



## 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 August 14, 2018*

Chairman John Massicotte called the meeting to order at 7:02 p.m. The following members were present: George Closson, 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.

**Public Input:** None

**Approval of Minutes from the July 10, 2018 Regular Meeting:** Motion by G. Closson to *approve the minutes of July 10, 2018*. Second by J. Lemelin. Chairman Massicotte noted page 2 should reflect \$25,000 not \$21,000. **Vote:** All in favor - *motion carried unanimous*.

**Report from Finance Director:** Mr. Stratford distributed the adopted 2018-2019 sewer budget and proposed water fund; reviewed the changes in the water fund as discussed last month including overall expenditures did not change, water works added \$7,000, Crystal Lake Plant went down \$28,000, Water Commission increased \$21,000 (mostly engineering services), etc. Mr. Rollins explained why line items are not always fully expended. Mr. Stratford said the next step would be adopt the proposed water budget. Discussion followed regarding acting on the “Selectmen’s Proposed” column, bottom line of the budget has not changed, revenues are slightly more than the expenditures, etc. **Motion** by G. Closson to *accept the proposed 2018-2019 water budget*. Second by J. Lemelin. *Discussion:* T. Moran asked if there is a legal line item in the water fund. Mr. Stratford said normally use contingency for legal. Brief discussion followed regarding the legal line in the sewer budget. **Vote:** All in favor - *motion carried unanimous*.

**Sewer:** Mr. Stratford distributed the July sewer fund results; noted it was a fairly modest revenue month; expenditures are following as expected.

**Water:** Mr. Stratford distributed the July water fund results; noted the water budget was just adopted; shows modest revenues and expenditures are as expected.

G. Closson asked if there has been any headway in sewer past due. Mr. Stratford stated none of that is Russ’ Septic. Chairman Massicotte verified sewer results is using fiscal 19 budget numbers.

Mr. Stratford explained a notable event in the water fund was the annual principal and debt payment was made – bond is paid in full; distributed checking account statements for the water and sewer accounts; noted sewer has \$400,000 at the end of July and water has \$443,000 at the end of July; noted the final payment from the water fund is indicated on the back of the sheet; distributed savings statement for each fund indicating \$555,000 in each account.

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Mr. Stratford distributed samples of the newly formatted water and sewer bills; noted Sandy and Shari are very happy; the Collector's office has generally received positive comments; credited Mark Douglass, Sandy Phelps and Halaree Monnerat for making this revision a good one.

**Update on Insurance Claim for Water Main on South Main Street:** Mr. Stratford said worked to get the claim filed; filed July 24 and received acknowledgement July 25; was told by CIRMA they won't be covering it but working with the Subrogation Department. Mr. Rollins explained a video of the main was provided showing the mis-alignment. Brief discussion followed regarding an email denying responsibility.

Don Stein, First Selectman of Barkhamsted arrived. Discussion regarding the insurance update will continue later in this meeting after the Barkhamsted issue has been discussed.

**Barkhamsted Interlocal Agreement:** Mr. Rollins said the interlocal agreement has expired; Mallory Brook Plaza needs it revived; the Commission authorized some funding but have not set up the account yet; explained the reason. Mr. Stein explained the agreement was put in place in 2002 (a 15-year agreement); in 2011, the Commission approved extending the sewer line to the new Dollar General and Auto store; worked with the Commission on the Borghesi proposal; Mallory Brook and Lombard are desperate for sewer service; explained the previously proposed agreement and plans; added the activity went no further when the health center fell through; Mallory Brook is currently in foreclosure; explained how those businesses are managing their sewer; distributed a map- explained the proposed housing development; noted the previous agreement encompasses specific businesses; would like to include the farm (location of the proposed housing development) although maybe not the whole development; the agreement has a lot of technical language; the water agreement went in place in 2011- Barkhamsted would be another customer for Winsted; requested the Commission approve Lenard moving forward and add 20 houses on the farm; suggested the Commission take action on 3 items: 1) authorize Lenard to do the feasibility study; 2) re-do the agreement to extend it; and, 3) include the farm above the shopping center. Brief discussion followed regarding the location of the farm, proximity of the existing sewer line to Barkhamsted, proximity of the water line to Barkhamsted, etc. Mr. Stein noted they have to get permission to cross Route 44 to get the line to Lombard; added the veterinarian, the house and Sterling are probably not going to be included. Mr. Rollins said there is confusion on the "shrink-wrapped area"; noted Lenard Engineering's proposal was for the shrink-wrapped area (red area on the colored map). Mr. Stein explained the conditions of that area; added the agreement was silent to location; it's not dated. Mr. Rollins stated this is a good opportunity to clean up the language, get it dated, determine locations, etc. Mr. Stein added don't want to be short-sighted; include the VW repair, veterinarian, Lombard, the shopping center, couple of houses, the farm and a couple more areas. G. Closson asked the capacity. Mr. Stein said David Battista did look briefly and recommended upgrading the pump station at Moore Avenue. Mr. Rollins verified it would include the mall, Lombard and the farm at a minimum. Mr. Stein indicated the study area boundary. Discussion followed regarding the 2002 agreement. Chairman Massicotte noted in 2011, Barkhamsted was going to give \$170,000 toward the pump upgrade. Mr. Stein said that is correct. Discussion followed regarding capacities, piping, synchronizing pumps, Lenard will consider those in this study, etc. Mr. Rollins noted the variables which have to be considered; outlined the specific area. Chairman Massicotte verified this is water and sewer. Mr. Stratford suggested a stipulation that the farm has no more than 20 residences. G. Closson stated need to know what the excess capacity is – need to think about it and use due diligence to plot it out. Mr. Rollins noted the plant has the capacity; the restriction is the lines. Mr. Stein said the original suggestion was to hang it under the bridge, but the final decision was to run it up Moore Avenue. T. Moran said

