



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 April 9, 2019

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

Public Input:

Representatives from Mallory Brook Plaza requested the Commission consider extending sewer lines to Barkhamsted through Regional High School #7 property. Extensive discussion followed regarding water should still be extended via Old New Hartford Road, sewer is the priority, elevation of Regional High School property, using existing contours of the property, ownership/responsibility for the sewer lines, engineering would not be easy, design and pressure of the system, access to high school property, fire suppression for that area, etc.

Two residents from Carey Avenue asked for updates. Mr. Rollins explained only 4 or 5 expressed interest but want to make those accommodations; another resident was going to reach out to interested parties to pool resources and spread the burden. Discussion followed regarding when the water lines were laid in the 1980's, paving options, etc.

Approval of Minutes from March 13, 2019: Motion by G. Closson **to approve the minutes of March 13, 2019.** Second by B. Hester. **Vote:** All in favor - *motion carried unanimously.*

Approval of Minutes from March 26, 2019: Motion by B. Hester **to approve the minutes of March 26, 2019.** Second by G. Closson. **Vote:** All in favor - *motion carried unanimously.*

Report from Finance Director:

Water: Mr. Stratford distributed quarterly water division revenue analysis and financial statements; proceeded to review same; explained the budget is \$1.7 million; capital recovery was budgeted at \$103,000; currently at 79% of the budget; collected \$1.299 million (92%) which is a little less than last year (93%); this report is done to make sure we're on track. Revenues: current rents are at \$1.23 million – a little behind compared to last year. Expenditures: Water Department (317) is at 52% of the budget; the Water Plant is at 59% of their budget; administration is at 61% of their budget; a couple of line items may need transfers; the cost of the South Main Street water project includes labor charges. Discussion followed regarding the impact of the South Main Street project. Mr. Stratford noted the recommended pension contribution will be done by the end of the fiscal year. Mr. Cormier asked to transfer money to cover meters due to the purchase of needed large meters for American Mural Project and Winsted Edge Works (formerly known as Lambert Kay). **Motion** by J. Lemelin **to move**

\$5,000 from 317-831-0000 (Contracted Services) to 317-859-0000 (Meter Expenses). Second by G. Closson. **Vote:** All in favor - *motion carried unanimous*. Mr. Stratford noted there is \$446,301 in the operating account and \$562,716 in the savings account.

Sewer: Mr. Stratford distributed quarterly sewer division revenue analysis and financial statements; proceeded to review same; explained this is similar to water; budget is \$1.425 million – same budget as last year; collected 92% compared to 93% last year; doing as expected; 1 more billing cycle; should be sufficient to cover the budget. Revenues: septic dumping receipts were not deposited until April; collected 62% as compared to 73% last year. Expenditures: totals are well below 75% three-quarters through the year; a few expenses were received on Pump Station 8; the \$155,000 annual principal payment will be made from debt administration; 53% expended as compared to 61% last year; have \$458,000 in the operating account and \$562,716 in the savings account.

Mr. Stratford said a sewer assessment was paid off for 820 East Wakefield Boulevard; asked for a sewer lien release. **Motion** by G. Closson **to issue a release of lien**. Second by J. Lemelin. **Vote:** All in favor - *motion carried unanimous*.

Mr. Stratford requested the Commission approve a refund in the amount of \$3,370.95 due to overpayment in August. **Motion** by J. Lemelin **to approve the proposed refund in the amount of \$3,370.95**. Second by B. Hester. *Discussion:* Brief discussion followed regarding issuing the refund as a check not a credit on the account. **Vote:** All in favor - *motion carried unanimous*.

Mr. Rollins verified the \$195 reimbursement approved last month was paid. Discussion followed regarding taking the money from contracted services 2-316-831-0000 then do transfer.

Mr. Rollins requested the owner of 90 Holabird be reimbursed for \$378 for needed jetting caused by roots; taking the money from contracted services. **Motion** by G. Closson **to approve the proposed refund**. Second by J. Lemelin. **Vote:** All in favor - *motion carried unanimous*.

Mr. Stratford noted he has no further recommendations on the sewer rate change.

Discussion followed regarding 2019-2020 budget, meeting on grants, etc. Mr. Rollins said 3 applications have been submitted based on similarities geographically and scope of work to the State Revolving Loan Fund: 1) remove and replace water mains on Case Avenue, Center Street and Holabird Avenue; 2) Wallen Hill tank; and, 3) Crystal Lake tank; kudos to Marty and Shane Gilbert for putting the applications together; haven't heard back. Mr. Cormier added have 5 more applications ready to go; the State wants the applications to be submitted so they can qualify them. Brief discussion followed regarding another sewer-related fund with a June deadline.

Mr. Rollins explained he met with a representative from RCAP who was very familiar with the USDA process and willing to help the Town out.

