



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 September 12, 2017

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, Superintendent of Water Works Marty Cormier, Selectman Steve Sedlack and David Battista of Lenard Engineering. David Villa and Tim O'Meara were absent excused.

Public Input - none

Approval of Minutes from August 8, 2017: Motion by T. Moran to *approve* the minutes of August 8, 2017. Second by J. Massicotte. **Vote:** All in favor - *motion carried unanimous.*

Director of Finance Report: Mr. Stratford distributed Bank of America and Webster Bank fund balance and investment fund statements; proceeded to review the sewer fund results for two months; the August collection was for April through June; collected approximately 17% of the budget; same results for the water side; collected \$18,000 of capital recovery reserve; septic dumping collected \$25,000 in August; expenditures were \$250,000 and looked normal; has an operating surplus of approximately \$74,000. J. Massicotte noted administrative salaries is negative \$10,400. Mr. Stratford explained it is being charged to 317-800-0001 so this was just a journal entry. J. Massicotte asked about the uniform allowance. Mr. Stratford noted the guys get their stipend at the beginning of the fiscal year. J. Massicotte verified 50% of the office equipment line item is expended. Brief discussion followed regarding what might have been purchased.

Mr. Stratford proceeded to review the water fund results for two months; noted collected \$304,000 in revenues; approximately \$17,000 was collected for capital recovery reserve; total revenues were \$366,000 with \$496,000 in expenditures; have an operating deficit of \$134,000 but paid the annual debt service of \$260,000 with an interest only payment due in February; some charges were made to old account numbers – need to be careful to use new accounts – just housekeeping; a heating system charge was applied inappropriately and corrected; the equipment sinking fund and Highway Route 8 North Repair lines showed encumbrances – have been corrected; the purchase order for the crane truck has been issued; overall, activities are as expected. J. Massicotte asked about the secretary line. Mr. Stratford explained that is for the minutes secretary and part-time office position.

Mr. Stratford noted on the cash side, the water fund has \$545,000 in the operating account and sewer has \$425,000; the shared investment enterprise account has \$703,000; reminded attendees \$100,000 was transferred from each fund; asked if Barkhamsted offered to fund the line to the shopping plaza. Mr. Rollins said it will be discussed later in the meeting. Chairman Nalette verified there were no more questions for the Finance Director.

Mr. Stratford excused himself from the meeting.

Discussion Regarding Emergency Operation Plan Required by the State: Mr. Battista explained Chairman Nalette asked him to provide a proposal for Crystal Lake Dam in case of failure as required by the DEEP; Crystal Lake Dam is classified as Class B but disagree with that hazard class; had prepared a similar document in 2012 as part of the application to improve Crystal Lake Dam; DEEP changed their regulation on 2016 to require more; now requires the analysis to occur during flood and heavy rain; hydraulic engineering is very expensive; proposing to provide a front end report – 40-50 pages and provide an explanation to DEEP that there would be no more than four homes affected; distributed a map illustrating the elevations and potential energy; DEEP has said in the past they are willing to work with dam owners to minimize onerous expenses; if there was a dam break, it would be an operational problem but not for property damage; found correspondence from a 30-year old dam study stating essentially the same thing. Discussion followed regarding the DEEP downgrading the hazard class and possibly shifting ownership to the DOT. **Motion** by T. Moran **to authorize \$6,800 for Lenard Engineering to complete the Emergency Action Plan for Crystal Lake Dam.** Second by J. Massicotte. *Discussion:* Take the funds from 317-851-0000. Mr. Battista said if you go below a Class B, there is no need for an Emergency Action Plan; if there is no need for a plan, do not have to monitor when there is a declared flood warning but that process will take some time. Mr. Rollins said we have other dams including the Highland Lake Dam. Mr. Battista noted a lot of this plan can be used for the Highland Lake Dam plan. Discussion followed regarding doing Highland Lake Dam first (responsibility of the Board of Selectmen). J. Massicotte asked if the dam is declassified, how easy it is for the State to reverse that decision. Brief discussion followed the process but unlikely. **Vote:** All in favor - *motion carried unanimous.*

Presentation by Dave Battista – Update Possibilities Low-Pressure Sewer for Pump Station #8: Mr. Battista explained they looked for different ways to fix this including a low-pressure sewer; the study concluded the low-pressure system would cost significantly more - \$800,000 for the pump station versus more than \$1 million for the low-pressure system; identified all the homes hooked to the pump station; expect 34 houses hooked up; would add electricity and maintenance costs to the homeowners; recommend building the pump station across the street from the existing pump station (Alternative #1). Discussion followed regarding possible locations and building a proper pump station, have to acquire the property, what the property is currently being utilized for by the Perch Rock Trail Association, Perch Rock Trail Association has not responded to correspondence, next step is eminent domain, etc. Mr. Battista said Attorney Nelligan suggested trying to do this without lawyering up. J. Massicotte verified will have to contend with bedrock. Mr. Battista explained the options – easier and safer to build and maintain the pump station across the street and then fill the old pump station with sand allowing it to be used in the future as a bypass. J. Massicotte asked about the adjusted cost. Mr. Battista said he did not change the cost estimates: \$590,000 for construction alone; \$800,000 after administration, engineering, etc. but does not include land acquisition. J. Massicotte verified project will take 7 months for construction. Mr. Battista said can't do much until property is acquired. J. Massicotte asked how far into the design stage and is anything similar to the Perch Rock station. Mr. Battista said design is at about 20-30%; it's the same basic layout – can standardize the pumps.

