



TOWN OF WINCHESTER – CITY OF WINSTED

Town Hall – 338 Main Street

WINSTED, CONNECTICUT 06098

Minutes of Regular Meeting Water & Sewer Commission Probate Conference Room, Town Hall, 338 Main Street, Winsted September 10, 2019

Chairman John Massicotte called the meeting to order at 7:00 p.m. The following members were present: Bill Hester, Joe Lemelin, John Massicotte and Tim Moran. Also present were Director of Public Works Jim Rollins, Superintendent of Water Works Marty Cormier and Selectman Steven Sedlack. George Closson was absent excused.

The Secretary distributed information on behalf of the Director of Finance including bank statements, summary of his opinion on Moody's credit rating for the Town and an email containing his assumptions on the proposed 2019-2020 Sewer Fund budget.

Public Input - none.

Approval of Regular Minutes from August 13, 2019: Motion by B. Hester to *approve the minutes of August 13, 2019*. Second by T. Moran. **Vote:** All in favor - *motion carried unanimously*.

Barkhamsted Line Extensions & Interlocal Agreement: Mr. Rollins said as long as Barkhamsted can make it technically feasible and we don't take ownership, have no issues; Dave Battista has been gathering supplemental information. Discussion followed regarding the lateral line through Regional School #7 will remain a lateral. Mr. Rollins explained he has been trying to meet with the superintendent of Regional School #7 as they want to know how we got to this point and address their concerns; negotiations are moving along. Chairman Massicotte asked about expected connections to houses, plaza and Lombard Ford. Mr. Rollins said starting with parameters: maximum flow through the system, peak flows (timing), pump capacity, etc. T. Moran verified if the numbers don't work, it ends right there.

Report from Finance Director: Chairman Massicotte reviewed the information from the Director of Finance. Discussion followed regarding reduced collection amounts, shifting personnel from the tax office into Public Works and possible billing collection issues. Mr. Rollins said the Tax Collector and the Finance Director each did their own spreadsheet focusing on collections and they have different numbers; will work with Bart Clark to disseminate the information; water billing is doing better than sewer billing. Chairman Massicotte asked if the amount budgeted last year was the amount billed. Mr. Rollins said billed 105% of the budget. Brief discussion followed regarding shutting off services, delinquency amounts, state law mandates the 18% interest, responses from demand letters to make arrangements, etc. Chairman Massicotte briefly reviewed bank balances.

2019-2020 Sewer Budget: Mr. Rollins noted have not accounted for the \$22,000 for engineering for the sewer plant. Chairman Massicotte read from the minutes of 8/13/2019 reflecting the \$22,000 would come from the contingency or fund balance for 2019-2020. Mr. Rollins said a line will be created for that and it will come from contingency. Brief discussion followed regarding account #835-0000. Chairman Massicotte said pull \$263,000 from savings as an operating transfer. Mr. Rollins said the money will cover Moore Avenue pump station, 1st payment of the vac truck and the step screen. Brief discussion

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followed regarding a motion to approve the budget. Mr. Rollins said if the Board does approve the budget, he can start writing requisitions; noted the vac truck may be on the State bid list. Brief discussion followed regarding \$63,000 was approved from the water division for the vac truck. **Motion** by J. Lemelin **to hold off to the October meeting to approve the waste water budget.** Second by T. Moran. **Vote:** All in favor - *motion carried unanimous.*

Water & Sewer Rate Increase 2019-2020: Tabled.

Number of HydraGuard Auto Flushers Purchased and Warranty Issue: Mr. Cormier noted the company agreed to begin the warranty when the last unit is installed; reassured the company they will all be installed within 12 months.

PO to Cardinal Engineering for Bridge Repair at Sewer Plant: Mr. Rollins said he won't write the purchase order until the budget is approved.

Sewer Plant Blower #3: Mr. Rollins explained the parts are on order; expect them to be delivered Wednesday. Brief discussion followed regarding the failure and recent power failure/generator issue. Mr. Rollins said Tower Generator doesn't think the issue is tied to equipment failure; explained the more efficient pump is run almost non-stop; still researching. Discussion followed regarding the 3rd blower, cost of the drive and hooking it up, getting a price to do that, alternating blowers, upgrading all the blowers, etc.

