



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 June 12, 2018

Vice-Chairman John Massicotte called the meeting to order at 6:05 p.m. The following members were present: George Closson, 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. Bill Hester arrived late.

Public Input: Mr. & Mrs. Flotat, 339 Winchester Road, expressed concern with the proposed installation of sewers in front of their home as their system is in good shape. Extensive discussion followed regarding the informational meeting held in April was to gauge interest from area property owners, what prompted that meeting, brief description of proposals 1 and 2, possible costs and future plans, number of people in that area, possible cost options, etc.

Approval of Minutes from May 8, 2018: **Motion** by G. Closson to *approve* the minutes of May 8, 2018. Second by J. Lemelin. Discussion regarding correcting the minutes to reflect the Finance Director did not report "...the Bank of America operating account for the sewer fund has \$758,000..." but should reflect "...noted the Bank of America operating account for the sewer fund has \$558,000...". **Vote:** All in favor with amendment - *motion carried unanimously*.

Election of Officers: Call for nomination of officers was made. **Motion** by T. Moran to *nominate* John Massicotte as Chairman. Second by J. Lemelin. Call was made 2 additional times. **Vote:** All in favor - *motion carried unanimously*.

Motion by T. Moran to *nominate* Joseph Lemelin as Vice-Chairman. Second by J. Massicotte. Call was made 2 additional times. **Vote:** All in favor - *motion carried unanimously*.

Discussion of Waiver for New Pump for Vac Truck: Brief discussion was held regarding the special meeting on May 31, 2018. Mr. Stratford explained this is a specific amount from a specific vendor and does exceed the amount allowed by Charter. **Motion** by Chairman Massicotte to *approve* a bid waiver for a new pump from Sanitary Equipment in the amount of \$10,222. Second by T. Moran. *Discussion:* Extensive discussion followed regarding \$5,111 from 3-317-826-0001-0000 and \$5,111 from 02-316-826-0000-0001, value and depreciation of vac truck, frequency of use, currently subcontracting catch basin work out, purchasing new truck and splitting the costs between Public Works department divisions, training and maintenance on equipment, often need it onsite for emergencies, etc. **Vote:** All in favor - *motion carried unanimously*.

Report from Finance Director:

Sewer: Mr. Stratford distributed year-to-date budget reports through May for the sewer division; explained amounts collected. Brief discussion followed regarding amount collected for septic

dumping fees and Russ' Septic. Mr. Stratford compared amounts collected in 2017 to 2018. G. Closson asked about uncollected monies. Mr. Stratford thanked George for asking and said he will address it in a bit; noted he is watching the overtime and electricity line items but not recommending a transfer until July; noted last month's transfers are executed; reminded attendees LED lighting is budgeted from prior year's fund balance; have spent 80% of the budget this year compared to 73% last year but everything is spent according to budget. Mr. Rollins explained how he crafted last year's budget. Mr. Stratford said overall operations will have a surplus; noted the cash balance with Bank of America had \$373,000 at the end of May; will move in \$279,000 at the end of June; debt payment was made on the bond and received \$162,700 from the sewer fund account. J. Rollins asked how long remains on the debt. Mr. Stratford said 4 or 5 years; added the investment account has \$455,000; recommended moving \$100,000 from checking to investment. **Motion** by J. Lemelin **to move \$100,000 from Bank of America to Webster.** Second by T. Moran. **Vote:** All in favor - *motion carried unanimous.*

Bill Hester arrived 6:40 p.m.

