



## 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 August 13, 2019*

Chairman John Massicotte called the meeting to order at 7:01 p.m. The following members were present: George Closson, Bill Hester, Joe Lemelin, John Massicotte and Tim Moran. Also present were Finance Director Bruce Stratford, Director of Public Works Jim Rollins, Superintendent of Water Works Marty Cormier, Selectman Steven Sedlack and First Selectman of Barkhamsted Don Stein.

#### **Public Input:**

Mr. Stein explained he met with Jim Rollins yesterday; talked with David Battista and came up with an agreement to meet the needs of both towns; the developer will build the system; if an agreement is reached, there will be no maintenance liability between the two towns – liability is on Barkhamsted; the developer wants to run lines up the hill; Dave Battista felt this is not a technical issue; the pipes and pumps are very reliable; will get easements from the farm and Regional #7 up to the pump; according to the developer, it's double the cost to run up Route 44. Brief discussion followed regarding Chairman Massicotte e-mailed the legal opinion to Board Members (secretary will e-mail it again). Mr. Rollins was concerned if violations would get tacked onto the Town's discharge permit; easier to fix if it's in the road versus going over the hill. G. Closson verified Barkhamsted will take care of leaks. Mr. Stein said he would like an informal agreement and then solidify it with attorneys; will evaluate planned users; preliminary analysis of pipe at the top of the hill shows it can handle it; expect doubts to be addressed with no cost to either town; costs will be the developers; agreement will be Barkhamsted owns all the lines within the Town of Barkhamsted and is their responsibility. T. Moran asked what the advantage is to Winsted. Chairman Massicotte said we gain customers. Discussion followed regarding loss of customers, location of the manhole at Regional #7 which will be utilized, etc. Mr. Rollins asked when is the Regional #7 line considered a sewer main versus a sewer lateral – responsibility would be different. Discussion followed regarding key points including agreement being acceptable to both towns, what is a sewer main compared to a sewer lateral, capacity of the receiving sewer, E1 system designed and sized appropriately, delineating the line of responsibility (curb line), Barkhamsted will be responsible for the line from Lombard Ford through the Mallory Brook Plaza and up the hill to Regional #7 to the first town-owned manhole, billing Barkhamsted, septic usage is usually based on water usage, location of meter(s) on the lines, etc. Mr. Stein said the developer is still planning on running water lines but hoping to get the sewer lines in before the end of the year; Lombard Ford doesn't want to get water so will put a meter on the well; water meters will be on each of the businesses. Discussion followed regarding metering the water source versus metering individually as opposed to metering sewer lines, technology will track usage, implementing pump station technology, billing rates, etc. Mr. Rollins asked about if violations happen and issues are called into DEEP; verified it's not Winsted's violation. Discussion followed regarding verbiage for the motion, cost, capacity, engineering costs, etc. **Motion** by G. Closson **to accept the concept to further explore the proposal to go up through the farm and Regional #7 with the key points.** Second by T. Moran. Discussion followed regarding feasibility considerations. **Vote:** All in favor - *motion carried unanimous.* Mr. Stein offered to invite David Battista and John Sinese to the next meeting. G. Closson suggested a dedicated meeting for that. **Commission concurred.**

**Approval of Regular Minutes from July 9, 2019: Motion** by G. Closson to *approve the minutes of July 9, 2019*. Second by J. Lemelin. *Discussion:* Chairman Massicotte noted the minutes should have reflected Gorge Closson abstained on the approval of the June 11, 2019 minutes. **Vote:** All in favor - *motion carried unanimous*.

**Approval of Special Minutes from July 30, 2019: Motion** by J. Lemelin to *approve the minutes of July 30, 2019*. Second by T. Moran. **Vote:** All in favor - *motion carried unanimous*.

**Barkhamsted Line Extensions & Interlocal Agreement** – addressed under public input

**Sentinal Services Insurance:** Mr. Rollins said he hasn't touched it; questioned the cost of inserts as it was addressed in June; company will do their own mailing; suggested adding a line to the bill. Mr. Stratford explained the Town is considering changing printers so would prefer not to do on the 1<sup>st</sup> billing.

**Report from Finance Director:**

*Water:* Mr. Stratford distributed checking and savings account statements as well a year-to-date budget report through July 31<sup>st</sup> for the water division; have \$566,525 in savings and \$555,878 in checking. Revenues: off to a pretty good start – already at \$84,000 as compared to \$29,000 last year. Expenditures: Training and education represents the certification bonus'; budgeted \$95,000 for pension but the actuarial recommendation came in at \$107,000; going to have to find the \$12,000 by the end of the year. Chairman Massicotte verified the Board has to match it. Mr. Stratford explained they will measure contributions against this number – strongly recommended funding it or it doesn't look good. T. Moran asked where the \$95,000 suggested amount came from. Brief discussion followed. Mr. Stratford noted the on-call phone stipend was all charged here – 50% will be moved to sewer; spending was up last year because paid off the bond; don't see any concerns here. Brief discussion followed regarding no need to move money tonight, do the half pension payment in November, etc.

*Sewer:* Mr. Stratford distributed checking and savings account statements as well as budget numbers through July 31<sup>st</sup> for the sewer division; have \$566,525 in savings and \$371,222 in checking. Revenues: off to a good start; collected \$84,000 and \$3,000 from Russ' Septic (they now have a balance of \$16,000). Brief discussion followed regarding increased collection rate due to slow July collections. Expenditures: the report is short because these are only the accounts with activities; currently at 7.5%; most of the spending occurred in Department 317 for insurance.