Discussion Regarding Which Path to Authorize: Chairman Nalette suggested the Board authorize to proceed with Alternative #1. Mr. Battista said he will wait until have acquired the land. Discussion followed regarding the amount of land needed. J. Massicotte verified the mapping, geotechnical investigation and schematic design have been completed so far. Mr. Battista reminded the Commission he was then authorized to do the low-pressure study. **Motion** by J. Massicotte **to proceed with**

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Alternative #1 for the new pump station on East Wakefield to replace the one at 323 East Wakefield Boulevard. Second by T. Moran. *Discussion:* whether the Selectmen need to be involved in property acquisition. J. Massicotte verified the amount already expended. Mr. Battista said in the low \$30,000 including the low-pressure study. Discussion followed regarding getting the information to Attorney Nelligan. **Vote:** All in favor - *motion carried unanimous.*

Repairs to Pressure Relief Valve W. Wakefield; Waive Bid Procedure for Parts in the Pressure Reducer: Chairman Nalette noted the part price is over \$10,000 by \$200-\$300 from Harper Haines. T. Moran suggested asking Harper Haines to lower their price to under \$10,000. **Motion** by T. Moran **to waive the bid for \$10,500 to Harper Haines for West Wakefield Boulevard.** Second by J. Massicotte. *Discussion:* take the funds from 317-835-0000. **Vote:** All in favor - *motion carried unanimous.*

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

- Pressure reducing valve on West Wakefield Boulevard is one of the bigger projects; scheduled for September 25th.
- Have an on-going issue on Maloney Court – addressing it but not sure what we're getting into; budgeted the work based on an estimate for the entire replacement; requesting a bid waiver to Pepper. Discussion followed regarding sub-contracting the work out for this and the work on West Wakefield Boulevard, estimated time frame of 1 – 2 weeks to do the work, money allocated already, best case scenario, pipe from Ash to Palmer is from the 1800's, etc. **Motion** by J. Massicotte **to waive the bid to Pepper not to exceed \$50,000.** Second by T. Moran. *Discussion:* J. Massicotte asked if there will be an interruption of service to those residents. M. Cormier noted the residents in that area will be served throughout the work; the dynamics of the system has changed dramatically. **Vote:** All in favor - *motion carried unanimous.*
- Root control is part of preventative maintenance on the sewer side; Duke's Root is scheduled to come in to treat; it's guaranteed to last three years. Discussion followed regarding taking the money from contracted services.
- \$6,600 was budgeted for crack sealing the water filtration parking lot but would like to do the sewer plant; it's the same amount but wasn't budgeted; asked if the Board would be willing. Discussion followed regarding the parking lot was overlaid a few years ago so this is just preventative, if the cost is fair, square footage of the parking lot, need to do before winter, have \$25,000 in WPCA contingency, etc. Consensus is to do the sewer crack sealing.
- Clockmaker Association wants the Town to take over their system which was always part of their plan; their contractor is getting closer to completing the required items; other associations maintain their own; asking the Board to consider taking the other systems over and if a policy should be put in place or consider it on a case-by-case basis; have been requiring associations to build systems to our standards; looking for guidance and consistency. M. Cormier explained the situation at one association. T. Moran said the only one we will own is Clockmaker. Discussion followed regarding the situation at Clockmaker, ongoing contractor issues, concerned with maintenance issues, effect on customer service and the Town's public image, reviewing engineering plans, assuming other associations systems, etc.
- The Town of Barkhamsted would like to pursue a water and sewer agreement at Mallory Brook; they are considering bonding to get it done; want a cost estimate. J. Massicotte noted Borghesi got an estimate. Mr. Rollins said Barkhamsted wants it to run on both sides; asked options for running water and sewer. Discussion followed regarding how to tie into our system, Borghesi included the Moore Avenue pump station in his project, Lenard did the plans, then who owns the system, etc. J. Massicotte said we own it once it's built to our specifications. Brief discussion followed regarding the interlocal agreement. Mr. Rollins said want to create similar with all the associations. J.

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Massicotte suggested Lenard give a cost estimate then split the cost of the estimated bond – not covering the engineering. **Motion** by J. Massicotte **to split the cost with Barkhamsted to get the water and sewer design estimated construction cost for Barkhamsted Interlocal Agreement parcels.** Second by T. Moran. **Vote:** All in favor - *motion carried unanimous.*

Old Business:

J. Massicotte verified MIU’s are still being installed; asked about the tank inspections. Mr. Rollins explained he recommended the State decommission Wallens Hill; discovered internal damage to the Crystal Lake tank; Jeff Rines is researching options and prices but it does need to be addressed – is due to be cleaned and coated.

M. Cormier thanks the Commission for the valve exerciser; explained the success he is already experiencing with its use.

New Business:

T. Moran asked about Spencer Street plans. Mr. Rollins said the patches are temporary; the Town is paving that area before winter; the work was done to connect the water main.

Chairman Nalette shared a request from George Closson via Commissioner David Villa expressing the desire of residents on Holmes Drive, Morgan Drive and Lakeview Road to become sewer users; noted more than 50% would like to do it. Consensus is to refer it to Lenard.

Adjournment: Meeting adjourned 8:43 p.m.

Minutes Respectfully Submitted,

Laurie Bessette
Minutes Secretary

<p>Next Regular Meeting: Probate Room Tuesday, October 10, 2017 7:00 p.m.</p>
