



TOWN OF WINCHESTER – CITY OF WINSTED

Town Hall – 338 Main Street

WINSTED, CONNECTICUT 06098

Minutes of Regular Meeting Water & Sewer Commission

*Lee Anne LaClaire Room, Town Hall, 338 Main Street, Winsted
April 10, 2018*

Presentation of Possible Sewer Line Extension on Overlook Drive, Morgan Drive, etc.:

Chairman Nalette explained Proposal #1 is a gravity system and Proposal #2 is a low-pressure system; the cost of Proposal #1 has an estimated cost of \$1.3 million – \$1.9 million due to the pump station, roads, etc. with an individual cost of up to \$81,000; Proposal #2 has an estimated cost of \$760,000 but budgeting \$1.1 million for contingencies with an estimated individual cost of \$47,000 per property; this meeting is to determine interest from residents in that area. Extensive discussion followed regarding advantages and disadvantages of each option, the Town's responsibility, cost of parts alone, variation of the cost estimate, age of existing septic systems, the estimated costs were based on comparables, cost to homeowner for hook-up versus replacing their systems; Town's plan to replace roads and coordinating efforts with proposed utility company work, when the Town plans to do road work so that is taken out of the estimate, impact of improvement on the value of those homes, amount of time needed for engineering and design, number of people who may be interested in tying in, assessment costs to carry with the property, next step in evaluating the option to go forward, polling property owners to see who is interested in moving to the next step, where the existing system stops, etc.

Chairman Richard Nalette called the meeting to order at 7:55 p.m. The following members were present: Richard Nalette, John Massicotte and Tim Moran. Also present were Finance Director Bruce Stratford, Director of Public Works Jim Rollins, Superintendent of Water Works Marty Cormier, Selectman Steven Sedlack and David Battista of Lenard Engineering.

Public Input- none

Approval of Minutes from March 13, 2018: Motion by J. Massicotte **to approve the minutes of March 13, 2018.** Second by T. Moran. **Vote:** All in favor - *motion carried unanimous.*

Report from Finance Director- Mr. Stratford distributed and reviewed financial statements for the water and sewer funds.

Water: Mr. Stratford reviewed the Bank of America statement noting there is \$701,000 in the operating account and approximately \$454,000 in the investment account; at 75% through the fiscal year, have had 3 billing cycles and collected 73% of current water rents, up from 70% last year; total revenues are 68.9% (up from 68% last year); explained the analysis comparing 2018 to 2017; one more billing cycle – expect to exceed the budgeted amount; water is doing pretty well and is cash flow positive.

Mr. Stratford underlined potential deficits on the expenditure side and recommended possible transfers included overtime, bituminous concrete, etc. Mr. Rollins agreed with the recommendations. J. Massicotte questioned the amount of gasoline usage. **Motion** by T. Moran to *transfer \$5,000 from General Labor (317-194-0000-0000) to Overtime (317-197-0000-0000), \$2,000 from Vehicle & Equipment Repairs (317-826-0000-0000) to Training & Education (317-811-0000-0000), \$2,000 from Heating Fuel (317-823-0000-0000) to Vehicle: Gas, Oil and Grease (317-820-0000-0000), \$2,000 from Aggregate Materials (317-866-0000-0000) to Engineering Services (317-851-0000-0000) and \$8,000 from Pipe (317-865-0000-0000) to Bituminous Concrete (317-862-0000-0000)*. Second by J. Massicotte. **Vote:** All in favor - *motion carried unanimous*.

Sewer: Mr. Stratford reviewed the Bank of America statement noting there is \$557,000 in the operating account and approximately \$453,000 in the investment account; at 75% through the year, have collected 71% compared to 66% last year; noted septic dumping has exceeded the budget with 3 months to go; explained the analysis comparing the current year to last year; recommended several transfers including contracted lab services, bituminous concrete and overtime. **Motion** by R. Nalette to *transfer \$3,000 from Chemicals (315-825-0001-0000) to Contracted Lab Services (315-851-0001-0000), \$5,000 from General Labor (316-194-0000-0000) to Overtime (316-197-0000-0000) and \$2,000 from Collection System Maintenance (316-826-0003-0000) to Bituminous Concrete (316-862-0000-0000)*. Second by T. Moran. **Vote:** All in favor except - *motion carried unanimous*.

Mr. Stratford noted the new tax collector is a bit aggressive; some customers are reacting to the letters; working with the software company to do better language. T. Moran explained his recent experience in the Collector's office. Discussion followed regarding clarifying the information on the tax bill and providing more information. Mr. Stratford said 2016 Grant List is the year the billing system defaulted to; want to make it more useful; there are improvements that need to be made and we're working on it. Mr. Rollins said we're on the right track; looking forward to getting this dialed in. Mr. Stratford noted R. Walsh (the software company) has some draft letters. Brief discussion followed regarding if water and sewer is a tax or a service. Mr. Rollins asked for copies of bills from other towns.

Update on Next Step to Proceed with Repairs to Crystal Lake Dam: Mr. Battista said making good progress with the plans; the specifications are nearly complete; expect they will be ready to submit next month; met with Jim Rollins and Richard Nalette regarding funding; USDA requires engineering and historic significance information and possibly a different service agreement with Lenard Engineering; explained the USDA cannot loan money for a project inconsistent with historic preservation; SHPO (State Historic Preservation Office) agrees with Winsted's significance; PAL (Public Archaeological Laboratory) was hired by the Town and has preliminary paperwork which has gone dormant so needs to be re-activated; think \$5,300 remains of that agreement; may need another \$500 to make the information meet the current regulations. Chairman Nalette said a new purchase order will be needed. **Motion** by J. Massicotte to *approve a purchase order to PAL not to exceed \$6,000 for the historical documents needed for the USDA application from Crystal Lake Anticipated (319-317-0005-0001)*. Second by T. Moran. **Vote:** All in favor - *motion carried unanimous*. Mr. Battista said also had to notify the DEEP Fisheries Division and National Diversity of the proposed activity; DEEP had no issues; expecting a letter from National Diversity with concerns expressing they have concerns but no problem. J. Massicotte asked the timeline for the

historical update. Mr. Battista said not sure but expect 3-6 months; explained the steps still pending through SHPO then USDA. Mr. Rollins said they are 75% done. J. Massicotte verified 2019.

Fund Transfers from Vehicle Repair to Training and Education: addressed during Finance Director's report.

Update on East Wakefield Pump Station #8 regarding Land Purchase and Type of Station: Mr. Battista said they met with the neighbors of the Perch Rock Association – they don't want this on their property; the next step is to meet with the homeowner of the current pump station, the advantages and disadvantages of retrofitting compared to new, etc.

Director's Report - nothing

Old Business - nothing

New Business:

➤ **Collector Methods for Water and Sewer Bills:** addressed during Finance Director's report.

Selectman Sedlack asked the next step for the sewer extension. Mr. Rollins explained have to evaluate the information and bring it back to the people in that area.

Adjournment: Motion by T. Moran **to adjourn at 8:52 p.m.** Second by J. Massicotte. **Vote:** All in favor - *motion carried unanimous.*

Minutes Respectfully Submitted,

Laurie Bessette
Minutes Secretary

Next Regular Meeting:

Probate Room
Tuesday, May 8, 2018
7:00 p.m.