



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 May 8, 2018

Vice-Chairman John Massicotte called the meeting to order at 7:01 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, Superintendent of Water Works Marty Cormier and Selectman Steven Sedlack.

Public Input: Selectman Sedlack welcomed new members; noted this is an important board which acts independently.

Approval of Minutes from April 10, 2018: Motion by T. Moran to *approve the minutes of April 10, 2018*. Second by J. Massicotte. **Vote:** All in favor except G. Closson, B. Hester and J. Lemelin (abstained) - *motion carried*.

Report from Finance Director: Mr. Stratford introduced himself and explained his role; distributed the Annual Audit to new members and noted the pages relevant to the Water & Sewer Commission; distributed bank account statements; noted the Bank of America operating account for the sewer fund has \$758,000 and the water account has \$727,000; explained all payments are made from the Town's general fund and then money is moved from these accounts to reimburse the general fund and conversely money collected goes into the general fund and then paid to these accounts; on the back of each sheet is the investment enterprise fund which is shared by both water and sewer; explained he makes recommendations from time to time to move the money from the operating account to the investment account; both are carrying healthy balances.

Water: Mr. Stratford distributed budget reports for the water division for month ending April and year-to-date; water rents, at 83% of the fiscal year, have collected 75% - expect to collect what was budgeted. Brief discussion followed regarding currently collecting the 4th billing cycle at the normal collection rate. Mr. Stratford noted everything is going according to plan; explained the capital recovery reserve line item; added it has not been adjusted for the 4th cycle – will do that in June; explained the different department numbers; water fund has some debt; highlighted 4 lines recommended by M. Cormier for transfers: bituminous concrete, membership, heating fuel and pipe. **Motion** by T. Moran to *transfer \$2,000 from aggregate materials (317-866-0000) to bituminous concrete (317-862-0000)*. Second by J. Lemelin. **Vote:** All in favor - *motion carried unanimous*. **Motion** by J. Massicotte to *transfer \$2,000 from telephone (317-807-0000) to membership dues (317-814-0000)*. Second by B. Hester. **Vote:** All in favor - *motion carried unanimous*. **Motion** by J. Lemelin to *transfer \$4,000 from secretarial/support staff (317-193-0000) to heating fuel (317-823-0000)*. Second by G. Closson. **Vote:** All in favor - *motion carried unanimous*. **Motion** by J. Massicotte to *transfer \$2,000 from fleet improvements (317-826-0001) to pipe (317-865-0000)*. Second

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by T. Moran. *Discussion:* Brief discussion followed regarding amount needed for remainder of fiscal year. J. Massicotte amended his motion **to transfer \$4,000 from fleet improvements (317-826-0001) to pipe (317-865-0000)**. Second the amendment by T. Moran. **Vote:** All in favor - *motion carried unanimous*.

Mr. Stratford explained the pension report from the actuary noted contributions are good. T. Moran verified \$57,000 is planned. Mr. Stratford said still need to make the \$25,000 payment to the pension and \$50,000 transfer for repayment to the sewer fund in June. Brief discussion followed regarding the transfer for repayment to the sewer fund is made quarterly and number of payments left.

J. Massicotte briefly explained the on-call phone stipend line item.

Sewer: Mr. Stratford distributed budget reports for the sewer division; at 83% through the fiscal year, have collected 74% of budgeted amount; highlighted the amount due from the water fund in June; noted no septic dumping was recorded for May due to a staff member being on vacation but already exceeded the amount budgeted; explained the different department numbers; suggested several lines which may need transfers: bituminous concrete, electricity and heating fuel. Discussion followed regarding possible line items to transfer funds. **Motion** by T. Moran **to transfer \$2,000 from aggregate materials (316-866-0000) to bituminous concrete (316-862-0000)**. Second by J. Lemelin. **Vote:** All in favor - *motion carried unanimous*.

Mr. Stratford noted electricity in department 315 will need a \$15,000 transfer. Discussion followed regarding possible reasons the line is at risk for being overspent, spending \$12,000 per month, need suggestions from the plant superintendent, possible funding sources, etc.

Mr. Stratford noted electricity in department 316 will need a \$2,500 transfer. Brief discussion followed regarding possible funding sources, reason for overage, etc.

Motion by J. Massicotte **to transfer \$4,000 from fleet improvements (316-826-0000-0001) to heating fuel (316-823-0000)**. Second by T. Moran. **Vote:** All in favor - *motion carried unanimous*.

Discussion followed regarding taking action on transfers for electricity next month.

Mr. Stratford explained the pension report from the actuary recommended \$79,661 which is about \$2,000 higher; suggested moving funds from contingency. **Motion** by J. Lemelin **to transfer \$2,000 from contingency (317-835-0000) to pension (317-230-0000)**. Second by B. Hester. **Vote:** All in favor - *motion carried unanimous*.

Mr. Stratford explained LED lighting is budgeted from prior year's fund balance. Brief discussion followed.