**2019-2020 Sewer Budget:** Mr. Stratford explained he wanted to evaluate actual numbers; still have open purchase orders on Pump Station 8. Discussion followed regarding open purchase orders for Lenard. Mr. Stratford noted he is still finishing the closing process but concerned with generating enough to cover depreciation; would also like to get the 5-year capital plan for the sewer system; asked if any results from the smoke testing. Mr. Cormier said they are waiting for the dry season. Brief discussion followed regarding scheduling a meeting regarding the bridge for the sewer plant, etc. Mr. Stratford added the actuaries reduced the amount for the pension contribution by approximately \$40,000.

**Water & Sewer Rate Increase 2019-2020:** T. Moran verified we are budgeting on expense and not expected depreciation. Mr. Stratford said water and sewer is accounted more as a business because they are considered enterprise funds; explained the reasoning and impact on borrowing so planned improvements need to be included in rates. Discussion followed regarding planning for an emergency such as the South Main Street water main, planning 1-2% instead of 9-10% but still presenting documentation to justify it, borrowing, bonding, anticipated pay-off dates, borrowing capacities, etc. *Tabled.*

**Tree Harvesting Survey:** nothing to report

**E-Mails to Board from Public:** Chairman Massicotte read an email from a member of the public – *no action taken*

**Update on Bid Waivers & Applications - none**

**Inspection Camera, Belt Press Air System, Bi-Sulfate Pumps:**

- Inspection camera - purchased
- Belt Press Air System - Purchase order written
- Bi-Sulfate Pumps - Purchase order written

**Water Tank Spalling by Shore Line Diving, Update on Application for 3 Projects:**

- Water Tank Spalling - Mr. Rollins explained the material being used to address spalling cannot adhere due to too much fluctuation in temperature, humidity levels, etc.; will come back in September or October; the contractor is also researching alternate products, but those will have to be approved by the Department of Public Health.
- 3 Projects (SCADA, Water mains on Case Avenue, Perkins Street and Thibault Avenue) and water tanks) – Mr. Rollins explained the point system for approval of applications through the State Revolving Fund; Winsted got extra points for being a “distressed community” so have qualified for the lowest interest rate and a 25% reduction on the principal; now need to move onto the next steps including soliciting engineers with an RFQ (Request for Qualifications) including pricing and coming up with a scope of work; the representative with the State Revolving Fund recommended getting one loan for all 3 projects; need engineer qualifications to assess situations, then advertise, rank results and take the best-suited of the top 3 firms. Brief discussion followed regarding how those 3 are selected. Mr. Rollins noted he will meet with Mr. Stratford on the \$3 million. Mr. Stratford explained the loan is reimbursable; we pay it out and the State reimburses it; explained how it would work from the water side and eventually, after the current bonds are paid, the sewer side. Discussion followed regarding doing water projects first, general scope of work, next round for RFQ is more specific, expected timeline for work to begin within 2 years, status/impact of Wallens Hill tank usage currently, course of action, etc.

**Wallens Hill Tank, Crystal Lake Tank and SCADA - discussed earlier**

**Number of HydraGuard Auto Flushers Purchased and Warranty Issue:** Mr. Cormier explained 12 were purchased; investigating the warranty issue based on the installation date.

**Bill Adjustments - none**

**Director’s Report:**

- Results from Engineering Inspection of the Sewer Plant bridge: structurally it’s in good condition; the asphalt is poor and may have no waterproof membrane; there are longitudinal cracks along the beams; concerned the original bolts were undersized; the good news is it’s not falling down. Brief discussion followed regarding the schedule of work, estimated to cost \$61,000 including the engineering. Mr. Rollins said the next step is design and bids; engineering alone is \$22,000; recommended getting the engineering done and actual costs to budget in the following year. Discussion followed regarding utilizing Cardinal Engineering which is currently working on other bridges in Town. T. Moran verified the amounts. Mr. Rollins said \$22,000 for engineering (separate from the \$67,000); already spent \$13,000 on the inspection. Mr. Stratford suggested approving engineering in the 2019-2020

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sewer contingency or fund balance. Discussion followed regarding the specifications of the work. **Motion** by J. Lemelin **to spend up to \$22,000 for engineering of the bridge at the Sewer Plant with Cardinal Engineering.** Second by B. Hester. Discussion followed regarding timelines, restricting and managing traffic flow, etc. **Vote:** All in favor - *motion carried unanimous.*

**Old Business:**

- Bridge Inspection at Sewer Plant complete; waiting for Report: addressed earlier
- Overlook Water Main: addressed earlier
- Wallens Hill Water Tank: addressed earlier
- Crystal Lake Dam Historical Review Submitted: Mr. Rollins said he is going to the USDA to see how to get that system operating.
- Whiting Street Pump Station: Mr. Rollins said the electric service was re-done; considering upgrading to the E1 system.
- Update on Water Regulations to Accept Use of High-Density Polyethylene: nothing new to report
- Delivery of New Truck: delivery is on schedule

**New Business**

J. Lemelin said the people on Spencer Hill are still getting bottled water. Discussion followed regarding 155 Spencer Street is on a well but considering hooking into the water system.

**Adjournment:** Meeting adjourned 8:40 p.m.

Minutes Respectfully Submitted,

/s/

Laurie Bessette  
Minutes Secretary

<p style="text-align: center;"><b>Next Regular Meeting:</b>  Probate Room <b>Tuesday, September 10, 2019</b> 7:00 p.m.</p>
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