



TOWN OF WINCHESTER – CITY OF WINSTED

Town Hall – 338 Main Street

WINSTED, CONNECTICUT 06098

Minutes of Regular Meeting

Water & Sewer Commission

2nd Floor Conference Room, Town Hall, 338 Main Street, Winsted

November 13, 2018

Chairman John Massicotte called the meeting to order at 7:02 p.m. The following members were present: Bill Hester, Joe Lemelin, John Massicotte and Tim Moran. Also present were Finance Director Bruce Stratford, Director of Public Works Jim Rollins and Superintendent of Water Works Marty Cormier. George Closson was at another meeting.

Public Input: None

Approval of Minutes from the October 9, 2018 Regular Meeting: Motion by J. Lemelin to *approve the minutes of October 9, 2018*. Second by B. Hester. **Vote:** All in favor except T. Moran (abstained) - *motion carried*.

Report from Finance Director: Mr. Stratford explained there are a couple of Town foreclosed properties with past due balances: 16 Brook Street, 132 Florence Street, 281 Walnut Street and 17 Birdsall Street. Discussion followed regarding structures on properties were razed, putting liens on the properties, amount owed, etc. Mr. Stratford said these all have balances recognized as uncollectible; have not recorded them as received. **Motion** by T. Moran to **write-off the fees and cease collection for 16 Brook Street, 132 Florence Street, 281 Walnut Street and 17 Birdsall Street**. Second by J. Lemelin. **Vote:** All in favor - *motion carried unanimous*.

Mr. Stratford presented examples of updates on the new billing; noted the most recent changes. Mr. Rollins said these changes cover most of the questions his office fields.

Sewer: Mr. Stratford distributed the sewer fund results; noted this is through October 31st – include only one billing cycle; total sewer rents show a negative but it's because funds were allocated to capital recovery; total revenues are at \$487,000 (even with last year); noted no money was collected from Russ' Septic but collection for Septic Dumping is still at 59%; Department 315 shows the plant running at 25% of its budget; pumping station also at 25%; supplies and materials has a deficit but asked Jim Rollins and Marty Cormier to investigate. Mr. Rollins said the cones should have come out of safety. Mr. Stratford noted 23% has been spent compared to 24% last year; the sewer fund is operating on target. Chairman Massicotte asked about the uniform maintenance line item. Mr. Cormier explained drawing all the funds from sewer then draw from water. Chairman Massicotte asked about sewer pumps and contracted services. Mr. Cormier and Mr. Rollins explained recent issues with the vac truck and pump station #8. Brief discussion followed regarding creating a line item for emergency services in the water budget and sewer budget. Mr. Stratford distributed the cash balance statements for the sewer division; noted have \$391,860 in operating funds and \$558,236 for savings as of the end of October. T. Moran asked if the water division used some of that. Mr. Stratford explained he is holding off using those funds.

Water: Mr. Stratford distributed water fund results; noted \$504,000 (25% has been collected (24% last year); current collections are at 24% (even with last year); capital recovery has \$22,000 (last year had \$17,000); operating as expected; Department 317 has spent 26% of its budget – no concerns; Department 319 is tracking as expected; the insurance premium was paid in July and will make the pension payment in November; contingency does not include the emergency work on North Main (was included in the 17-18 budget); this contingency includes the generator and gas purchase order; the Route 44 main repair still has \$90,000 in billing to come in; tracking to spend \$350,000. Brief discussion followed regarding the amount allocated for the project. Chairman Massicotte asked about vehicle gas. Brief discussion followed regarding need to split gas charges 50-50 with sewer. Chairman Massicotte asked for the status on meter installations. Mr. Cormier said 85%-90% complete; haven't done the condos yet as the reads are easy but difficult to access. Chairman Massicotte asked about contingency carried over from 2017-2018. Discussion followed regarding outstanding Michel's bills – all came from last year's budget. Mr. Stratford distributed cash balance statements for the water division; noted \$516,000 at the end of October before reimbursing the water fund \$230,000 and moving \$315,000 from water to sewer; account will be replenished substantially this month due to collections; haven't needed to touch the operating account.

Bonding: Mr. Stratford explained he has asked for a list of projects from Mr. Cormier and Mr. Rollins with cost estimates; will then get information for the Commission. Mr. Rollins said he talked with Rich Kemp for a list of projects; will then develop priorities, etc. Discussion followed regarding getting the bond issue on the referendum, timetable for bonding/projects, accessing short-term lending until the bond issue is settled, etc. Mr. Stratford explained the process for short-term lending on Town-approved projects. Chairman Massicotte asked the capability of short-term financing. Mr. Stratford explained the bridge financing is adequate for \$3-\$5 million projects; the water fund just paid off its \$3.9 million bond. T. Moran asked if water/sewer can bond on its own. Mr. Stratford said it has to go through the Town; working with agencies to get a bond rating.