J. Massicotte asked for some detail on the pension line. Mr. Stratford explained no contributions were made to the pension fund for a number of years so this is catch up work; due to the funding plan, the actuaries have been able to increase the rate of return; as of 6/30/2017, we were 65% funded across the board for the defined benefit plan; overall there's

about \$500,000 paid in – this portion is just the water and sewer share. Brief discussion followed regarding the number of years until funded. Mr. Stratford noted it's becoming manageable.

Update on Pump Station #8: Addressed under Director's Report (next item)

Director's Report: Mr. Rollins distributed and reviewed his report briefly touching on the Commission's areas of responsibilities and immediate priorities.

- Rich Kemp and Charlie Nichols pending retirement. Brief discussion followed regarding filling Rich's position.
- Open issues – Richard Nalette was very active and had a number of projects in the works; have reached out to the family for those files.
- Pump Station #8 is a priority – Richard Nalette was contacting the adjacent property owner; not sure what the status is; explained the options to rebuild in place; recommended piecemeal the work to current vendors but will have more information next month along with the budget. Discussion followed regarding the logistics of bypassing the station while the rebuild is taking place.

On the water side:

- Wallens Street water tank – took offline but have had a few issues since.
- Water line under Main Street – State is planning work – will have more information next month.
- Maloney Court – broken valve and pipe issues – repairs begin this week.
- Crystal Lake Dam improvements – online application has been submitted; Lenard is handling it; this is a legacy project started before the Town's financial issues.
- Rugg Brook repairs
- Watershed Survey – underway; this is the time of year it needs to be done.
- Cross Connection survey – completed
- Carey Avenue – considering extending water services before the Town does road improvements in that area; Richard Nalette was contacting those property owners.
- Trying to restructure the water bills to make them easier to understand.
- Water assets have been located on the GIS - funded through EPA RCAP.
- Considering sleeving the water pipe on South Main Street over Route 8.
- Began unidirectional flushing and valve exercising – very few complaints.
- Willow Street water line – replaced sections but remaining line is fragile – it's a short distance but need to take care of it.
- Full speed on MIU replacement – about 80% have been replaced. M. Cormier noted the majority of the 20% remaining are in condominiums but expect it to be completed by year end.
- Water main crossing Indian Meadow needs to be replaced; explained the plan.
- Need to replace area of mains on North Main
- Survey of water assets on Von's Lane completed.
- Auto flusher has been purchased; explained how it works.

On the sewer side:

- Whiting Street – the Town got a \$500,000 grant to do improvements – need to evaluate that pump station before the improvements are made.
- East Wakefield pump station (see Pump Station #8 above)

- Holmes Drive area and Carey Avenue – considering extending sewer services. G. Closson said the residents were a bit shocked but need closer numbers. Mr. Rollins said there is roughly \$100,000 of the work the Town has to do. Brief discussion followed regarding repairs previously completed on Morgan and Lakeview Drive area. Mr. Rollins said the Commission wanted to gauge the interest before investing more money into the project. G. Closson said he appreciated the Commission for looking at options.
- Root Control – a program has been implemented to address those pipes prone to problems.
- Working on an education program addressing septic pumps for Highland Lake residents; explained possible issues on the horizon.
- Vac truck – have to replace the old truck. Brief discussion followed regarding the cost.
- Storm inflow – inflow is an immediate issue during storm events – going to be an epic search adventure to find the source.
- Sewer assets have been located on the GIS - funded through EPA RCAP.
- Will address sewer bills when clarifying water bills.

Mr. Rollins noted this listing is vague and incomplete; these issues could be expanded but wanted to give Commissioners an idea of what’s coming down the pipe. M. Cormier said we are reactive and not proactive; still 2 guys short; staff is doing a great job but need to get ahead. Discussion followed regarding due diligence on the pump stations, cost of requested manpower, manpower sharing between departments, etc.

J. Massicotte said next month will have the budget and bonding information for next voting session; asked the Commission for priorities – pump station, dam repairs, bonding, etc.; the Crystal Lake Dam report should be available from Lenard but will hold off for 2 months. Discussion followed regarding the watershed survey.

Old Business:

- Crystal Lake Dam Repairs: Addressed under Director’s Report
- Watershed Survey – ongoing: Addressed under Director’s Report
- Wallens Hill Water Tank: Addressed under Director’s Report

New Business:

- M. Cormier said Richard Nalette was very involved with day-to-day activities and often stopped by during projects; Commissioners are welcome on site and invited to tour the dams, plants, etc. Discussion followed regarding aspects of Crystal Lake dam project, Suckerbrook bridge repairs, fishing derby in remembrance of Jim McCarthy, entry fees in the derby, corporate sponsors for the derby, State agency involvement in the derby, etc.

Adjournment: Motion to adjourn made by G. Closson. Second by T. Moran. Meeting adjourned 8:27 p.m.

Minutes Respectfully Submitted,

Laurie Bessette
Minutes Secretary

Next Regular Meeting:

 Probate Room
Tuesday, June 12, 2018
 7:00 p.m.