reading and the billing cycle.

Page 11: H – B. Hester questioned what happens if an issue starts in Barkhamsted and creates a problem in Winchester. Discussion followed regarding this is a pressurized system, scouring rate is built into the pipe diameter and pumps, rags won’t make it out of the E-1 pumps, demanding a maintenance program, what that might entail, if that needs to be included in the agreement or in Exhibit B, etc.

Page 12: #1 – add “pronouncement”; added sections 3 & 4

Page 12: M – Discussion followed regarding keeping 10 years is consistent

Mr. Cormier asked about including a requirement requiring an odor suppression/charcoal system. Mr. Rollins said he would add that to Exhibit B.

Mr. Stratford left the meeting at 8pm; Mr. Cormier followed at 8:05 p.m.

Mr. Rollins said Exhibit A will be a drawing of the sewer service area including the housing. Chairman Massicotte said Barkhamsted is paying Winsted to hook up to the sewer system; original amounts were low; originally Barkhamsted would be paying Winsted \$66,000 but adjusted that to \$121,000; asked if should still charge that amount or waive it. Extensive discussion followed regarding taxes for the housing makes up the connection fee, just go with the connection fees, not good to go back and try to collect reparations, the Town hook-up fee was what killed the last agreement, shouldn’t charge Barkhamsted extra because we built the plant, the size of the plant was determined by government funding, go on the basis of current upgrades, Barkhamsted is buying into our system but it was pre-planned to include them, many sides to this, plant is pretty much worn out and ready to be replaced, this could be a benefit assessment for Barkhamsted, this would be a benefit to Barkhamsted who would get additional taxes, plant could use the funds, definition/specification of a major upgrade, cost of the sewer plant bridge, Barkhamsted residents should be included in rate increase public hearings, definition of upgrade should be referred to Attorney Nelligan, improvements are included in rates, where in the agreement the 1% charge to Barkhamsted is found, upgrades, agreement reads both ways, rate structure, 1% charge is based on the .0355 MGD referenced in Article E.2. but 1% is not specified anywhere, farm on original map was always considered affordable housing, planning 4 buildings with 5 units each, Barkhamsted has to stay under the daily limit, Commission should approve as long as the plant has the capacity, each apartment and store will have its own meter, etc. **Motion** by J. Lemelin **to accept the map (Lenard Engineering Concept Plan dated 3/26/2019) as the new Barkhamsted Sewer Service Area.** Second by G. Closson. **Vote:** All in favor except J. Massicotte (abstained) - *motion carried.* Mr. Rollins questioned the narrative on the old Exhibit A. Brief discussion followed regarding the necessity of the narrative since the old Exhibit A is replaced. **Consensus is no.**

Mr. Rollins explained Exhibit B is the design plans that have to be approved.

T. Moran complimented Mr. Rollins on putting this document together. **Motion** by G. Closson **to move forward on the agreement as modified.** Second by J. Lemelin. *Discussion:* Discussion followed regarding

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sending the Board the final draft before sending to the attorney. **Vote:** All in favor except J. Massicotte (abstained) - *motion carried*. Mr. Stein verified he can go back to the developer.

Consultant/Project Manager Appointment: Chairman Massicotte said he was approached by Steve Vaill who offered to oversee and consult on certain projects at no cost; will have no responsibilities but will serve as eyes and ears. *Consensus is yes, thank you.* **Motion** by B. Hester **to take on Steve Vaill as the Project Manager at no cost.** Second by T. Moran. **Vote:** All in favor except J. Lemelin (abstained) - *motion carried*.

Water & Sewer Budget for 2020-2021 Progress? Mr. Rollins distributed copies of the budgets; explained the new format. T. Moran suggested a special meeting to review the budget.

Bill Adjustments – none

Director's Report: Mr. Rollins said nothing to add

Old Business:

- Bid packages for bridge repair at Sewer Plant ready to go out. Estimate cost to repair \$150,000. To go out with other Town bridge work. Complete 2022? Nothing new
- Follow Rules of State Revolving Fund – Water Tank & Water Main 25% Funding? Mr. Rollins said the consultants are on board, work is progressing, the State guy is super-efficient. Chairman Massicotte asked what year the work is planned and how to fund the balance. Mr. Rollins explained doing the preliminary engineering and define the job first to scale down the scope of work then go ahead with cost estimates. Chairman Massicotte asked how long we have to use the funding. B. Hester said USDA is at least 2 years; not sure about State Revolving Funds. Mr. Rollins said have picked 2 firms (1 for each project); paperwork is going beautifully well due to the guy at the State being efficiently fast and thorough; timing is not our problem.
- Discussion on National Register of Historic Places; hearing scheduled for June 2020: Mr. Rollins noted it's supposed to be scheduled this month
- Dams Report Repairs through USDA Funding – any movement in process?: Mr. Rollins said it's dependent on the hearing by the National Registrar of Historic Places.
- New sludge pump waiting on delivery: B. Hester said it's been delivered just not installed.
- Update on Water Regulations to Accept Use of High-Density Polyethylene: nothing new
- Tree Harvesting/Housatonic Valley Watershed Association offer: Mr. Rollins said forwarded information to the Housatonic Valley Association.
- Water Meters: Mr. Rollins explained new protocol has been put in place for house visits beginning next week.

New Business:

Chairman Massicotte quickly addressed the water tank replacement referenced in the Annual Water Quality Report.

Commission Secretary Laurie Bessette asked for coverage for the July meeting. Discussion followed regarding the July meeting will focus on reviewing the budget.

Adjournment: Meeting adjourned 8:26 p.m.

Minutes Respectfully Submitted,

/s/

Laurie Bessette

Minutes Secretary

Next Regular Meeting:

Town Hall, 338 Main Street
Tuesday, July 14, 2020 @6:00 p.m.