



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 January 9, 2018

Chairman Richard Nalette called the meeting to order at 7:04 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. David Villa and Tim O'Meara were absent excused.

Public Input- none

Approval of Minutes from December 12, 2017: Motion by J. Massicotte to *approve the minutes of December 12, 2017*. Second by T. Moran. **Vote:** All in favor - *motion carried unanimous*.

Report from Finance Director– Mr. Stratford distributed and reviewed financial statements for the first 6 months of revenues and expenses:

Water: At 50% through the fiscal year, have collected 46% of budgeted revenues; billed \$963,000 in water rents and collected \$847,000; \$116,000 is outstanding but expect no issues; the overtime account is at 83% - understand there have been incidents and circumstances but need to watch; noted an invoice was mis-applied and will be corrected; pension contribution will be made in January; will do in 2 installments; repayment to the sewer fund is going according to schedule; on-call phone stipend was adjusted – do another at the end of the fiscal year; spent 45% of the total budget (was at 47% last year). Discussion followed regarding possible outstanding invoices. Mr. Stratford noted the water fund has \$352,769 in its Webster account and \$764,685 in the Bank of America account; suggested moving \$100,000 to the Webster account as have done previously. **Motion** by J. Massicotte to *move \$100,000 from the Bank of America account to the Webster account*. Second by T. Moran. **Vote:** All in favor - *motion carried unanimous*.

Sewer: Have collected \$651,000 through the first 6 months representing 46%; last year collected 44% (budgeted amount was adjusted); noted the capital recovery reserve reflects \$10 on each account quarterly; billed \$399,000 in August and \$405,000 in November accounting for 88%; takes 2 or 3 months to collect; septic dumping revenues are at 79% at 6 months; bituminous concrete expenditure is slightly over budget but other accounts will absorb it. Discussion followed regarding looking closer at the expenditures from that account. Mr. Stratford added the pension contribution will be made within the next couple of weeks. Discussion followed regarding no need for a motion as it's included in the budget and the reason for making the contributions 50% at a time. Mr. Stratford noted LED lighting has an outstanding purchase order from 2017. Brief discussion followed regarding the status of that project. Mr. Stratford stated overall the spending is appropriate; paid the General Fund –

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should be paid off by June 2020. Mr. Stratford noted the sewer fund has \$352,000 in its reserve account at Webster and a balance of \$583,000 at Bank of America; recommended \$100,000 be transferred to the municipal enterprise investment fund at Webster. **Motion** by J. Massicotte **to move \$100,000 from the Bank of America municipal investment account to the Webster account.** Second by T. Moran. **Vote:** All in favor - *motion carried unanimous.*

Mr. Battista addressed the following items:

Update on Next Step to Proceed with Repairs to Crystal Lake Dam: The historical company (PAL) said it's ready to submit the application to the historic preservation office; the \$3,000 remaining will finish the submittal; they need an okay to go but may incur more costs if changes are needed; have submitted a proposal from Lenard to follow-through; suggested working on an hourly basis; noted there may be volatility in the permitting; proceeded to review his proposal. Discussion followed regarding the necessity of a coffer dam, street flow regulations, updating the previous plans, incorporating new regulations, etc. J. Massicotte questioned the timeline. Mr. Battista said if the permitting goes well, work will be addressed late summer 2018 or early 2019. J. Massicotte verified the estimated cost of \$500,000. Mr. Battista said adjusted for 2018 it would be \$634,000 or if a coffer dam is required it will be \$1 million. Discussion followed regarding drawdown, drought condition, project should take a month or so, etc. **Motion** by J. Massicotte **to have Lenard incorporate, update and complete design work for improvements to Crystal Lake Dam on an hourly basis not to exceed \$40,000; to be completed within 120 days.** Second by T. Moran. **Vote:** All in favor - *motion carried unanimous.*

Ongoing Discussion with Barkhamsted regarding Water and Sewer Agreement: Mr. Rollins distributed 2 proposals. Mr. Battista explained the 1st is from the developer of Mallory Brook Plaza; developer has offered to pay \$10,000 to develop plans to provide water, low-pressure sewer and coordinate the details. Mr. Rollins noted 1st Selectman Don Stein expects the developer to pull the trigger on that plan. Mr. Battista continued the 2nd part is a \$16,000 proposal to address the 32' deep manhole – need to know the minimum and maximum exposure. Mr. Rollins detailed what was originally proposed; noted development of the \$10,000 proposal (1st part) led to the proposal for receiving the sewage (2nd part). Discussion followed regarding a previous analysis done by Borghesi. Mr. Battista recommended, at a minimum, fixing the sewer in the area of Gilley's (intersection by Route 8 & 44) and address the pump station by Moore Avenue. Discussion followed regarding this sort of eliminates all the pump stations and stabilizes the flow rate, expect at least 1.6 – 2 million gallons. T. Moran asked how long it will take to make the money back. Mr. Battista said never going to recoup all the money; Barkhamsted will pay a share. Brief discussion followed regarding comparing it to work at Indian Meadow, having Barkhamsted pay 20% of the share, working with what we have, etc. Mr. Battista said this is very complicated – have the deep manhole, pump stations, flat area, liner issue in the sewer line; makes an increased risk; reiterated the minimum is to fix the sewer. Discussion followed regarding pump systems, low-pressure service to Winsted, accept the \$10,000 proposal and equally split the \$16,000 with Barkhamsted for the 2nd part. Mr. Battista suggested limiting the amount of properties tying in and ask for additional money to fix the wrinkles in the liner. Additional discussion followed regarding creating a test with a 20% increase to the system, solving Barkhamsted's immediate problems and allowing a little extra for future senior housing, interlocal agreement expires June 2018, possible expansion, Winsted currently doesn't have to make repairs but may be forced once we accept handling Barkhamsted, steering away from owning