looping it around was also proposed. Mr. Stein recalled timing the pumps between Ledgebrook and Lombard was also talked about. Mr. Rollins said all that stuff will be looked at. Chairman Massicotte reminded attendees the Ledgebrook system is privately owned. Discussion followed regarding taking over that pumping station, configuration of the Ledgebrook system, etc. Mr. Stein stated they have the money ready; the results of the study will determine the language of the agreement. Discussion followed regarding the water interlocal agreement expired July 1, 2018. Mr. Stein noted need both agreements. Discussion followed regarding the scope of the study, cost, etc. Mr. Rollins said David Battista knows what is being requested but wanted clarification of the area. G. Closson verified David Battista already knows the scope. Mr. Stein reminded attendees the original agreement was for the medical building; didn't know anything about the 2 shops; now looking at different requirements. Chairman Massicotte noted the capacity of the lines is still the same – just Moore Avenue will be the bigger issue. G. Closson said we need meaningful information. T. Moran verified this is the original study area plus some homes. Mr. Stratford verified the purchase order is approved and this will be a reimbursable expense. Discussion followed regarding \$5,000 in the sewer contingency and \$5,000 is in water engineering, timeline is 8 weeks from the issuance of the purchase order plus 2 weeks for final comments. Mr. Stein said he will have the proper person get in touch with Jim Rollins Wednesday.

**Update on Insurance Claim for Water Main on South Main Street (continued from earlier in the meeting):** Mr. Rollins recalled recent email correspondence; expect a cost of \$12,000 to get an expert opinion; the water line is still in its crooked state; need to get this back in operation; contractor is coming August 20<sup>th</sup> to do the slip-lining; they can start at the other end, but this work needs to be done before the contractor gets there. G. Closson said more proof is needed to prove this is not a pre-existing condition. Mr. Rollins said we have experts. Chairman Massicotte asked if there are previous inspection under the bridge. Mr. Stratford asked if the State might have pictures. T. Moran asked the cost to fix- remove and replace, that pipe. Mr. Rollins said he has a price of \$90,000 to do 2 bridges. T. Moran said a cost of \$25,000 for a possible \$45,000 fix and it goes up from there; suggested fixing the pipe and send the contractor the bill – need to know the cost. G. Closson added need to substantiate the condition before they started working on it, need to have procedures before work is begun on Town infrastructure. B. Hester suggested getting prices; agree with the position we need to get it fixed. G. Closson noted it's a big difference to cover \$25,000 to \$1 million. Discussion followed regarding the scope of work to restore the pipe to the condition it was in, sleeve the pipe as planned, etc. Mr. Cormier noted Hammonasset would have had all this work done already; worried about getting good water back to that area. Discussion followed regarding Hammonasset's planned work. Mr. Cormier said he will meet with the State. Discussion followed regarding the original discussion and size of the project to replace the main. Mr. Cormier noted the Town was never notified they were working on the main. G. Closson said need to know the cost to get longevity. Mr. Rollins said the State already hired Hammonasset to replace u-bolts, hangars, etc.; the State is willing to straighten out the main and put the u-bolts while repairing the bridge; we will re-sleeve as planned. G. Closson asked if we can back-track with them and have them correct it. Mr. Rollins said the State guys have been reasonable. Discussion followed regarding the State was already under there, who pays for little things, etc. Mr. Cormier said they were ready to move forward – we told them to stop. T. Moran verified \$25,000 to just get this project finished. Discussion followed regarding it won't be any extra money if allow the State to continue with the work, liability, time frame, insurance company involvement, can we prove deflection, no doubt work under there caused the deflection but it wasn't intentional, etc. Mr. Stratford noted the silver lining is they should be able to go back in there safely; the bypass is in place; this may have avoided a serious accident or injury; leverage the fact this is now a safe environment and get them back under there. Mr. Cormier offered to meet with

