



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 October 9, 2018

Chairman John Massicotte called the meeting to order at 7:04 p.m. The following members were present: Bill Hester, Joe Lemelin and John Massicotte. 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 and Tim Moran was absent excused.

Public Input: None

Approval of Minutes from the September 11, 2018 Regular Meeting: Motion by J. Lemelin to *approve the minutes of September 11, 2018*. Second by B. Hester. **Vote:** All in favor - *motion carried unanimous*.

Approval of Minutes from the October 2, 2018 Special Meeting: Motion by B. Hester to *approve the minutes of October 2, 2018*. Second by J. Lemelin. **Vote:** All in favor - *motion carried unanimous*.

Motion by J. Massicotte to add Report from Director Public Works to the agenda under New Business. Second by B. Hester. **Vote:** All in favor - *motion carried unanimous*.

Report from Finance Director: Mr. Stratford distributed bank statements and finance reports for the water and sewer funds.

Sewer: Mr. Stratford noted we are 3 months/25% through the fiscal year; have collected \$347,000 in rents (\$322,000 last year); septic dumping is at 50% collections/\$49,000 (\$29,000 last year). Brief discussion followed regarding Russ' Septic balance. Mr. Stratford noted overall revenues are about the same as last year; for expenditures, highlighted septic dumping fee amount is not changing but everything else is tracking as expected; Highland Lake Pump Repairs line needs to be re-coded. Brief discussion followed regarding this should have been applied to 826-0004. Mr. Stratford explained have spent \$402,000 this year as compared with \$406,000 last year. Chairman Massicotte questioned the supplies and materials line in sewer pump stations. Brief discussion followed. Chairman Massicotte verified the fiscal year is closed out; would like to know how close to the budgeted numbers; asked to have the final numbers emailed to Commissioners. Mr. Stratford noted the bank balance sheet shows \$394,000 at the end of September; this is sufficient to sustain operations until the next billing period; \$557,000 in the investment account; noted Rich Kemp's payout amount was already budgeted. Brief discussion followed regarding Rich Kemp delayed his retirement date, postponement of Supervisors Contract, etc. Mr. Rollins noted Charlie Nichols submitted his retirement notice- last day is 11/7. Brief discussion followed regarding accumulated time.

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

Water: Mr. Stratford reiterated we are 25% through the fiscal year; collected \$406,000 (\$389,000 last year); total revenues are \$460,000 (\$464,000 last year); everything is running as usual; highlighted the contingency line item (water main bypass costs) and the Route 44 water main line item. Brief discussion followed regarding credits and costs for the Main Street project still need to be evaluated. Mr. Cormier noted the bypasses are empty; everyone did a fantastic job. Mr. Rollins said the job was really dialed in; added the Town guys worked really long hours. Chairman Massicotte asked where the overtime will come from; felt it should come out of contingency so we know the true cost of the repairs. Brief discussion followed regarding getting the numbers for the next meeting to consider for transfer from the overtime account. Mr. Stratford noted the water fund balance is \$517,000 as of September 30th and \$557,000 in the investment account; haven't seen the charges from Michels yet but think the checking account can absorb it instead of taking funds from the investment account.

Mr. Stratford distributed information from the actuary on pension contributions; explained their recommendations; would like the Commission to fully fund the cash contribution; explained the reasoning; make the scheduled contributions in December and June but also consider March as well; will know more by then. Chairman Massicotte asked how other groups are doing. Mr. Stratford said there have been a few retirements and new employees are on defined contribution plans.

Mr. Stratford explained Collector of Revenue, Halaree Monnerat, has notified past due accounts of the lien process; explained the procedure; issued 632 liens; have released 264 (about 42%) and 132 sewer liens have been resolved; the Collector has the authority to do that but wanted to advise the Commission; explained how the previous Collector did it. The Commission supported the effort. **Motion** by J. Massicotte **to endorse the Tax Collector's efforts to put water and sewer liens on land records once a year (June 30th)**. Second by J. Lemelin. **Vote:** All in favor - *motion carried unanimous*. Brief discussion followed regarding value of the liens.