Bill Adjustments: The Secretary explained the Tax Collector requested the Commission approve two (2) lien releases which were paid previously but never released: 1 at 624 East Wakefield and 1 at 422 East Wakefield Boulevard. **Motion** by T. Moran **to release both liens.** Second by J. Lemelin. **Vote:** All in favor - *motion carried unanimous.*

Old Business:

- Spencer Hill Receiving Bottled Water: Mr. Cormier distributed the billing history for water delivery; delivery started in 2012; explained once the main on Upland Avenue is done, will hook this property up; can't find an agreement with the homeowner or any documentation; she gets 4 bottles/month (\$18/month plus fees); we've done nothing to improve the water quality to this property; explained the options. Discussion followed regarding Upland Avenue improvement isn't planned for a couple of years, planning an 8" main from Upland Avenue and connect it to Spencer, cost to tap the main versus continue water service, etc. **Consensus is to take this off the agenda.**
- Bridge Inspection at Sewer Plant complete; waiting for Report: Mr. Rollins said this is all set.
- Overlook Water Main: Mr. Rollins said we're ready to do that job; can rent an excavator and do it ourselves. Brief discussion followed regarding the budget. Mr. Rollins noted the rental will probably exceed \$10,000; have been talking with Gordy Pepper to supply a man and the machine. Mr. Cormier added if Mike Girolamo was back, we could do the work but coming to the end of the year and working on Pump Station 8; want to start this project next Tuesday. Chairman Massicotte suggested a bid waiver to P&G Pepper to open and close the road. Discussion followed regarding it costs more to go out to bid plus the time consideration, etc. **Motion** by T. Moran **to approve the bid waiver for Overlook Road to P&G Pepper to open and close the road; amount not to exceed \$30,000.** Second by B. Hester. **Vote:** All in favor - *motion carried unanimous.* Brief discussion followed regarding the time table.
- Wallens Hill Water Tank: Mr. Rollins said he has a meeting Wednesday with David Battista to determine the next step in siting and sizing the tank. Discussion followed regarding the original design, impact of the pressure reducing valve, etc. Mr. Rollins reminded attendees we need to be consistent with the rules of the State Revolving Fund.

- Crystal Lake Dam Historical Review Submitted: Mr. Rollins explained the big hold-up is the USDA system; meeting with RCAP Wednesday in Norfolk; hoping to work through the system.
- Whiting Street Pump Station: **take off the agenda**
- Crystal Lake Tank -Water Tank Spalling Due to resume in September: Mr. Rollins said the work will take place the end of September/beginning of October.
- Update on Water Regulations to Accept Use of High-Density Polyethylene: Mr. Rollins said Attorney Nelligan reminded him any changes require a public hearing; suggested addressing this in the winter. Chairman Massicotte suggested holding the public hearing on the increase and regulations together. Mr. Cormier will provide the language next month.
- Tree Harvesting: Mr. Rollins explained 3 things are happening simultaneously: 1) Housatonic Valley Watershed Association is offering money for water company properties in exchange for permanent protection/easements for land; they're getting close to offering proposals; 2) talked with the forester formerly with Ferrucci & Walicki; he suggested putting together a Request for Proposals; and, 3) proceeds from logging during the road repairs behind Rugg Brook can include tree management; when we get the proposal from the Housatonic Valley Watershed Association, will know more. T. Moran asked why we would allow public access. Mr. Rollins said currently the people who do go back there are anonymous; if open to the public, there will be more watchdogs and would get more funding; security would not be an issue, etc. Brief discussion followed.
- Delivery of New Truck September: Mr. Rollins said the truck is expected this week or next.

Director's Report:

- Mr. Rollins submitted a report for Bart Clark's hours for June through August 31st; 19 hours will be forwarded for payment.

New Business - none

Executive Session: Discussion on department staffing

Motion by J. Lemelin **to enter executive session at 7:58pm.** Second by B. Hester. **Vote:** All in favor - *motion carried unanimous.* **Motion** by T. Moran **to exit executive session at 8:15pm.** Second by J. Lemelin. **Vote:** All in favor - *motion carried unanimous.* **No action taken during executive session.**

Adjournment: Meeting adjourned 8:15 p.m.

Minutes Respectfully Submitted,

/s/

Laurie Bessette
Minutes Secretary

Next Regular Meeting:

 Probate Room
Tuesday, October 8, 2019
 7:00 p.m.