

**Meeting was  
postponed from 2/12/2019  
due to weather**



**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  
February 13, 2019***

Chairman John Massicotte called the meeting to order at 7:00 p.m. The following members were present: John Massicotte, Bill Hester and Joe Lemelin. Also present were Director of Public Works Jim Rollins, Superintendent of Water Works Marty Cormier, Chief Water Plant Operator Jeff Rines, Chief Wastewater Plant Operator Alex Combes, Collector of Revenue Halaree Monnerat and Assistant to the Director of Finance- Payroll Kim Ahrens. George Closson was absent excused and Tim Moran was absent.

**Public Input:** John Noone, 21 Fairview Avenue, requested waiver of the interest and marshal fee on his water and sewer bill. Extensive discussion took place regarding the electronic meter had not been sending usage for several years, bills were adjusted, the collection process when no response is received in response to letters from the Collector's office, etc.

**Approval of Minutes from January 8, 2019:** Motion by B. Hester to *approve the minutes of January 8, 2019*. Second by J. Massicotte. **Vote:** All in favor except J. Lemelin (abstained) - *motion carried*.

**Report from Finance Director:** Minute Secretary L. Bessette distributed a report and associated documents from Mr. Stratford; proceeded to review same.

**Sewer:** Revenues: current sewer rents collected at 50% of budget vs. 47% last year; expenditures: all departments are spending below 50% of budget through 58% of the fiscal year – total expenditures are at 41% of budget (down \$93,000 from FY18); checking account has \$501,440 and savings has \$560,883. Mr. Cormier encouraged movement of \$2,339 from 316-765-0000 to 316-826-0004. **Motion** by J. Lemelin to *move \$2,339 from 316-765-0000 (Customer Funded Upgrades) to 316-826-0004 (Highland Lake Pumps)*. Second by B. Hester. **Vote:** All in favor - *motion carried unanimous*.

**Water:** Revenues: current water rents collected at 50% of budget vs. 48% last year; expenditures: Department 317 is at 41% of budget and Department 319 is at 46% of budget through 58% of the fiscal year; \$31,500 of internal payroll costs from Department 317 were re-classified to account 322-878-0017 (South Main Street Water Main Project) in January – total cost for the project was \$406,000; primarily due to this project, total Water fund Expenditures are \$371,000 above FY18 costs through January 31; checking account has \$313,119 and savings has \$560,883.

**James McCarthy Memorial ice Fishing Tournament:** Example of the Tournament Release & Waiver Form was included with the Director's Report. Mr. Rollins explained everyone will be required to

sign this (Town employees are exempted). **Motion** by J. Lemelin to *approve the waiver as written*. Second by B. Hester. **Vote:** All in favor - *motion carried unanimous*.

*Sewer Assessment release for 376 East Wakefield Boulevard:* Mr. Rollins explained the release was paid in full but the lien was never removed. **Motion** by B. Hester to *release the lien*. Second by J. Lemelin. **Vote:** All in favor - *motion carried unanimous*.

*Recommendation to Refund 2 Sewer Overpayments totaling \$140.47:* **Motion** by J. Lemelin to *refund the 2 sewer overpayments*. Second by B. Hester. *Discussion:* Ms. Monnerat explained the recommendations. **Vote:** All in favor - *motion carried unanimous*.

*Recommendation to Write Off Past Due Rents on 281 Walnut Street (now Town-Owned Due to Blight Foreclosure):* **Motion** by B. Hester to *write-off the past due sewer rent in the amount of \$1,562.97 and water rent in the amount of \$2,301.73*. Second by J. Lemelin. **Vote:** All in favor - *motion carried unanimous*.

*CIP Worksheets:* Mr. Rollins noted most of these projects have been discussed prior; this list prioritizes them; explained “AA” are at the top of the list of priorities or in progress. Extensive discussion followed regarding each project including longevity, timelines, scope, possible costs involved, age of existing infrastructure, etc.