Water: Mr. Stratford distributed year-to-date budget reports through May for the water division; explained amounts collected; compared collections to last year; noted need \$113,000 to make the budgeted amount but collections are more favorable this year; noted he is watching the overtime line but not recommending a transfer until July; overall should have no problem staying within the expenditures for the operating budget; have spent 78% of the budget this year (last year was 73%); a major debt payment will be made in August – only one more payment due; noted the cash balance with Bank of America had \$667,000 on May 31st – will drop \$250,000 in August; \$338,000 will be transferred in June; noted this will carry the Water Department for 3 months; recommended moving \$100,000 from checking to investment. **Motion** by T. Moran **to move \$100,000 from Bank of America to Webster.** Second by G. Closson. **Vote:** All in favor - *motion carried unanimous.*

Discussion on Overpayment of Water and Sewer Bills: Mr. Stratford reviewed a memo from Collector of Revenue Halaree Monnerat asking permission to carry credits from overpayments through the month of May totaling \$13,000 into the next fiscal year; noted Winsted Area Child Care requested a refund of their overpayment. Brief discussion followed regarding other credits, revising the billing format, etc. **Motion** by T. Moran **to refund \$2,631 to Winsted Area Child Care.** Second by B. Hester. *Discussion:* Discussion followed regarding \$893.19 will come from sewer and \$1,738.16 will come from water; credit is due to an adjustment, adjustments need to be requested through the Commission, etc. Mr. Cormier suggested a form letter be created for submittal by a customer and he will provide documentation then both will be given to the Commission. **Vote:** All in favor - *motion carried unanimous.*

Mr. Stratford noted Ms. Monnerat's memo also noted past due amounts totaling \$180,000 for water and \$150,000 for sewer through the end of May; she sent out 124 demand and intent to liens. Discussion followed regarding formatting software for billing. Mr. Stratford noted the \$180,000 is already down to \$142,000 and the \$150,000 is down to \$98,000. Discussion followed regarding when liens are filed, foreclosures, collections on Russ' Septic (\$33,000), doing a mechanics lien, etc. **Motion** by J. Lemelin **to file a mechanics lien on Russ' Septic.** Second by B. Hester. **Vote:** All in favor - *motion carried unanimous.*

2018-2019 Budget: Mr. Stratford said he has preliminary reports. Mr. Rollins explained he would like the Commission to focus on the 1st draft of the budget; looking for suggestions on capital. Mr. Stratford distributed the proposed sewer budget; explained the columns and the budgeted differences between 2017-2018 & 2018-2019 for each division within the Sewer Department. Discussion followed regarding various line items including uniforms, medical benefits, repayment, capital projects, fund balance, etc. Mr. Stratford said the expenditures total \$2,006,865 and revenues are \$1,896,062; noted the fund balance will cover the difference. Mr. Rollins reiterated this is just a 1st draft.

Mr. Stratford distributed the proposed water budget; noted the columns have the same meaning; explained the budgeted differences between 2017-2018 & 2018-2019 for each division within the Water Department. Discussion followed regarding account numbers were re-ordered to mirror other departments, proposed capital projects, nothing planned for Wallens Hill, etc. Mr. Stratford said the budget is showing a surplus due to repayment from the sewer fund. G. Closson asked when this budget is due. Discussion followed regarding budget is due this month but sometimes takes longer, sending next draft to Commissioners a week prior to next meeting, spending at the 2017-2018 level until the 2018-2019 budget is adopted, etc. Mr. Rollins said he will sit with Jeff, Marty and Rich to verify the information and make sure everything's understood; may hold meeting sooner. Mr. Stratford said may have the next iteration out by the end of June. **Motion** by G. Closson **to continue operating under the 2018-2017 budget until the 2018-2019 budget is approved.** Second by J. Lemelin. **Vote:** All in favor - *motion carried unanimous.*

Director's Report: Mr. Rollins said need to prioritize capital projects.