Discussion to Start Bonding Process for Water and Sewer Departments: Chairman Massicotte explained he wanted to get the discussion started especially if Carey Avenue and Holmes Drive extended; also consider Moore Avenue, water tanks and Crystal Lake dam repairs. Discussion followed regarding compiling a survey to residents in the area of Carey Avenue gauging interest. Chairman Massicotte said he would like to get on the budget in May but would like to know the dollar amounts; added the bridge to the sewer plant and Moore Avenue pump station; assured attendees there are projects that can be done. Mr. Stratford stated there is a \$255,000 debt service lime item in the water division for bonding or a 1-year project; sewer division still has existing debt. Chairman Massicotte noted the water project includes Crytal Lake, water main on Main Street, etc. Mr. Rollins reminded attendees when re-establishing flow on Main Street, Wallens Hill can be mitigated. Mr. Cormier added the south side of Main Street is mostly ductile. Brief discussion followed regarding getting prices. Mr. Stratford said it would be helpful to get the projects and estimates. Mr. Cormier said he understands past frustrations but need to invest in infrastructure. Discussion followed regarding grants available, Town share, etc. **Motion** by J. Massicotte **to have Bruce Stratford start looking into project recommendations made by Jim Rollins and Marty Cormier**. Second by B. Hester. **Vote:** All in favor - *motion carried unanimous*. Mr. Stratford noted a budget analyst was hired through promotion within so will free up Bruce's time to work on stuff like this. Brief discussion followed regarding sewer rates/usage customers.

Update on South Main Street Water Pipe Repairs: Mr. Rollins said the bypass is being removed. Mr. Cormier explained will do temporary pavement; have a couple of concrete areas so may outsource it – running out of time.

Oakdale Generator on Order: Mr. Rollins said Tower Generator ordered the generator; have verified permits are in place; everything is moving at an okay pace. Chairman Massicotte verified will be able to get the pads poured.

Interested Parties on Carey Avenue Water/Sewer: no new information

Bill Adjustment Process: Mr. Rollins said no new information. Chairman Massicotte verified correspondence is being done only in writing.

Old Business:

- Barkhamsted Interlocal Agreement Update: nothing new. B. Hester distributed best practice guidelines for municipal agreements. Brief discussion followed regarding the Torrington agreement.
- Wallens Hill Water Tank: nothing new
- Crystal Lake Dam Report: Mr. Rollins said the final, final historic study was accepted; moving forward; next step is to sit with the USDA and set up the Rural Development Apply; 2 representatives came out and tried – could be a firewall computer issue; have to get on it for bonding.
- Watershed Survey: Mr. Rollins said it's ongoing but submitted and current.
- Bid for Bridge Repair to Sewer Plant: nothing new
- Water Leaks (7) Found from Inspection – Repairs: would like to work on over the next few weeks.

New Business:

- Director's Report: Mr. Rollins addressed the following:
 - Met with Frontier regarding the telephone pole adjacent to pump station #8; shouldn't be a big problem; going to put the bypass pump and pipes in now; asking for a Wetland Agent Determination; neighbor is upbeat about the project. Chairman Massicotte verified going out to bid on the pumps next week and that Mr. Rollins was okay with the results of the meeting on October 2.

Selectman Sedlack arrived

- Rich Kemp had a health issue but doing well and expect 100% full recovery; Alex Combes is doing the prep work for the Civil Service hiring process for Plant Operator; the timing will be great. Brief discussion followed regarding interviewing over the next few weeks.
- Dukes Roots is scheduled for next month to re-implement the treatment plan. Mr. Cormier explained they have a \$3,000 minimum; will get on a 3-year rotation; this is a good, inexpensive method for known problem areas.
- Discussion followed regarding the Utilityman position
- Dirty water complaints at 341 North Main Street; not sure how to address it other than replace the main; is something to keep in mind when bonding. Mr. Cormier explained we are operating within Department of Public Health parameters but there is a concern. Mr. Rollins noted they are looking at different options.

George Closson arrived

- Sentinel is a company which offered water and sewer infrastructure protection. Richard Nalette wanted the Commission to hear their proposal; considering offering something similar; have tentatively scheduled for December; not really a money-maker but it's a worry-free service for customers.

Chairman Massicotte verified all set for winter. Mr. Rollins said no; getting South Main Street finished is big. Extensive discussion followed.

Discussion followed regarding John Street - every single copper service is leaking, think it's acidic soil, considering replacing everything with plastic, locating possible causes, etc.

Adjournment: Meeting adjourned 8:24 p.m.

Minutes Respectfully Submitted,

Laurie Bessette
Minutes Secretary

<p style="text-align: center;">Next Regular Meeting: 2nd Floor Conference Room (aka- Probate Room) Tuesday, November 13, 2018 7:00 p.m.</p>
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