the 2 engineers. T. Moran said just get it fixed by the next meeting. Mr. Stratford said Hammonasset should feel their people are safe and dodged the bullet. Mr. Cormier noted the work revealed a broken valve at McDonalds. G. Closson said need to move this project forward. Chairman Massicotte said to forget getting an expert opinion. Brief discussion followed regarding the delay with the opinion. Chairman Massicotte questioned a time restriction in the Michel's agreement. Discussion followed regarding contract language, getting the time line restriction waived, etc. Mr. Cormier said he will talk with them. **Motion** by B. Hester **to encourage the State to have Hammonasset straighten the water main, replace the structural supports and fasteners immediately.** Second by J. Lemelin. **Vote:** All in favor - *motion carried unanimous.* Discussion followed regarding the responsible party is the contractor, safe environments, construction of the bridge, installation of the water main, etc.

**Water Budget for 2018-2019:** addressed under Finance Director's Report.

**Vac Truck Repairs:** Truck is up and running.

**Estimate on Oakdale Generator:** Mr. Rollins said he found no bid specifications through Lenard; noted Richard had done the work to get the prices; \$49,000 included contingency, generator, propane, fencing, land acquisition, tree removal, etc. Brief discussion followed regarding the State Revolving Fund. Mr. Rollins said the winning bid in 2012 was Tower Generator; have followed up and they are willing to honor the same price; Northeast was the lowest but the generator was not as good; suggested authorizing Tower; everything else is below the bid threshold. Discussion followed regarding \$28,325 is Tower's price, getting a bid waiver, where in the budget it would fall, etc. Chairman Massicotte asked Mr. Rollins to email the specifications to Commissioners and determine where the money will come from in the budget. Discussion followed regarding 8-10 week deadline, scope of work to be done, etc.

**Barkhamsted Interlocal Agreement:** discussed earlier in the meeting

**Director's Report:** Discussion took place regarding moving the Director's Report after old business, agenda format is outlined in Roberts' Rule of Order, etc.

- Pump Station #8: Have been in touch with the neighbors and they are 100% in; credited Marty's staff. Chairman Massicotte asked about the final plans. Mr. Rollins explained all the plans are with Todd Parsons at Lenard to do the bid documents; will get this built by wintertime. Brief discussion followed regarding Town employees doing as much work as possible.
- Bill Adjustment Process: Recent meetings have addressed the process for bill adjustment; distributed the proposed procedure and outline; would like feedback for next month's meeting. Mr. Cormier noted would like this to be available online and then bring it to the Commission. T. Moran felt it is not this Commission's role. Discussion followed regarding the process, reasoning for bringing it to the Commission, etc.
- Water Leaks: Connecticut Professional Water Services was hired to find water leaks; found 7 – some may be sizeable.
- Old Maps: Displayed old fire maps/Sanborn maps to the Commission; contacted a company to restore the maps; restoration is \$3,500 for 2 maps or can have them disassembled and scanned. Brief discussion regarding possible grant money. Consensus is getting them digitally.
- Carey Avenue: Have not done anything but have been contacted by someone outside that area; considering extending the information to a bigger area.
- Holmes Drive: similar situation as Carey Avenue.

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- Bridge into Sewer Plant: \$15,000 is in the budget for inspection of that bridge - \$11,000 for the engineer and \$3,000 for the super truck; either need to do a bid waiver or go to bid. Chairman Massicotte asked how critical the work is and the cost to put it out to bid; if not an emergency, would like to put it out to bid.
- Chairman Massicotte asked about the retirement of Rich Kemp. Mr. Rollins explained have gone through the job description process, Civil Service approval, etc.; talked with a State representative who suggested promoting from within; spoke with Alex Combes (he scored the highest score ever on the test) and said he would like to do it; the State representative explained the process of moving ahead.
- Charlie Nichols pending retirement: Mr. Rollins explained he would like to hire someone to learn from the bottom up; re-wrote the job description for Plant Operator 1. Discussion followed regarding Alex will be the Chief Operator through the Lab, Mike Griffin will cover the lab work overlap. Mr. Rollins said will put out for the Operator 1 position; asked if should plan to fill two positions. Brief discussion followed regarding Charlie's impending retirement date.

**Old Business:**

- Oakdale Avenue Generator: discussed earlier
- Crystal Lake Dam Report: revisions were received
- Watershed Survey: David Battista is doing it next month.
- Wallens Hill Water Tank: Mr. Rollins said the next step is to abandon the electric service. Discussion followed regarding price of steel and recycling.
- Update on Pump Station #8: Discussed earlier

**New Business:** None

**Adjournment:** Meeting adjourned 8:57 p.m.

Minutes Respectfully Submitted,

Laurie Bessette  
Minutes Secretary

**Next Regular Meeting:**  
Probate Room  
**Tuesday, September 11, 2018**  
7:00 p.m.