



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 March 12, 2019

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

Public Input: none

Approval of Minutes from February 13, 2019: Motion made and seconded to *approve the minutes of February 13, 2019*. **Discussion:** Mr. Stratford said a motion was made to move funds, but there are no budget dollars in that account. **Vote to approve as amended:** All in favor except G. Closson and T. Moran (abstained) - *motion carried*.

Report from Finance Director: Mr. Stratford distributed financial statements; proceeded to review same.

Sewer: Revenues: at \$960,000 2/3rd's through the year; last year was at \$954,000; is trending similar to last year; have not received funds from Russ' Septic which owes \$30,000; the septic line item is over the budgeted revenue with 4 months still to go. Expenditures: through 8 months of the fiscal year, the sewer plant is at 54% of the budget with no concerns; noted electricity is much better; the pump station line is at 50% of the budget. Discussion followed regarding contracted services and planned fund transfers for May. Mr. Cormier noted he would like to fund Highland Lake Pumps; need \$6,000; suggested taking from 316-865-0000. **Motion by B. Hester to move \$6,000 from 316-865-0000 to 316-826-0004 (Highland Lake Pumps).** Second by J. Lemelin. **Vote:** All in favor - *motion carried unanimous*. Mr. Stratford said Water Pollution Control Authority (the Commission) is at 43% of the budget so no concerns. Discussion followed regarding the collection process on Russ' Septic. Mr. Stratford reviewed checking and savings account balances.

Water: Revenues: have collected 68% - tracking similar to last year. Expenditures: Water Department is at 47% of the budget; noted Vehicle Gas, Oil and Grease is slightly over. Brief discussion followed regarding the sewer side, transferring money, size of the crew, amount of equipment, etc. Mr. Stratford said the water plant is at 53% of their budget; no concerns; administration is at 57% of their budget; no concerns but last month put in \$27,000 for labor costs on the South Main Street project; reviewed bank statements; this month will be transferring money into these accounts from the Tax Collector. Chairman Massicotte questioned the on-call stipend. Discussion followed regarding the cost is split between 2 funds. Chairman Massicotte noted there is \$561,000 in the water savings account but \$340,000 is dedicated to South Main. Discussion followed regarding operating expenses,

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capital funds, etc. G. Closson noted the motion made last month as discussed during approval of minutes needs to be rescinded; **motion** by G. Closson **to rescind the motion to move \$2,339 from 316-765-0000 (Customer Funded Upgrades) to 316-826-0004 (Highland Lake Pumps) made at the February meeting.** Second by J. Lemelin. **Vote:** All in favor - *motion carried unanimous.*

Purchase of Small Items on Overview of Projects for 2019: Discussion followed regarding bid is out on the truck and the saw is being delivered Wednesday.

Bill Adjustments: Mr. Stratford requested the Commission approved a refund in the amount of \$26.02. **Motion** by G. Closson **to approve the proposed refund in the amount of \$26.02.** 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. Stratford briefly explained a scenario and requested a release of a sewer assessment lien at 521 East Wakefield Boulevard. **Motion** by G. Closson **to issue a release of lien.** Second by B. Hester. **Vote:** All in favor - *motion carried unanimous.*

Mr. Cormier explained a property owner had work done by Roto-Rooter; asked about reimbursement. Discussion followed regarding paying the customer or vender directly as opposed to crediting the account.

Sewer Rate Increase: Mr. Stratford said to resolve the operating deficit re-occurrence, either lower expenditures or increase revenues; most of the deficit is due to depreciation of sewer system assets; to generate another \$250,000 of revenues in sewer rates would be tough; looking at a 20% increase; most smaller utilities put through a number of minor annual increases so don't have major increases every 5 years; the last increase was 4% along with implementing a \$10 capital recovery charge per quarter in FY2017; think it would be pretty unpalatable to make that change right away. Discussion followed regarding timeline of the current increase, status and age of the infrastructure, financial responsibility of the Commission, current cost is \$.01 per gallon of sewer; re-evaluating and targeting expenditures, impact of stormwater infiltration and locating the sources; etc.

Capital Projects: Mr. Stratford said looking at project deadlines. Chairman Massicotte said the list was prioritized by A, B, C, etc. totaling \$30 million; some are in the works. Mr. Stratford said he will propose projects to agencies which may be able to help. Discussion followed regarding criteria, available funds, application, etc.

Mr. Rollins discussed the following before Mr. Stratford exited the meeting:

- Purchased an incubator for the lab; put it under 315-826; going to do the same thing for the sampler; verified it was the correct line.
- The State Revolving Loan Fund may offer money for the Wallens Hill tank
- Met with Ti-Sales regarding billing software /meter issues; made important discoveries pertaining to software compatibility with the old meter readers; going through the whole system, etc.
- Setting up a meeting with GEMS to solve the communication issues between the Public Works office and the Tax Collector's office
- Discussion followed regarding the proper line to put uniforms in the budget (315), who wants uniforms, etc.

