



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 12, 2016

Vice-Chairman John Massicotte called the meeting to order at 7:03 p.m. The following members were present: John Massicotte, Tim Moran and Tim O'Meara. Also present were Jim Rollins, Director of Public Works and Bruce Stratford, Director of Finance. Richard Nalette and David Villa were absent excused.

Public Input – none

Approval of Minutes from December 8, 2015

Motion by T. Moran to **approve the minutes of December 8, 2015**. Second by J. Massicotte. **Vote:** All in favor except T. O'Meara (abstained) - *motion carried*.

Updated Budget of 2015-2016: Mr. Stratford distributed the current budget with bank statements attached. Extensive discussion followed regarding water and sewer revenues and expenditures, pick-up trucks will be delivered next week (undercoating both), separating retainage from last year's budget for better reporting, pump repair encumbrances, repayment to the general fund, etc. Mr. Stratford asked the commission to support an IT upgrade; explained the costs. Discussion followed regarding the equipment upgrades needed, cost projections, RKL providing IT support, merging education and town systems, etc. **Motion** by T. O'Meara to **accept moving \$2,000 from sewer account 317-835-0000 and \$2,000 from water account 322-835-0000 to be made available for hardware and software upgrades**. Second by T. Moran. **Vote:** All in favor - *motion carried unanimous*.

Receive trucks for water department: addressed earlier

Update on questions asked of the Finance Director: addressed earlier

Handle water and sewer emergency calls: Mr. Rollins explained he knows what Berkshire Alarm will charge but waiting for AccuCom information to avoid redundancy; explained what the AccuCom package will address – huge benefit to the Town. Discussion followed regarding AccuCom cost to each department (Public Works, Town Clerk, Assessor, Building, Police, etc.). Mr. Rollins said Plan B is Berkshire Alarm but AccuCom is Plan A. Discussion followed regarding notifying customers of changes, how Berkshire Alarm will notify the Town, implementation of AccuCom, cost of having an on-call person, etc.

Fee for turning on and off service: Mr. Rollins said he hasn't done anything with it.

Indian Meadow Sewer Line: nothing new to report

Indian Meadow Water Line: Mr. Rollins said no recommendations were received from Lenard Engineering other than to clean out the manhole/accessway that goes under the river and remove the broken pipe.

Watershed Inspection Report: nothing new to report

Update on PPG Grant: Mr. Rollins verified the financial reports went out.

Old Business:

- **Upland Avenue:** Mr. Rollins said the State cleared out trees and brush but have heard nothing more.
- **Lenard Engineering Report for USDA Rural Development Grant:** nothing new to report
- **Historical Study:** nothing new to report

New Business:

Discussion regarding requests from various agencies pertaining to planned future projects. Extensive discussion followed.

Discussion followed regarding planned future hiring and reviewing job descriptions.

Adjournment:

Meeting adjourned 8:30 p.m. with motion by T. Moran. Second by T. O'Meara. **Vote:** All in favor - *motion carried unanimous.*

Minutes Respectfully Submitted,

Laurie Bessette
Minutes Secretary

Next Regular Meeting:

Probate Room
Tuesday, February 9, 2016
7:00 p.m.