Mr. Stratford explained he expects the audit to be done in December with the report issued in January; noted it will be in GAAP (Generally Accepted Accounting Practices) format instead of fund results.

Lenard Engineering Update on Pump Station #8: Mr. Rollins said he asked Lenard not to attend; didn't get the bid package out but should be ready in the next few days; sent an email detailing another possible option avoiding excavating the entire property; explained the process of binding a modular vessel with the existing pump station; putting that option out to bid; will know more soon but this is taking the hardest part of the equation right out; refining the scope of work; this will be simpler, better and see savings. Chairman Massicotte asked how many pumps. Mr. Rollins said as many as 4 but think 3; the flow characteristics are better; all the pumps will be interchangeable with any pump at Highland Lake (keep those in stock); plan on getting the bypass done next week. Chairman Massicotte asked the timetable. Mr. Rollins said they are concerned with the crazy groundwater. Chairman Massicotte asked if the chamber is custom built. Mr. Rollins said it is standard size and dimension; there is a duplex of this configuration at the Henny Penny and a similar one at the ballfield; this same system could be used at Moore Avenue. Chairman Massicotte asked the lead time. Mr. Cormier said 4 – 5 weeks. Mr. Rollins added the vault can be ready by the time the bids are back from the site guys. Brief discussion followed regarding new technology and possibly including Moore Avenue for the same amount budgeted for pump station 8.

Bid for Pumps to Pump Station 8: Addressed under Lenard Engineering Update on Pump Station 8.

Oakdale Generator and Updates: Mr. Rollins said the conduit and slab are in; the tank goes in Tuesday. Brief discussion followed regarding it will be a couple more weeks for the generator.

New Hires: Mr. Rollins said had 2 really good applicants for Utilityman III - offered the job to Greg Rein; had 11 qualified applicants for Waste Water Treatment Plant Operator I; Rich Kemp retired and Alex promoted to fill Rich's position; Charlie Nichols is scheduled to retire December 7th; filling 2 positions at the Sewer Plant; Rich Kemp is helping fill those positions; Alex is getting excited and Mike Griffin is more engaged.

Director's Report: Mr. Rollins reported Atlantic States recently awarded several Town employees for Outstanding Water Plant Operators at a recent event in Willimantic; explained how this award was considered and realized.

Old Business:

- Barkhamsted Interlocal Agreement Update: Mr. Rollins said Don Stein asked for the status; an invoice for \$10,000 was sent so waiting for the check. Chairman Massicotte asked about the agreement. Discussion followed regarding the necessity of a current interlocal agreement before any service, update for changes, etc. Mr. Rollins said he will email the most recent agreement to the Commission and then discuss it at the December meeting. Discussion followed regarding the addition of a 20-lot subdivision, Lombard Ford, Stop & Shop was already included, Volkswagen getting included, etc.
- Wallens Hill Water Tank: Mr. Rollins said the tank is completely disconnected from the system; have had 2 big water main breaks and it created negative pressure; the tank is proving to have a benefit; maybe need a replacement one-third the size; need to put more thought into it. Discussion followed regarding the location of the tank, elevation, cost effective options, engineering, etc.
- Crystal Lake Dam Historical Review Update: Mr. Rollins said everything has been submitted – nothing new.
- Bid for Bridge Survey at Sewer Plant: Mr. Rollins said nothing new to report – will go out to bid for an inspection. Discussion followed regarding a bridge inspection is not required but should be done.
- Water Leak Repairs Underway: Mr. Cormier said down to about 3; leak by the Tort Museum will be weather dependent. Brief discussion followed regarding location of hydrants between Union & Hinsdale.
- Bill Adjustment Process: nothing to present
- John Street Water Leaks Update: all services need to be replaced due to copper corrosion so will try plastic. Brief discussion followed regarding soil acidity.

New Business:

Motion by J. Lemelin **to add discussion of Rich Kemp's Retirement.** Second by T. Moran. **Vote:** All in favor - *motion carried unanimous.* J. Lemelin said would like to give Rich Kemp something for his 40+ years of service to the Town. Mr. Rollins said an event is being planned at Tuckers. Discussion followed regarding gift ideas. **Motion** by J. Massicotte **to purchase a gift not to exceed \$250.00.** Second by T. Moran. **Vote:** All in favor - *motion carried unanimous.*

Adjournment: Meeting adjourned 8:25 p.m.

Minutes Respectfully Submitted,

Laurie Bessette
Minutes Secretary

Next Regular Meeting:
2nd Floor Conference Room (aka- Probate Room)
Tuesday, December 11, 2018
7:00 p.m.