On the sewer side:

- Macerator compressor: In the budget
- Pump Station #8: Have been consulting vendors to address this by replacing in place. Mr. Cormier detailed plans to rebuild for \$125,000 utilizing vendors already used by the Town. Extensive discussion followed regarding the work involved, time frame for the project, going out to bid, aiming for the fall to start, standardizations of equipment, forecasting development, limited work space, utilizing strategies similar to the pressure relief valve project on West Wakefield, etc. Mr. Rollins asked for direction on managing this ourselves and pursuing the savings versus doing similar to Perch Rock Trail, contacting the property owners for feedback and input, etc. Mr. Cormier noted Pump Station #8 is currently costing about \$1,000 per month. Discussion followed regarding the amount previously approved for the project, getting help with bid specifications, etc. Chairman Massicotte suggested going out to bid; can do without talking with property owners. Mr. Rollins said he would like to do it simultaneously. T. Moran said just get it started. Mr. Rollins noted needed to make sure everything was good. G. Closson asked what is needed from the property owners. Mr. Rollins explained have a maintenance easement on one property but probably need temporary easements at least; reiterated do it simultaneously and move it forward; requested a motion to move it to Attorney Nelligan. Mr. Stratford noted there is a small budget for the legal line item but usually take it from contingency. Discussion followed regarding which contractor to use for bid specifications, using Lenard since they are the most familiar with this project, etc. Mr. Stratford noted the amounts in the legal, contingency and engineering line items. **Motion** by G. Closson **to hire Attorney Nelligan for legal documentation and contract the engineering to Lenard to draft the bid specifications.** Second by T. Moran. *Discussion:* Mr. Stratford suggested limiting the amount from contingency (317-835-0000) to \$10,000. **Vote:** All in favor - *motion carried unanimous.*

On the water side:

- Considering lining and valve replacement on South Main Street and Park Place. Mr. Cormier noted the recent break in front of CVS on a pipe that is from 1880; have had very few breaks on that line of pipe; Hi-Camp Cement uses a process to line pipes. Discussion followed regarding breaks were caused by leaks from other lines where the corporations were, size of the pipe, tuberculation, etc. Mr. Cormier explained this proposal would only require replacement of valves and lining the pipes – would not have to dig up the entire line; explained the process for clearing the tuberculation, cost from the bridge at Tarringford Street to Rowley Street and both sections of Park Place is estimated at \$457,150; the HDPE lining of 2 bridges at the same time would add \$87,000. Mr. Rollins said timing is only super urgent because the State will be repaving Route 44 – want to do this work beforehand; there are some real issues in that area that need to be moved on before paving; the cost from Dairy Queen to Indian Meadow would double that cost but haven't explored it; need to get the Commission's thoughts. Chairman Massicotte asked about bonding. Mr. Stratford said the Commission can fund the pump station itself; the existing water bonds will be paid off August 1; can go to bond on 2-\$600,000 projects as one; asked when to start; noted debt service is already built into the budget. Discussion followed regarding debt service, condition of existing infrastructure, Crystal Lake dam, Upland Road, etc. Chairman Massicotte suggested saving the reserve for unexpected projects. Mr. Rollins said he will work on pricing for this project and Crystal Lake. Brief discussion followed regarding the State's plan and timeline. Chairman Massicotte asked Mr. Stratford to determine how much bonding can be done for \$250,000 per year (debt service).
- Oakdale Avenue Generator: Can't wait any longer. Chairman Massicotte said take the money from the savings account. Brief discussion followed regarding the cost.
- Information: Mr. Rollins distributed a sheet to verify/update Commissioner contact information; distributed copies of the Commission By-Laws; distributed a copy of an 1894 report on the construction of the water system.

Old Business:

- Crystal Lake Dam Repairs: Mr. Rollins said it is closer to submitting.
- Watershed Survey: Mr. Rollins said the survey is complete; do have a copy.
- Wallens Hill Water Tank: Mr. Rollins said looking at options.
- Update on Pump Station #8: Discussed earlier

New Business: nothing

Adjournment: Motion to adjourn made by J. Lemelin. Second by B. Hester. Meeting adjourned 8:40 p.m.

Minutes Respectfully Submitted,

Laurie Bessette
Minutes Secretary

Next Regular Meeting:
Probate Room
Tuesday, July 10, 2018
7:00 p.m.