



TOWN OF WINCHESTER – CITY OF WINSTED

Town Hall – 338 Main Street

WINSTED, CONNECTICUT 06098

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 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 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; noted in the process of paying the sewer department, capital recovery balance 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.

Budget 17-18 Discussion: Mr. Stratford distributed draft budget proposals.

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Sewer: Mr. Stratford explained the accounts were rearranged from a management perspective so they are more closely aligned with the Town's budget; re-named some accounts; the column titled Manager's Proposed has \$2.1 million for revenues and \$2.1 million for expenditures; sewer rent collected is budgeted for \$1.5 million – may be a bit optimistic – recommending \$1.425 million; other lines will need to be adjusted to account for the \$75,000. Mr. Rollins felt \$90,000 for septic dumping may be high. Mr. Stratford noted \$114,000 has been received this year. Discussion followed regarding various line items including blower package, water fund revenues, administrative salaries, adjusting on-call phone stipend, general labor, adjust the pipes and manholes, lawn mowing moved to contracted services, adjust maintenance of structures, contingency, maintenance of equipment, fleet improvements, tires, WPCA repayment to the Town, doing the entire \$75,000 from payment to the general fund and maintenance of structures. J. Massicotte verified moving forward with the part-time office position. Mr. Rollins said working on the job description and will work through the union and Civil Service.

Water: Mr. Stratford explained the water budget was given the same formatting consideration; noted water rent is budgeted for \$1.8 million but it probably \$100,000 high. J. Massicotte asked about the reduction in the medical benefits line. Mr. Stratford explained it is due to better allocation and types of coverage and co-pays. Mr. Rollins explained the lines essentially match up; sewer never had a budget for certain things so now have a better definition; this was a challenge. D. Villa suggested taking money from specific projects and charge to capital repairs instead. Mr. Stratford verified money would be transferred from capital recovery to the specific projects; suggested a new line item in revenues reading transfer from fund balance. Discussion followed regarding the filter beds at the water treatment plant – doing only one instead of all three. D. Villa said need to see the close out of this year. J. Massicotte asked about water billings. Discussion followed regarding add water billings as expenditure for \$8,600, amount for projects covered by capital projects, etc. J. Massicotte asked about general labor, overtime, watershed survey, etc. Discussion followed regarding purchase orders issued for the watershed survey.

Progress on Purchase of Pick-Up Truck: Discussion followed regarding money allocated from 2016-2017 budget and 2017-2018 budget.

Mr. Stratford and D. Villa excused themselves from the meeting.

Update Possibilities Low-Pressure Sewer for Pump Station #8: Discussion followed regarding having a hard time determining who is on that system – they are spread way out.

Update on Purchase of Valve Exerciser: J. Massicotte verified it is shipping next week.

Proposal for Low Pressure Sewer Investigation - nothing

Discussion took place regarding the pump station at Moore Avenue – will be less expensive to replace than originally planned. Chairman Nalette explained replacement Jenkins' Valves can be purchased – injectors do not clog up. Mr. Rollins explained a conversation that was held with Lenard Engineering. Brief discussion followed regarding the cost of the valves, turbo blowers, etc.

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

- Valve exerciser is shipping next week
- Water tank inspection report is due next week
- Doing a grinder pump comparison

- Planning to reconstruct Carey Avenue; water and sewer is on part of it; do we want to extend services to the end of the new pavement; it's a rough area to install septic systems. Discussion followed regarding a similar situation on Route 800.
 - Emailed Lenard regarding the Barkhamsted Interlocal Agreement- still waiting for Readco
 - The plan for the Clockmaker subdivision was they would construct the system to our standards and then turn it over to the Town; still haven't completed the punch list. Brief discussion followed regarding the amount of years this goes back. Consensus is no.
 - Started connecting six water services that were never connected and stub out a line to Morningside
 - Lead-copper tests are coming in – doing good
 - Sanitary Survey punch list is the priority – need a plan of attack for the Wallens Street tank
- Discussion followed regarding bonding, valves at the dam, Upland Avenue update, etc.

Old Business – none

New Business - none

Adjournment: Meeting adjourned 8:40 p.m.

Minutes Respectfully Submitted,

Laurie Bessette
Minutes Secretary

Next Regular Meeting:

Probate Room
Tuesday, August 8, 2017
7:00 p.m.