



TOWN OF WINCHESTER – CITY OF WINSTED

Town Hall – 338 Main Street
WINSTED, CONNECTICUT 06098

FILED
CLERK'S OFFICE

NOV 16 2015

SHEILA S. FLECK
TOWN CLERK OF WINCHESTER
WINSTED, CONN.

**Minutes of Regular Meeting
Water & Sewer Board**

**Probate Conference Room, Town Hall, 338 Main Street, Winsted
November 10, 2015**

Vice-Chairman John Massicotte called the meeting to order at 7:04 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, Finance Director. Richard Nalette and David Villa were absent excused.

Public Input – none

Approval of Minutes from October 13, 2015

Motion by T. O'Meara to approve the minutes of October 13, 2015. Second by T. Moran.

Vote: All in favor - *motion carried unanimous.*

Trucks for Water Department Ordered: Mr. Rollins noted the trucks have been ordered – talked with the general manager to confirm delivery expected by the end of 2015.

Handle Water and Sewer Emergency Calls: Mr. Rollins said he has been playing phone tag with Berkshire Alarm; met with Everbridge (does emergency notifications) but the Town Manager decided the cost was too much as sewer alarms are not considered an emergency. Vice-Chairman Massicotte asked if the phone lines will handle call forwarding. Mr. Rollins said he thinks so but it's not as automated as would like them to be but could be more problematic – probably need a dedicated number to Berkshire Alarm – may seek pricing for that. Discussion followed regarding forwarding calls and calling police dispatch, having an on-call person/procedure, use of the 2-1-1 line to direct callers, re-approaching the Police Chief cost of overtime versus on-call, number of sewer alarm calls weekly/yearly, utilizing E911 system, etc.

Mr. Stratford distributed appropriation summaries for the water department and sewer department; proceeded to review each. Discussion of the sewer budget followed regarding cash balances at the end of October, revenues and collections, setting up an account to reserve last year's cash balances, where liabilities are paid from, etc. Mr. Stratford said the bottom line is it's all positive and expect 2015 to remain positive. Discussion of the water budget followed regarding cash balances, expenditures, general labor, sick and personal time, contingency line item, etc. Vice-Chairman Massicotte asked about paying off the Town in 4 installments. Mr. Stratford said he will make that recommendation in December following the current collection period. Discussion followed regarding how much money is really owed the Town and inviting King, King and Associates to explain the amount. Discussion followed regarding money remaining from last year, depreciation amounts, who owns the water and sewer infrastructure, etc.

The Town of Winchester is an equal opportunity provider, employer and lender.

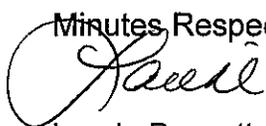
Old Business:

- **Policy Addressing Turning on and Off Water at Lake:** Discussion followed regarding revisiting this next month and that fees should apply to all turn on's and off's in Town – not just at the lake.
- **Frozen Pipe Bill Adjustment Mailed out:** Mr. Rollins explained he left 2 messages but hasn't heard back that it's acceptable. Discussion followed regarding sending the letter to the owner and crediting it at the Public Works level.
- **Purchase 12 Extreme Pumps:** Mr. Rollins said still negotiating to get the best price on 12 pumps versus 6 pumps.
- **Upland Avenue:** Vice-Chairman Massicotte distributed a letter from Lenard. Mr. Rollins said Public Works can do project 1 in the summertime but phase 2 discussion is on-going. Discussion followed regarding where the water and sewer pipes extend to.
- **Lenard Engineering Report for USDA PPG Rural Development Grant:** Mr. Rollins said the standards have changed since the original plans were done; explained the 3 options; after talking with USDA, need to comply with the changes and do the change-order.
- **Historical Study Extra Costs for Changes to the Application:** Mr. Rollins said the cost changes are minimal to none; expect the costs to stay the same or decrease.
- **Indian Meadow Sewer Line Update from Lenard Engineering:** Mr. Rollins said have purchase orders but no recommendations yet; may get tied into the Upland Avenue Project. Discussion followed regarding the adjacent property owned by the State.

New Business: None

Meeting adjourned 8:40 with motion by T. Moran; Second T. O'Meara. **Vote:** All in favor - *motion carried unanimous.*

Minutes Respectfully Submitted,



Laurie Bessette
Minutes Secretary

Next Regular Meeting:

Probate Room
Tuesday, December 8, 2015
7:00 p.m.