



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 July 10, 2018

Chairman John Massicotte called the meeting to order at 7:05 p.m. The following members were present: George Closson, 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. Tim Moran arrived late.

Public Input: None

Approval of Minutes from the June 12, 2018 Regular Meeting: Motion by J. Lemelin to *approve the minutes of June 12, 2018*. Second by G. Closson. **Vote:** All in favor - *motion carried unanimous*.

Approval of Minutes from the June 19, 2018 Special Meeting: Motion by B. Hester to *approve the minutes of June 19, 2018*. Second by G. Closson. **Vote:** All in favor - *motion carried unanimous*.

Approval of Minutes from the July 3, 2018 Special Meeting: Motion by J. Lemelin to *approve the minutes of July 3, 2018*. Second by B. Hester. *Discussion:* Discussion followed regarding if the \$31,000 bypass is included in the \$316,000 quote from Michel's. **Vote:** All in favor except G. Closson (abstained) - *motion carried unanimous*.

Tim Moran arrived 7:05 p.m.

Report from Finance Director: Mr. Stratford distributed sewer fund and water fund results for the month of June.

Sewer: Mr. Stratford explained year end income, expenditures and encumbrances; noted there is a preliminary operating surplus of \$155,170. Chairman Massicotte asked where surplus goes at the end of the year. Mr. Stratford said it goes into the sewer general fund balance (retained earnings); explained depreciation factors; noted this is a general picture. Chairman Massicotte verified no fund transfers are needed now. Mr. Stratford said each department is pretty close.

Water: Mr. Stratford explained year end income, expenditures and encumbrances; noted there is a preliminary operating surplus of \$15,806; this department is still working in the positive, so he has not moved money from the fund balance; said there was an issue with the work done on the filter bed so holding payment. Discussion followed regard the work done and deducting those charges from that invoice. Mr. Stratford noted other line item concerns (contingency, engineering, Maloney Court, etc.). Chairman Massicotte questioned the amounts in contingency. Discussion followed regarding the incident with the State's bridge

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contractor under the bridge on South Main Street, associated costs from Lenard Engineering for next month, back billing the State, etc. Chairman Massicotte noted Michel's was only approved for \$21,000. Mr. Stratford recommended revising that amount to \$31,000. Mr. Cormier said he will talk with them and get final prices. Extensive discussion followed regarding the timeline for the work on South Main and for billing, the process for filing a claim with CIRMA, what information needs to be submitted for the claim, work scheduled by the State to repair the main versus what the Town should require the State to do, getting a CIRMA insurance representative out to look at the damage prior to the State starting repairs, coordinating to allow them to look at the damage, putting the State's contractor on notice to not do repairs until the insurance company comes, having an engineer look at it to determine the damage then coordinate with CIRMA and the Town Attorney, getting in touch with the State contractor's insurance company, etc.

Mr. Stratford distributed the bank statements for the checking and investment accounts; briefly reviewed balances.

Discussion on Overpayment of Water and Sewer Bills: Mr. Stratford explained Collector of Revenue Halaree Monnerat has recommended a refund to a customer who double paid their water and sewer bill. **Motion** by G. Closson **to refund \$413.55**. Second by J. Lemelin. *Discussion:* Discussion followed regarding \$185.81 will come from sewer and \$227.74 will come from water. **Vote:** All in favor - *motion carried unanimous*. Chairman Massicotte verified the refund was made last month to Winsted Area Child Care.

Mr. Stratford distributed a proposed bill; gave attendees a brief historical background on the billing, explained the details on the proposed bill. Chairman Massicotte suggested including a credit balance in the second box. Discussion followed regarding including "c.f." in the water consumption box, indicating past due/credit, etc.

2018-2019 Budget:

Sewer: Mr. Stratford distributed the proposed sewer budget; noted the revenues and expenditures almost balance – will need a \$75,000 transfer; the debt to the general fund will be repaid the year after next; \$200,000 is coming in from the fund balance to fund Pump Station #8. Mr. Rollins said he forgot to add the bridge across the Still River at the Sewer Plant; it has longitudinal cracks; a comprehensive study alone is \$14,000; should probably take a look at it. Mr. Stratford stated there is \$25,000 in contingency. Discussion followed regarding offsetting repayment to the Town to fund the inspection. Mr. Stratford suggested reducing the repayment and put \$15,000 in engineering services (315-851-0000) and change the \$186,000 to \$171,000. Chairman Massicotte asked which columns the Board is using. Discussion followed regarding the difference between the Department Proposed column and the Town Manager's proposed column, various line items including heating fuel, sludge disposal fees, office supplies, increasing electricity, Highland Lake pumps, maintenance of structures, contracted equipment, contracted services, etc. Mr. Cormier explained a lot more work is being done in house now that the Town has more and better equipment. Chairman Massicotte asked about the pension contribution line item. Mr. Stratford said the actuary does those calculations. Further discussion followed regarding new employees do not participate in the Town pension plan. Chairman Massicotte questioned the computer software lines in 316 and 317. Mr. Stratford explained the difference; noted taking \$3,000 from the computer line in 317 and move it to electricity in 316. **Motion** by T. Moran **to approve the manager's budget**

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as amended for the 2018-2019 sewer budget. Second by J. Lemelin. **Vote:** All in favor - *motion carried unanimous.* Mr. Stratford said he will move the numbers over to the adopted column and change Selectmen's Adopted to Commission Adopted.

