



## 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 February 13, 2018*

Chairman Richard Nalette called the meeting to order at 7:01 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 and Selectman Steven Sedlack. David Villa and Tim O'Meara were absent excused.

**Public Input-** none

**Approval of Minutes from January 9, 2018:** Motion by J. Massicotte to *approve the minutes of January 9, 2018*. Second by T. Moran. **Vote:** All in favor - *motion carried unanimous*.

**Report from Finance Director**– Mr. Stratford distributed the recently completed Comprehensive Annual Financial Report; referenced specific pages pertinent to the water and sewer fund financials; offered to invite Chris King to present information to the Commission; noted the bottom line is water works added \$378,000 and sewer experienced a \$68,000 deficit; only 1 quarter sewer fund increase was reflected in this audit; expect the sewer fund to generate positive results next year; noted administration is properly classified. J. Massicotte asked if vacation and sick time is included. Mr. Stratford said compensated absences is on page 25; the remaining big portion is Rich Kemp; noted some of the union members are allowed to be paid out for anything over the maximum. J. Massicotte asked about non-operating expenses. Mr. Stratford said it's the interest on bonds.

Mr. Stratford distributed and reviewed financial statements for the water and sewer funds and a report making sure billings are in line with the budget; explained the report compares 2017 billing and collection to 2018; noted the comparisons lent to the comfort level; proceeded to review same.

*Sewer:* Septic dumping is at 90%. Brief discussion followed regarding Russ' Septic. Mr. Stratford noted the overtime line may need attention but overall have no concerns; made a 50% pension contribution in January; distributed statements for cash balance and investment accounts; Rich Kemp would like a new grinder but that line item is already used; recommended a fund transfer from heating fuel. **Motion** by J. Massicotte to *transfer \$14,500 from 315-823-0000 to 317-878-0067 to purchase grinder pump from SJWC Macerator*. Second by R. Nalette. **Vote:** All in favor except T. Moran (opposed) - *motion carried*. J. Massicotte questioned the bituminous concrete line items in water and sewer. Mr. Rollins said there were a lot more patches on State roads which are much more expensive. Discussion followed regarding fund transfers. J. Massicotte questioned the vacation and sick time line. Mr. Stratford said that is only for payouts.

*Water:* Mr. Stratford noted overtime needs to be watched but may need adjusting; training and education, membership dues and contracted services are slightly over; bituminous concrete is way over; suggested covering it next month; 50% pension contribution was made. T. Moran verified the pension is caught up. Mr. Stratford noted the audit shows it's now 65% funded (up from 45% previously). Discussion followed regarding levels of funding.

Discussion followed regarding the Department of Public Health requested proposals to finance drinking water projects; deadline is March 30<sup>th</sup>; it's for existing infrastructure, funding options, etc. T. Moran asked if it would hurt to apply. Additional discussion followed regarding the associated regulation requirements.

Mr. Stratford said he's putting together a 5-year capital plan for FY19; looking at sidewalks, roads, etc.; would like to consider including water main replacements. Mr. Rollins said also taking into consideration State projects and planned projects – it's a juggling act. Mr. Stratford said considering a credit line to make money available for the next round of projects. Discussion followed regarding when money would be available, audit shows Town is very healthy, recovering from the embezzlement, etc. Mr. Stratford explained a \$10 million credit line at 2½% would give flexibility to take care of some projects; when we get to bonding, we do have a repayment scheme; verified the Board doesn't need Chris King to make a presentation.

**Update on Next Step to Proceed with Repairs to Crystal Lake Dam:** Chairman Nalette said David Battista gave the proposal.

**Ongoing Discussion with Barkhamsted regarding Water and Sewer Agreement:** Chairman Nalette explained meeting with Barkhamsted next week – have a new owner of Mallory Brook Plaza.

**Update on East Wakefield Pump Station #8 regarding Land Purchase and Type of Station:** Chairman Nalette explained he met with the people pertaining to the little piece of land – they are not willing to reduce their holding; considering refurbishing the existing pump.

**Possible Sewer Line Extension Holmes Drive Area:** Chairman Nalette said didn't realize the number of people up there – will do the presentation next month.

**Bid Waiver for Watershed Survey Annual Report:** Chairman Nalette suggested a bid waiver for \$6,000 to the same company who has performed the survey previously. **Motion** by T. Moran **to waive the bid for the annual watershed survey to Lenard Engineering for \$6,000.** Second by J. Massicotte. **Vote:** All in favor - *motion carried unanimously.*

**Director's Report:** Mr. Rollins explained there are a lot of projects; rolling them into a priority list – it's a lot to digest; finished the Town budget and now getting into the Water & Sewer budget.

### **Old Business:**

J. Massicotte asked about Clock Makers. Mr. Rollins said it's done; have taken ownership; their on-call vendor taught us; have already worked with this vendor; coming up with a plan; configuration is very similar to Oakdale; had an issue with garage doors and the generator.

**New Business:**

- Survey is just about done on Von's Lane
- Replacement of MUI's is about 75% complete and the gun is updated
- New truck is in service and equipment is working perfectly

**Adjournment:** Meeting adjourned 7:58 p.m.

Minutes Respectfully Submitted,

Laurie Bessette  
Minutes Secretary

**Next Regular Meeting:**

Probate Room  
**Tuesday, March 13, 2018**  
7:00 p.m.