- Verified Mr. Stratford's availability for a Capital Improvement meeting on March 26th. Discussion followed regarding possible time, 1st part of meeting will address the proposed Barkhamsted agreement, etc.
- Discussion followed regarding deadline for the operating budget. Mr. Stratford said he would like to present it to the Commission in May.

Sentinal Services Insurance Discussion on Support: Mr. Rollins said he recently emailed the responses from Sentinal; they answered the questions in a satisfactory manner; nothing was an issue; if going forward, next step is to get a list of references and work on questions; if good reviews, we do it; no one seemed to be against it. Mr. Cormier suggested asking how we get out of the agreement if it's not working. Discussion followed regarding customers will be paying them directly, not the Town, this isn't an exclusive agreement, etc.

Barkhamsted Interlocal Agreement Update: Meeting is March 26

Overlook Water Main: Mr. Rollins met with Eric Hess of FR Mahoney regarding the sewer main; the water main is what it is. Mr. Cormier noted it's \$250 per foot; very achievable. Discussion followed regarding it's very easy to throw the pipe in, number of feet needed, cost, etc. Mr. Rollins said it would be similar to Carey Avenue; come up with an estimate and give a price; eventually everyone will need it so while the road is open, put the pipe in at our cost and then charge them as they hook up to it. Extensive discussion followed regarding cost to do water and sewer, cheaper to do now since the Town is picking up the cost of the road, should cost approximately \$200,000, number of customers, who owns the pumps, cost for water line, cost for sewer line, possible available grant money for material, submit and approve application by the end of the month, submitting a large enough project to absorb administrative costs, Town is in a good position size-wise, etc.

Whiting Street Pump Station: Mr. Cormier explained Eric is working up the proposal.

Update Pump Station 8: Mr. Rollins noted there are no changes.

Sewer Rate Increase: Discussed during Finance Director's Report

Purchase of Small Items for 2019: Discussed during Finance Director's Report

Chairman Massicotte asked about a recent fire at a Connecticut Water Plant; they were concerned water would mix with chlorine and become a hazmat issue; verified our chlorine is in a separate tank. Brief discussion followed regarding securing the plant from possible hazmat exposure.

Director's Report:

- The resident at 674 East Wakefield Boulevard called Roto-Rooter for an alarm in the panel (not her fault); asking to be reimbursed. **Motion** by T. Moran to *pay the \$195 invoice to the customer per recommendation by B. Stratford*. Second by J. Lemelin. **Vote:** All in favor - *motion carried unanimous*
- 66 letters with questionnaires were sent to residents in the area of Carey Avenue; 33 responses were received; only 4 expressed interest in water and or sewer. Brief discussion followed regarding the location of 1 respondent and the logistics of hooking that property into the system. Mr. Rollins noted can't force everyone to hook up so if anyone wants to hook up, they have to bear the cost themselves; going to send a reply saying there was not significant interest; will let

the 4 who did express an interest an opportunity to get together and maybe share the cost; going to build the road. Discussion followed regarding sewer would be their cost, complicating factors, timeline, E1 system, etc.

- The Jim McCarthy Fishing Tournament was a great success. Discussion followed regarding fish, plans for next year, where fliers were posted, cost to participate, the after-party, volunteers, money will go toward an internship, encouraging students into the industry, etc.
- Jeff Rines completed the application for the Crystal Lake Tank; will submit; requesting to do the repairs without draining the tank; should cost approximately \$20,000 instead of \$100,000.

Old Business:

- Wallens Hill Water Tank: Mr. Rollins said he submitted the request to the State
- Crystal Lake Dam Historical Review Submitted: Mr. Rollins said he contacted the USDA – no response
- Bid for Bridge Inspection at Sewer Plant: Mr. Rollins said nothing new to report. Brief discussion followed regarding utilizing Bart Clark, Mr. Clark is paid by the Street Department, Mr. Clark’s scope of knowledge and capabilities, etc.
- Holmes Drive and Carey Avenue – Interest in Water or Sewer: discussed earlier
- Hydrant Repairs on Main Street: Mr. Rollins said they were associated with the water mains on Main Street

New Business

- Set Meeting Date for Lenard Engineering to Discuss Barkhamsted Plans: Chairman Massicotte confirmed the date is set for March 26.

Chairman Massicotte asked about tree harvesting. Discussion followed regarding allocating monies to the water and sewer side to maintain the watershed property. Chairman Massicotte suggested revisiting the topic in the summer to have it set for the fall.

Adjournment: Meeting adjourned 8:30 p.m.

Minutes Respectfully Submitted,

/s/

Laurie Bessette
Minutes Secretary

<p>Next Regular Meeting: Probate Room Tuesday, April 9, 2019 7:00 p.m.</p>
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