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Barkhamsted's pump stations, assessing additional fees, Barkhamsted should own everything to the Town line, etc. Mr. Battista recommended letting the developer put the money up to do the 1st part and then the Commission can decide on the 2nd part from there. **Motion** by J. Massicotte **to have the Chairman sign the agreement with Lenard Engineering to do the water and sewer study for Barkhamsted for Task Order dated 12/29/2017.** Second by T. Moran. **Vote:** All in favor - *motion carried unanimous.*

Possible Sewer Line Extension Holmes Drive Area: Chairman Nalette said he is working on the presentation and how to contact each property owner. Mr. Battista noted he sent files to Steve Sadlowski. Brief discussion followed.

Discussion regarding Emergency Operation Plan required by State: Chairman Nalette said this is done. Discussion followed regarding Mr. Rollins reviewed it, Chairman Nalette reviewed it, Todd Parsons of Lenard Engineering made some changes; it's been submitted to the State. Mr. Rollins verified it was copied to Steve Williams.

East Wakefield Pump Station #8: Mr. Rollins said modifications to the existing vault were discussed with the vendor; explained the modifications; will be a quarter of the cost of the full-fledged system; this is a pretty good compromise and a worthwhile direction to go. Mr. Battista suggested having someone coordinate this piecemeal job; has to be put together in a master plan. Mr. Rollins said needs to have an engineered plan with work flow and then decide how we want to put it out – think will get a better price and product if using existing vendors. Mr. Cormier noted we're too busy so need to get a proposal from Mr. Battista to coordinate and manage the project. Discussion followed regarding the scope of the project. J. Massicotte asked for a proposal for in-house contractors.

Director's Report: Mr. Rollins addressed the following:

- South Main Street water main failure revealed having the Wallens Hill system out is not where we want to be; need volume on that side and need to figure out what that is. Mr. Battista said water tank designing is downsizing; his co-worker suggested a half million-gallon tank. Brief discussion followed regarding \$1 million to demolish and build a relatively small tank to regulate the pressure, utilizing the existing tank by not filling it to capacity, using the existing tank is a liability, reasons for taking it off-line, impact of draining the water down, effect of the broken main on connected lines, moving forward with the proposal, etc.
- Dept. of Transportation will be paving Route 44 over the next two years; need to take care of 3 projects:
 1. Broken water line under the river at Indian Meadow – have preliminary reports;
 2. Sewer line across Indian Meadow
 3. 1880 water main on Main Street – have been looking at options.Discussion followed regarding paving the road to State requirements, prioritizing projects, amount of money available for the work, going out to bond, etc.
- Discussion followed regarding the new service truck is in.
- Would like to do camera inspections – will get a cost next month.
- Getting a lot of frozen pipe calls due to the recent cold snap; asked if we want to implement a policy to charge a fee. Mr. Cormier explained the current procedure used to investigate. Discussion followed regarding not charging at this point, trying to help customers, charging just to re-coup materials and labor if it's not on our side, coordinating trouble-shooting with local plumbers, etc. J. Massicotte suggested coming up with a dollar figure.

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Old Business:

J. Massicotte asked about Clock Makers. Mr. Rollins said he just got the key yesterday; have to go look at it; need to determine a number of things including the alarm system, heating responsibility, etc.

New Business

- Brief discussion followed regarding considering monthly billing instead of quarterly.
- Chairman Nalette explained a replacement grinder pump was recently purchased for the sewer plant; the old one has one kind of teeth and the new one as a different kind of teeth – not working together efficiently; Rich Kemp is asking to purchase another grinder pump. **Motion** by J. Massicotte **to waive the bid to install a new grinder pump for \$14,000.** Second by T. Moran for discussion. *Discussion:* Discussion followed regarding the life cycle of a grinder pumps is 4-5 years, were staff or commissioners being deceived, old pump is at the end of its life cycle anyway, etc. **Vote:** All in favor except T. Moran (opposed) - *motion carried.*

Adjournment: Meeting adjourned 8:55 p.m.

Minutes Respectfully Submitted,

Laurie Bessette
Minutes Secretary

Next Regular Meeting:
Probate Room
Tuesday, February 13, 2018
7:00 p.m.