



## 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 June 13, 2017*

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 was Director of Public Works Jim Rollins and Finance Director Bruce Stratford. Tim O'Meara and David Villa were absent excused. Chairman Nalette distributed copies of budgets and bank statements from the Director of Finance to attendees.

#### **Public Input** - none

**Approval of Minutes from May 9, 2017:** J. Massicotte asked about the \$350,000 referenced within discussion pertaining to **Update Possibilities Low-Pressure Sewer for Pump Station #8** which read "...original rough cost to replace the pump station was approximately \$350,000 from WMC." Secretary Bessette said she omitted "down and dirty study" so the section should read "...original rough cost to replace the pump station was approximately \$350,000 for a down and dirty study from WMC". J. Massicotte asked who the new guy was referenced under **New Business** which read "New guy starts April 22. Discussion followed regarding his qualifications." Mr. Rollins was unsure which new guy started when but listed his most recent hires as Shane Gilbert (hired 1<sup>st</sup>), Victor DuBourg (hired 2<sup>nd</sup>) and Tom Hayes (hired last). **Motion** by T. Moran **to approve the minutes of May 9, 2017 as amended.** Second by J. Massicotte. **Vote:** All in favor - *motion carried unanimous.*

**Director of Finance Report:** Mr. Stratford proceeded to review the sewer budget; said revenues are at 92% collected through May; billed \$458,000 and collected \$287,000; approximately \$19,700 capital recovery was collected. Brief discussion followed regarding amounts are delinquent on June 1<sup>st</sup>; will know more next month. Mr. Stratford noted water has a similar collection rate; total revenues for eleven months is \$1.7 million; have a \$280,000 surplus; expect expenditures to exceed revenues; still expect a surplus at the end of the fiscal year. Brief discussion followed regarding not going to meet originally budgeted revenues; sewer dumping revenues are higher than budgeted; still going to receive \$200,000 from water; sewer still owes the Town; June will see a pension payment and final installment to the Town for the fiscal year; recommend a \$13,000 transfer from heating fuel to electricity; electricity distribution has risen 7-8% per year for the last four years. Brief discussion followed regarding reasons behind the increases since the storms four years ago and electricity for the water side. **Motion** by J. Massicotte **to transfer \$13,000 from #315-823-0000-0000 to #318-822-0000-0000.** Second by T. Moran. **Vote:** All in favor - *motion carried unanimous.* Mr. Stratford noted he expects a deficit in the sludge disposal fees. Mr. Rollins said he believes something got charged there erroneously. Mr. Stratford said nothing was spent from LED lighting and turbo blower line items. Discussion followed regarding leaving that money there, items needed as efficiency, company which proposed the work on the blowers referred it to another company, using a local contractor for LED's, no payback until year 6 for

the program through Eversource, evaluating LED work done for the Board of Education, shorter payback period, etc. Mr. Stratford reviewed the amounts in the checking account and investment account.

Mr. Stratford proceeded to review the water budget; noted revenues collected is \$342,000 and \$17,000 in capital recovery. Brief discussion followed regarding expected \$1.9 million in collections, 90% collection rate, Collector's office is pretty aggressive in collections, etc. Mr. Stratford proceeded to review expenditures; noted electricity line reflects 10 months; recommended a \$10,000 transfer. Brief discussion followed. **Motion** by J. Massicotte **to transfer \$5,000 from #319-317-0004-0002 to #319-317-0004-0001**. Second by T. Moran. **Vote:** All in favor - *motion carried unanimous*. Mr. Stratford said pension payment will be made next week. J. Massicotte verified the payment will bring us up to date. Brief discussion followed regarding \$56,000 pension for water and \$77,000 pension for sewer, pension committee, unfunded liability, etc. Mr. Stratford reviewed the amounts in the checking account and capital account.

J. Massicotte asked about the remaining funds from Willow Street. Brief discussion followed.

Mr. Stratford asked about an outstanding \$1,000 surety bond issued in 1977; have been paying \$100 per year to keep the bond in place. Discussion followed regarding the bond is for the State of Connecticut to allow the Town to work in the roads, don't change anything, etc. Chairman Nalette signed off on the invoice pertaining to the bond.

Mr. Stratford explained he is re-organizing the department budgets to make them easier to track. Discussion followed regarding line items need to be consistent, previous DPW directors wanted this change, etc.

Mr. Stratford noted he is getting final pricing for the benefit package.

**Possible Purchase of Valve Exerciser:** Discussion followed regarding the \$17,000 - \$18,000 purchase will come out of fiscal year 2017 budget; it's on its way, etc.

**Discussion of Possible Purchase of Pick-Up Truck:** Discussion followed regarding not enough money left from the Willow Street project to get the truck, putting it in the 2017-2018 budget, etc. Mr. Rollins said have to go out to bid but price from dealer is \$50,847 (\$29,997 for the chassis, \$8,760 for the utility body and \$12,090 for the crane) for a F350 4x4 regular cab with dual wheels, gas engine and automatic transmission. Brief discussion followed regarding aluminum body, dual fuel tanks, take \$25,000 from this year for deposit and then pay balance from 2018 budget, remaining monies from Willow Street and Brook Street projects, when the budget year begins, etc. Consensus is to go out to bid.

**Update Possibilities Low-Pressure Sewer for Pump Station #8:** Chairman Nalette said he will give the purchase order to David Battista; Perch Rock Trail Association will not respond; need to look at the down and dirty cost for the low-pressure system versus condemning the land. Discussion followed regarding combining this study with the study on Moore Avenue, possible charges from Lenard to do the study, original plan was to design all the pump stations the same, costs for a similar station to Perch Rock is much less for Moore Avenue, etc. Consensus is to spend \$8,000 for the study.

**Purchase Order for Water Shed Survey Due:** Chairman Nalette said he will do it.

**Proposal for Low Pressure Sewer Investigation:** Discussed under Update Possibilities Low Pressure Sewer for Pump Station #8

**Budget 17-18 Discussion:** J. Massicotte asked about part-time help in the office. Mr. Rollins said a half-time person is included in the budget to help Sandy out. Brief discussion followed regarding the position needs to go through the Civil Service process. Mr. Rollins added Sandy has been working on the job description. J. Massicotte noted he would like to see it move forward. Mr. Rollins agreed. J. Massicotte asked about the extra money for the on-call. Brief discussion followed regarding \$20,000 is in WPCA (317-807); it should be split 2/3 for sewer and 1/3 for water.

**Director's Report:** Mr. Rollins explained he has been working on the budget. Brief discussion followed regarding the WUCC meeting. Mr. Rollins noted morale is at an all-time high; the on-call was the right thing to do. Brief discussion followed regarding creating a line item for payout of sick and vacation time for retiring or accumulating time. Mr. Rollins noted Rich Kemp decided not to retire yet; have added money for education and training to hopefully encourage sewer plant employees. Discussion followed regarding water treatment plant employee's rate.

**Old Business** – none

**New Business** - none

**Adjournment:** Meeting adjourned 8:09 p.m.

Minutes Respectfully Submitted,

Laurie Bessette  
Minutes Secretary

<p><b>Next Regular Meeting:</b> Probate Room <b>Tuesday, July 11, 2017</b> 7:00 p.m.</p>
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