Water: Mr. Stratford distributed the proposed water budget; noted the revenues and expenditures; rents are at the same level as last year; water has paid its debt to the general fund and only owes sewer \$54,000. Mr. Rollins explained he added one (1) person to the water fund; noted 2/3 is from water and 1/3 is from sewer; expect in the future that will be adjusted to 50/50. G. Closson verified it is line 317-194. Mr. Stratford said there is no need to raise the rates this year. G. Closson noted overtime was bumped up. Mr. Stratford stated it is proportionate – FICA, etc.; highlighted a new revenue line labeled DPH – SDWPA Fee. Mr. Rollins explained the State is charging Towns for regulations: \$2.57 per service; this will be a pass-through cost; charge will go into effect for the next billing cycle. Chairman Massicotte asked if this charge has to be passed to the consumer. Discussion followed regarding this charge equates to \$.64 per quarter per user, collecting fees based on consumption, when billing would be effective, other utility companies have similar charges on their bills, etc. Chairman Massicotte questioned various line items including telephone, office supplies, vehicle gas, maintenance of office equipment, supplies and materials, bituminous concrete, various line items in Crystal Lake budget. Discussion followed regarding amounts in the chemical and electricity lines – need more information pertaining to chemicals. Chairman Massicotte questioned medical benefits and billings. Consensus is to hold off approving the water budget until next month.

Discussion followed regarding the USDA dam project. G. Closson asked if there are other mandates. Discussion followed regarding State mandates. Chairman Massicotte asked about bonding. Mr. Stratford explained the Selectmen will be considering bonding and bond anticipation notes for the proposed Hinsdale School renovation project. Extensive discussion followed regarding final payments being made in 18-19, budget does have the capacity, timeframe to pass a bond, if the Board has to go through the Town, sewer debt still has a couple of years, doing projects without bonding, cash reserves, equipment financing, etc.

Vac Truck Repairs: Mr. Cormier said picking it up tomorrow.

Update on Water Line Repair on South Main Street: Discussed earlier

Creation of Form Letter for User Bill Adjustment Concerns: Mr. Cormier said Sandy Phelps has something in mind; have 2 customers who come to mind for consideration.

Director's Report:

- **Barkhamsted Interlocal Agreement:** Recently expired; Barkhamsted is trying to do the bonding for the water and sewer connections; explained conversations and negotiations. Discussion followed regarding the Borghesi project. Mr. Rollins explained Don Stein asked the Town to issue the purchase order for Lenard and then Barkhamsted will reimburse the Town; recommended the Commission authorize the purchase order not to exceed \$10,000. Discussion followed regarding creating an engineering line item in the water budget for this, Barkhamsted's reimbursement, extending the current agreement versus creating a new agreement, etc. **Motion** by J. Lemelin to *authorize a task order for Barkhamsted Interlocal; \$5,000 from the Sewer Contingency and create a \$5,000 engineering line item in water.* Second by B. Hester.

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Discussion: Discussion followed regarding need to have something from Barkhamsted regarding reimbursement, creating a water loop, number of variables, etc. **Vote:** All in favor - *motion carried unanimous.*

- Pump Station #8: Have an invoice for easements from Attorney Nelligan; explained the conversation with the property owner for the proposed pump station; haven't heard from the property owner for the proposed easement

Old Business:

- Oakdale Avenue Generator: Mr. Rollins said needs a design. Chairman Massicotte suggested talking with Dave Battista. Mr. Rollins noted he has talked with a company regarding designing it. Chairman Massicotte said to get an estimate.
- Crystal Lake Dam Report: Mr. Rollins noted nothing new to report; emergency plan was submitted.
- Watershed Survey: Mr. Rollins said nothing new to report; the Whitbeck family is being blighted.
- Wallens Hill Water Tank: Mr. Rollins said nothing new to report; noted a piping map is needed.
- Update on Pump Station #8: Discussed earlier

New Business: Discussion followed regarding where records are kept for water and sewer business.

Adjournment: Motion to adjourn made by G. Closson. Second by J. Lemelin. Meeting adjourned 9:20 p.m.

Minutes Respectfully Submitted,

Laurie Bessette
Minutes Secretary

Next Regular Meeting:
Probate Room
Tuesday, August 14, 2018
7:00 p.m.