



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 August 8, 2017

Chairman Richard Nalette called the meeting to order at 7:00 p.m. The following members were present: Richard Nalette, John Massicotte and Tim Moran. Also present was Finance Director Bruce Stratford. David Villa and Tim O'Meara were absent excused. Brief discussion was held regarding revisions suggested by Finance Director Bruce Stratford on the first page of the July 11, 2017 minutes.

Public Input: Selectman Sedlack explained the Board of Selectmen has a long-range plan for roads which needs coordination with water and sewer improvements. Chairman Nalette noted Jim Rollins keeps the Commission up-to-date. Brief discussion followed regarding state funding, disposal of road construction debris, etc.

Approval of Minutes from July 11, 2017: Motion by T. Moran **to approve the minutes of July 11, 2017 with the revisions suggested by the Director of Finance.** Second by J. Massicotte. **Vote:** All in favor - *motion carried unanimous.* [1st page of 7/11/2017 revised minutes attached]

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 noting there are blank columns as there is no adopted budget; did bill \$398,000 in August and \$71,000 in delinquencies (slightly less than the previous quarter); this billing covers April through June; the sewer fund cash balance is \$535,000 and \$251,000 in the investment account; recommended \$100,000 be transferred from the Bank of America operating account to the investment account. **Motion** by T. Moran **to transfer \$100,000 from Bank of America to the Webster Investment Sewer Account as suggested by the Director of Finance.** Second by J. Massicotte. **Vote:** All in favor - *motion carried unanimous.*

Mr. Stratford proceeded to review the water fund results; noted collected \$30,000 in revenues; had \$420,000 in expenses (\$260,000 of which was the annual payment); a big payment was made in July for property, casualty, liability and workers compensation insurance. Brief discussion followed regarding the payment is made once per year but may have small adjustments through the year. Mr. Stratford noted the water fund cash balance is \$691,000 and \$251,000 in the investment account; recommended \$100,000 be transferred from the Bank of America operating account to the investment account. **Motion** by J. Massicotte **to transfer \$100,000 from Bank of America to the Webster Investment Water Account as suggested by the Director of Finance.** Second by T. Moran. **Vote:** All in favor - *motion carried unanimous.* Mr. Stratford explained billed \$477,000 for water meters, \$1,000 for usage and \$81,000 for delinquent accounts; \$596,000 was billed in the prior quarter. Brief discussion regarding possible reasons for the difference. Mr. Stratford said he expects to have an update on the FY17 budget at the September meeting. Brief discussion followed regarding the investment and reserve accounts.

Budget 17-18 Discussion: Mr. Stratford distributed draft budget proposals; noted the 7/19/2017 documents reflect the changes adopted at the July 11, 2017 meeting.

Sewer: Mr. Stratford explained sewer has \$2,027,000 in revenues including \$1.4 million from rents, \$90,000 from assessment, \$75,000 from past dues, \$90,000 for septic dumping revenues, \$200,000 from the water fund, \$110,000 as part of the capital recovery component and \$14,000 from employee medical benefit contributions; expenditures total the same amount of revenues. Discussion followed regarding which accounts correlate to which division. Mr. Stratford said the last department is debt administration; not too many big projects are planned. Discussion followed regarding pumping stations at the lake, amount budgeted for heating fuel, labor allocation, engineering, contingency, billing costs, etc. **Motion** by J. Massicotte **to accept the 2017-2018 sewer budget as presented.** Second by T. Moran. **Vote:** All in favor - *motion carried unanimous.* Mr. Stratford noted this the document dated 7/19/2017 with revenues at \$2,027,500 and expenditures of \$2,027,500.

Water: Mr. Stratford explained the water has \$2,108,664 in revenues including \$1.7 million from water rents, \$90,000 from past dues, \$103,000 from the capital recovery component and \$156,000 from fund balance. Brief discussion followed regarding anticipated revenues. T. Moran verified there is confidence in the capital recovery amount. Brief discussion followed regarding which accounts correlate to which division, part-time office support position, etc. J. Massicotte asked about the columns with zero's. Mr. Stratford explained those line items were created to make them more conventional account descriptions at Marty Cormier's request; the "unknown" department is "admin" – will try to change that; reviewed payments and major projects included in the budget. Brief discussion followed regarding refurbishing one filter bed instead of two. **Motion** by T. Moran **to accept the 2017-2018 water budget as presented for \$2,108,664 and dated 7/19/2017.** Second by J. Massicotte. **Vote:** All in favor - *motion carried unanimous.* J. Massicotte verified next month will have the budget with all the numbers.