Chairman Massicotte asked about Mr. Noone’s position of the MIU not operating properly. Discussion followed regarding lack of communication between Public Works office and the Tax Collector’s office, interface with GEMS, procedure for notification, explanation of charges, etc.

**Sentinel Services Insurance Discussion on Support:** Hold to next month due to Commission members absence.

**Capital Improvements & Long-Term Plans:** Discussed under Finance Director’s Report

**Overlook Water Main:** Discussed under CIP in the Finance Director’s Report

**Whiting Street Pump Station:** Discussion followed regarding the road is being re-done but calls are coming in; evaluating the calls and investigating options.

**Pump Station 8 – Cost for Bid Documents:** Brief discussion followed. **Motion** by J. Lemelin to *sign the requisition for Lenard Engineering Task Order for Pump Station #8 in the amount of \$26,700*. Second by B. Hester. *Discussion:* Discussion followed regarding using line 2-317-878-0070-0000, funds in that account, majority of the money has been spent on chasing locating the pump station on the opposite side of the street. **Vote:** All in favor - *motion carried unanimous*.

**Oakdale Generator** – done and running

**Sewer Rate Increase:** Chairman Massicotte asked if suggested rates were received from Mr. Stratford. Mr. Rollins said not yet. **Carry to next month**

Additional discussion followed regarding Mr. Noone’s request to waive the Marshal’s fee. Ms. Monnerat explained the marshal fee and interest are state-mandated. Consensus is Mr. Noone owes

*The Town of Winchester is an equal opportunity provider, employer and lender.*

all interest and the marshal fee; the bill was already adjusted in amounts exceeding the marshal fees. **Motion** by J. Massicotte *not to waive the \$350.00 marshal fee*. Second by J. Lemelin. **Vote:** All in favor - *motion carried unanimous*.

**Purchase of Small Items on Overview of Projects for 2019:** Discussed under CIP in the Finance Director's Report

**Bill Adjustment:** Discussed under CIP in the Finance Director's Report

**Director's Report:**

- Displayed a 2017 Water Fluoridation Quality Award for Winsted Water Works
- Distributed information on how to select the proper re-lining method and timeline for re-lining
- Distributed a flow chart of Water and Sewer Department staffing
- Met with the neighbors of Pump Station #8 regarding the easement and then talk with Attorney Nelligan
- The most recent draft of the Barkhamsted Interlocal Agreement defines the geographic area they want covered; the new owner is interested in pushing along; Barkhamsted is updating the agreement; expect it by the March meeting.
- Would like to define the process for bill adjustment. Discussion followed regarding drafting a form letter, process for adjusting bills, etc.
- Questionnaire regarding Carey Avenue was sent out
- Brief discussion followed regarding services Sentinal Services addresses – grease traps, etc.
- Really need to look further into Wallens Hill Water Tank
- Discussion followed regarding the interface between TI Sales and GEMS
- Discussion followed regarding the money from the fishing derby will be going into a scholarship/paid internship, student will work with Marty's crew and then at the Sewer Plant, coordinating the internship with Regional School #7's Vo-Ag program, etc.
- Mr. Stratford will have to review the rate structure

**Old Business:**

- Barkhamsted Interlocal Agreement Update: addressed earlier
- Wallens Hill Water Tank: addressed earlier
- Crystal Lake Dam Historical Review Submitted: nothing new
- Bid for Bridge Inspection at Sewer plant: Mr. Rollins explained he needs to create a bid document. Chairman Massicotte suggested Lenard Engineering create it. Brief discussion followed regarding the phases of the project.
- Water Leak Repairs Underway: done
- Hydrant Repairs on Main Street: done

**New Business**

Mr. Combes asked if a public service announcement could be put in the Collector's notice about what can and cannot be flushed. Discussion followed regarding blockages and getting the information out.

**Adjournment:** Meeting adjourned 9:13 p.m.

Minutes Respectfully Submitted,  
Laurie Bessette  
Minutes Secretary

**Next Regular Meeting:**  
Probate Room  
**Tuesday, March 12, 2019**  
7:00 p.m.