



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 January 10, 2017

Chairman Richard Nalette called the meeting to order at 7:06 p.m. The following members were present: Richard Nalette, John Massicotte, Tim Moran and David Villa. Also present was Director of Public Works Jim Rollins, Director of Finance Bruce Stratford and Selectman Steven Sedlack. Tim O'Meara was absent excused.

Public Input: Selectman Sedlack said it's a good idea to have a Selectman at the meeting; although each board is independent, do have an impact on each other; explained 2 residents spoke at the recent Selectmen's meeting and felt the Selectmen should intervene, but received an opinion letter from Attorney Nelligan; read an excerpt from the letter.

Approval of Minutes from December 13, 2016: Motion by D. Villa to **approve the minutes of December 13, 2016.** Second by J. Massicotte. **Vote:** All in favor - *motion carried unanimous.*

Chairman Nalette asked to add the Director of Finance Report to the agenda. **Motion** by D. Villa to **add the Director of Finance Report to the agenda.** Second by J. Massicotte. **Vote:** All in favor - *motion carried unanimous.*

Chairman Nalette distributed revenue and expenditures versus budget spreadsheets.

Director of Finance Report: Mr. Stratford proceeded to review the sewer budget; noted 43.87% of the rents is collected – slightly ahead of last year. D. Villa asked if that includes the liens. Mr. Stratford said that's a separate line. Discussion followed regarding miscellaneous revenue, capital recovery line item, will collect only one quarter of the increase this fiscal year, etc. Mr. Stratford stated expenditures are as expected; explained the sludge disposal fee. J. Massicotte asked if money should be transferred to bring the line to 100% instead of 110%. Discussion followed regarding the line is based on an estimate, contingency funds may be needed, need to monitor, re-evaluate and re-classify in May, etc. Mr. Stratford noted the Water Pollution Control Authority Contingency line has purchase order's written to Lenard - will also have to be watched. Discussion followed regarding the full amount of that line will be expended. Mr. Rollins noted they are about to get into big water repairs.

Mr. Stratford proceeded to review the water budget; noted revenues are at 46%; total revenues are pretty close to last year; past due collection rate is much higher; need to work with Jim Rollins on the heating system codes. Discussion followed regarding correctly labelling the line, using contingency, purchase orders for Willow Street and Brook Street repairs, cancelling and re-issuing the purchase orders, cost of those repairs, etc. Mr. Stratford said total expenditures is at 47% of the budget – close to last year; labor numbers are lining up much better this year.

Mr. Stratford distributed bank account information for the water account and sewer account; explained cash balance activities; noted have 2 – 3 months of operating cash; distributed investment account statements – noted earning a little bit of interest; said the administration fees and CAFR numbers were questioned; distributed a worksheet breaking down the administration costs – reclassifies the costs in the administration costs – it's primarily the allocation for Town Hall staff (Tax Collector, Town Manager, secretary, etc.), insurance and audit fees; the 2016 CAFR will be classified this way for accuracy; have a verbal request from another person for the Town Hall salary allocation; have asked for the request in writing to make sure his request is met. Chairman Nalette explained why a written request is needed. **Motion** by D.

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Villa to *direct Mr. Stratford to respond to a written request providing specifically what the requestor is looking for.* Second by J. Massicotte. **Vote:** All in favor - *motion carried unanimous.* Mr. Stratford said the information being requested is generally available already. Discussion followed regarding what may be being requested, providing existing documents, etc.

Discussion of Possible Purchase of Pick-Up Truck: Discussed in the Director's Report.

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

- Pick-up truck #2 is 10 years old with 98,000 miles; seems to be in the shop more than on the road; possibly have to replace; if it fails again, need to make that decision. J. Massicotte asked which department it belongs to. Mr. Rollins explained it is split between both water and sewer; explained the truck's various issues; can keep it on the road, but throwing good money after bad. Brief discussion followed regarding the lead time to replace the truck, pricing, dedicating the truck to water due to remaining money left from the Brook Street and Willow Street repairs. T. Moran said it's ridiculous to order a new truck when we just raised rates. Discussion followed regarding need an idea of cost, etc.
- Have been in discussion with RCAP (hired by Department of Public Health) to consult with the Town for asset management, GIS, vulnerability assessment and emergency planning; State is requesting the information but we are looking into it; did investigate the organization – they can provide useful information.
- Working on a letter to include with water and sewer bills addressing the increase.
- The promotion to replace Jim McCarthy is working out well – Marty is helping efficiency.
- Interviews for Utilityman III are next week.
- Water Treatment Plant Operator IV has been advertised.
- Tree bid at Rugg Brook dam has been completed on budget.
- Full-time/permanent hires – is the Commission interested in seasonal hires for maintenance (valve exercising, painting hydrants, brush cutting, etc.)? Trying to get pro-active rather than reactive. Discussion followed regarding contracting work out, possible union conflicts, etc. Mr. Rollins noted it is intended to keep the highly skilled guys working.
- Investigating Indian Meadow Brook – the main under Main Street has been shut down; now being fed by Meadow Street.
- Discussion followed on the Willow Street 12" main, where it's been replaced and where it still needs to be replaced, getting prices, etc.
- Had a recent conversation with the previous forester who managed harvesting at the plants; he said the area probably does need to be harvested. Discussion followed regarding the Commission doesn't get to keep the revenues but can restructure how the revenues are spent, harvesting to protect the water, need to start thinking about it, etc.
- Met with Eversource contractors – got good feedback to cover the costs on improvements; expect to have it back for the February meeting.

Old Business – Updates are needed on the Pump Station and USDA grant by David Battista. D. Villa asked the status of the Oakdale Avenue generator as pressure is fluctuating. Discussion followed.

New Business – none

Adjournment: Meeting adjourned 8:10 p.m.

Minutes Respectfully Submitted,

Laurie Bessette
Minutes Secretary

Next Regular Meeting:

Probate Room
Tuesday, February 14, 2017
7:00 p.m.