Sentinal Services Insurance Discussion on Support: Mr. Rollins said he has emails back and forth; haven't followed up on the references. Chairman Massicotte offered to take them.

Discussion on Barkhamsted Line Extensions: Mr. Rollins referred to a best practices policy from Massachusetts. B. Hester noted he distributed that. Brief discussion followed regarding other

examples found. Mr. Rollins expressed concern with the water sitting in the lines until the area is further developed; going to need an auto-flusher; will be putting a meter on it. Discussion followed regarding the plaza owners will own the lines until they don't, Town will end up owning it, options for fire suppression, having a water storage tank, hooking up the water, projection of use, practicality of dropping the water line with the sewer line but not activating it yet, 30' manhole, updating Moore Avenue pump station, etc.

Overlook Water Main: Mr. Rollins explained he contacted Attorney Nelligan regarding the Town's responsibility; the existing water pipe is not servicing those customers well. Discussion followed regarding 8-24 referral through Planning and Zoning. Mr. Rollins noted they don't have sewer. G. Closson said expansion to that area is already included on the Plan of Conservation and Development. Mr. Rollins asked if the pipe can be put in and then assessed when hooked up. Discussion followed regarding assessing rate to customers based on when the line is installed instead of when they tie in, putting the project in next year's budget, etc. Mr. Cormier said he will be talking to the State Department of Public Health about Brookside; his crew can do the work but need money for the materials. Mr. Rollins explained the Town hired grant writers last year; asked if the Commission is interested in doing something similar. Chairman Massicotte suggested putting it in the budget. G. Closson expressed concern regarding state money. Brief discussion followed. Mr. Rollins explained a similar situation on Brookside as was on Overlook.

LEI Pump Station #8: Mr. Rollins said the bid documents are 99% done – need to update the bus schedule and setback distances but have the draft. Brief discussion followed regarding ordering E-1 supplies, went to bid, have to get bid documents out for construction, etc.

Bridge Inspection at Sewer Plant \$7,500: Mr. Rollins reminded attendees the original price came in at \$11,000 plus \$3,000 for the super truck; as several of the trucks are currently parked at Public Works, Marty negotiated it down to \$7,500; hoping to close the deal on Wednesday.

Sewer Rate Increase: discussed earlier

Tree Harvesting Discussion: Mr. Rollins explained he contacted Tom Worthley at UConn; will revisit the 10-year old plan; planning for the end of April or beginning of May. Chairman Massicotte distributed a 2014 harvesting agreement with Ferrucci & Walicki. Brief discussion followed. Mr. Rollins said he will try to coordinate with Tom Worthley and Ferrucci & Walicki; questioned how to do bid specifications; asked the direction of intent. Discussion followed regarding the Town Manager supports money going to Water and Sewer since it's for water quality management. *Consensus is Jim Rollins contact Ferrucci & Walicki and work with Tom Worthley.*

Bill Adjustments: discussed earlier

Director's Report:

- Mark Douglass showed Sandy how to do the billings for the last quarter
- Sanitary Survey was done last week; we did super well; they were ecstatic with the distribution improvements made since last year; concerned with the state of the water tanks but they are on-board with Jeff's plan for repair; supported the plan to put in supplemental tanks. Brief discussion followed regarding Wallens Hill used to be on-line. Mr. Cormier noted they were happy with the auto-flushers, valve exercisers and asset management program. Brief discussion followed regarding this may work in our favor.

Old Business:

- Wallens Hill Water Tank: discussed previously
- Crystal Lake Dam Historical Review Submitted: Mr. Rollins said will work with RCAP
- Water Leak Repairs: Mr. Cormier said down to one leak
- Holmes Drive and Carey Avenue – Interest in Water or Sewer: Carey Avenue was discussed earlier. Mr. Cormier explained he took Eric from FR Mahoney up there – going to put together information for Holmes Drive.
- Hydrant Repairs on Main Street: done; can't do anything with the one on the river side
- Whiting Street Pump Station: Eric from FR Mahoney doing price for Whiting Street, Moore Avenue and Holmes Drive.
- TI-Sales Billing Software issue: Mr. Rollins explained some of the problems with billing; GEMS came and met with Sandy and made some improvements; another conversation needs to be held with TI-Sales; not making sense to do billings through GEMS. Mr. Stratford explained possible software upgrade considerations. Mr. Rollins said could have a utility billing software completely separate from GEMS. Brief discussion followed regarding billing for Barkhamsted customers. Mr. Rollins said GEMS is designed to collect taxes; looking into options.

New Business - nothing

Adjournment: Meeting adjourned 8:52 p.m.

Minutes Respectfully Submitted,

/s/

Laurie Bessette
Minutes Secretary

Next Regular Meeting:
Probate Room
Tuesday, May 14, 2019
7:00 p.m.