Mr. Stratford excused himself from the meeting.

Update Possibilities Low-Pressure Sewer for Pump Station #8: Chairman Nalette explained the scenario is probably too expensive.

Repairs to Pressure Relief Valve W. Wakefield Boulevard: Chairman Nalette noted the locations of the mains at Vons Lane, West Wakefield, Route 263; noted the one by the boat launch is not working; it's a 16" main and is part of the old system and the cause of a lot of complaints; expect the cost to be \$10,000 - \$12,000. Brief discussion followed regarding expect the work should be done this year.

Director's Report: Mr. Rollins not present

Old Business: J. Massicotte verified the valve exerciser was purchased.

New Business - none

Adjournment: Meeting adjourned 8:00 p.m.

Minutes Respectfully Submitted,

Laurie Bessette
Minutes Secretary

Next Regular Meeting:

Probate Room
Tuesday, September 12, 2017
7:00 p.m.



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***Minutes of Regular Meeting
Water & Sewer Board
Probate Conference Room, Town Hall, 338 Main Street, Winsted
July 11, 2017***

Chairman Richard Nalette called the meeting to order at 7:04 p.m. The following members were present: Richard Nalette, John Massicotte and David Villa. Also present was Director of Public Works Jim Rollins and Finance Director Bruce Stratford. Tim O'Meara and Tim Moran were absent excused.

Public Input - none

Approval of Minutes from June 13, 2017: J. Massicotte verified the account numbers concerning the fund transfer for electricity are correct. **Motion** by J. Massicotte **to approve the minutes of June 13, 2017.** Second by R. Nalette. **Vote:** All in favor except D. Villa (abstained) - *motion carried.*

Director of Finance Report: Mr. Stratford distributed the preliminary full year reports for water and sewer; still processing June invoices and the last weeks payroll for June; should pretty much have the final ~~budget~~ **results** by the August meeting; proceeded to review the sewer budget noting revenues, expenses and anticipated surplus; noted several projects were not completed contributing to the surplus but spending is over budget; fund transfers are pending for electricity and the sludge line item has an encumbrance. D. Villa asked if these are the last vestiges of capital. Mr. Stratford said this is a mix of capital and general expenditures. Discussion followed regarding sewer budget, fund balances, GAP financial statements, depreciation, debt, water fund surplus, sewer fund deficit, public perception, building the reserve fund, repair/expand aging infrastructure, etc. Mr. Stratford distributed copies of the Bank of America and Webster Bank fund balance and investment fund statements for the sewer fund; estimate the capital recovery ~~balance~~ **revenues for June** to be approximately \$5,000; do not recommend a fund transfer at this point - wait until the next meeting for more complete financial reports. D. Villa verified no inter-department transfer was needed either. Mr. Stratford said a payment is due for water fund debt but will wait to move the money until August.

Mr. Stratford proceeded to review the water ~~budget~~ **fund results**; noted in the process of paying the sewer department, capital recovery ~~balance~~ **revenues** is about \$5,260. Discussion followed regarding the capital recovery fund monthly collection versus quarterly. Mr. Stratford reviewed revenues, expenses and anticipated surplus; noted heating system repairs and overtime were more than budgeted but no transfer is necessary. Discussion followed regarding increasing overtime numbers in the new budget, charges to the heating system line item, etc. Mr. Stratford noted the cash balance in water is almost a million but \$260,000 is coming out at the end of the month. D. Villa asked about the status of the accounts with Bank of America. Mr. Stratford said no change is needed now; can do most of the transactions remotely. Discussion followed regarding safety protocols, relationship with the Bank of America, Bank of America stood by the town when there was a cash crunch, etc.