



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 May 9, 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 was Working Foreman – Water & Sewer Marty Cormier, Selectman Steven Sedlack, 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: Selectman Sedlack offered to deliver any messages to the Selectmen if the Board is not able.

Approval of Minutes from April 11, 2017: Motion by T. Moran **to approve the minutes of April 11, 2017.** Second by J. Massicotte. **Vote:** All in favor - *motion carried unanimous.*

Chairman asked to add Finance Director's Report to the agenda. **Motion** by T. Moran **to add Finance Director's Report to the agenda.** Second by J. Massicotte. **Vote:** All in favor - *motion carried unanimous.*

Director of Finance Report: Mr. Stratford noted the balances on the bank statements; proceeded to review the sewer budget; said revenues are at 67% collected through 10 months; billed \$458,000 in May; 2 more months to collect; probably going to be \$35,000 short but the past due will maybe make up the difference; miscellaneous revenue septic dumping is ahead of budget; the sewer fund received money from the water fund. Brief discussion followed regarding an increase in billing. Mr. Stratford proceeded to review sewer fund expenses; highlighted sludge disposal fees has \$22,000 in encumbrances – this anticipated amount may exceed need - will know more by the end of May; pension is budgeted at \$50,000 but the actuarial report recommended the sewer fund provide \$76,834 to pension; recommended a budget transfer from #316-194 to make up the difference and then budget next year for the full pension contribution. **Motion** by T. Moran **to transfer \$27,000 from #316-194 to #315-230.** Second by J. Massicotte. *Discussion:* Mr. Stratford explained the history of pension contributions, what should be budgeted for next fiscal year and the recommendations of the pension board. **Vote:** All in favor - *motion carried unanimous.* Mr. Stratford reminded attendees that last month he thought the electricity was higher than budgeted – going to need to transfer \$24,000 for next month possibly from heating fuel. Discussion followed regarding yearly comparison, investigating the increase, etc. J. Massicotte asked why general labor is low for the pumping stations. Mr. Rollins said the department is down 2 people; one third of labor should still be charged there. Brief discussion followed regarding other lines with budget surplus including Highland Lake pump repair. Mr. Stratford noted debt service still needs to be paid to the general obligations fund. Mr. Rollins verified will carry over lighting, etc.

Mr. Stratford proceeded to review the water budget; noted revenues are at 71%; billed \$530,000 in May; have a good chance of collecting that; capital recovery will only be at 25%; proceeded to review expenditures; noted water billings has a \$2,500 deficit for the bills that just went out. **Motion** by T. Moran **to transfer \$3,000 from #317-921-0002 to #317-921-0003**. Second by J. Massicotte. **Vote:** All in favor - *motion carried unanimous*. Mr. Stratford said pension was budgeted at \$31,000 but the actuary recommended budgeting \$55,944; recommended a \$25,000 transfer to the pension. **Motion** by J. Massicotte **to transfer \$25,000 from #321-194 to #321-230**. Second by T. Moran. **Vote:** All in favor - *motion carried unanimous*. Discussion followed regarding use those numbers for the next fiscal year. Mr. Stratford said other accounts are close but look good; suggested waiting until the end of the fiscal year. J. Massicotte asked about repayments to the general fund. Mr. Stratford said those are done; one more payment from the sewer fund to the general fund is scheduled for June. Brief discussion followed regarding two years remain. J. Massicotte verified the general labor is low for the same reason as sewer. Mr. Rollins noted just hired that person.

Mr. Stratford asked for a more clear resolution on closing out the sewer account. **Motion** by T. Moran **to close the Bank of America account for sewer assessments and transfer the entire amount to the sewer funds Bank of America account**. Second by J. Massicotte. *Discussion:* Bank of America, utilizing a transport service for deposits, exploring options, etc. **Vote:** All in favor - *motion carried unanimous*.

J. Massicotte asked about the final amounts for the Willow Street and Brook Street projects. Mr. Stratford noted there are outstanding purchase orders on Willow Street but \$33,000 remaining in the Brook Street project (job is closed). Discussion followed regarding the outstanding work on Willow Street. Mr. Rollins said to leave \$10,400 on Willow Street. Discussion followed regarding the next fiscal year budget, moving money into the investment account to prepare for possible events and engineering needs.

Update Possibilities Low-Pressure Sewer for Pump Station #8: Chairman Nalette said David Battista of Lenard Engineering submitted a \$7,500 proposal for a professional study for an alternative to Pump Station #8; recommended spend the \$7,500 for assessment to determine cost for 30 customers on a low-pressure system. **Motion** by T. Moran **to spend \$7,500 to hire Lenard Engineering to assess a low-pressure sewer alternative**. Second by J. Massicotte. *Discussion:* original rough cost to replace the pump station was approximately \$350,000 from WMC. J. Massicotte asked what is remaining from the original pump station design; asked if it's more labor intensive to work on 30 customers. Mr. Cormier said he doesn't think so as it's all new equipment. Discussion followed regarding the life value of pumps, Town will always own these systems, the longevity of the pots, no major failures and the failures that do happens are mostly neglect or lack of use, educating new homeowners, improving communication with homeowners, etc. **Vote:** All in favor - *motion carried unanimous*.

Purchase Order for Water Shed Survey Due: Chairman Nalette explained he received an estimate from Lenard Engineering in the amount of \$5,000. **Motion** by J. Massicotte **to order an annual watershed survey for \$5,000 from Contingency #322-835**. Second by T. Moran. *Discussion:* Mr. Rollins explained his plan for the fiscal year to reflect pending more accurately. **Vote:** All in favor - *motion carried unanimous*.

Discussion of Possible Purchase of Pick-Up Truck: Mr. Cormier explained the options for a truck purchase with a crane; expect cost to be approximately \$52,000. Discussion followed regarding

different suitable models, purposes, accessories, costs, etc. Consensus is to come back next month with accurate numbers.

Possible Purchase of Valve Exerciser: Mr. Cormier explained the price remains at \$17,000 for the model he prefers. Discussion followed regarding what vehicle it would go on, getting prices for truck, crane and valve exerciser, take money for valve exerciser out of contingency, putting the valve exerciser on a 150, etc. Mr. Rollins said \$17,000 for a hitch mount, variable torque, etc. Mr. Cormier reiterated it's a 6-week lead time. **Motion** by J. Massicotte **to take \$17,000 from #322-835 for the purchase of a valve exerciser per specification.** Second by T. Moran. **Vote:** All in favor - *motion carried unanimous.*

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

Director's Report: Mr. Rollins said already covered pretty much everything; added:

- New guy starts April 22. Discussion followed regarding his qualifications.
- 2/3's through the exclusive service agreement (ESA) process with WUCC; 3rd and final phase is integration of information and preventing conflicts while working together; was a reasonable meeting.

Old Business – none

New Business - none

Adjournment: Meeting adjourned 8:15 p.m.

Minutes Respectfully Submitted,

Laurie Bessette
Minutes Secretary

Next Regular Meeting:

Probate Room
Tuesday, June 13, 2017
7:00 p.m.