



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 December 8, 2015

Vice-Chairman John Massicotte called the meeting to order at 7:07 p.m. The following members were present: John Massicotte, Tim Moran, Richard Nalette and David Villa. Also present was Jim Rollins, Director of Public Works. Tim O'Meara was absent excused.

Public Input – none

Approval of Minutes from November 10, 2015

Motion by T. Moran to **approve the minutes of November 10, 2015**. Second by D. Villa. **Vote:** All in favor except R. Nalette and D. Villa (both abstained) - *motion carried*.

Update on PPG Grant Need Financial Statements: Mr. Rollins said there is nothing new to report but in the process of providing financials; the preliminary report was updated with the historic review and regulation compliance. **Motion** by T. Moran to **spend \$2,300 for Lenard Engineering to bring the preliminary engineering reports up to comply with the USDA regulations**. Second by D. Villa. *Discussion followed to take the funds from 0322-835-0000*. **Vote:** All in favor - *motion carried unanimous*.

Election of Officers:

Chairman: Call for nominations for Chairman was made. **Motion** by T. Moran to **nominate Richard Nalette**. Second by J. Massicotte. Call for Chairman was repeated two additional times. No other nominations were received. **Motion** by R. Nalette to **close nominations**. Second by T. Moran. **Vote:** All in favor - *motion carried unanimous*. **Vote on the nomination:** All in favor - *motion carried unanimous*.

Vice-Chairman: Call for nominations for Vice-Chairman was made. **Motion** by T. Moran to **nominate John Massicotte**. Second by D. Villa. Call for Vice-Chairman was repeated two additional times. **Motion** by R. Nalette to **close nominations**. Second by T. Moran. **Vote:** All in favor - *motion carried unanimous*. **Vote on the nomination:** All in favor - *motion carried unanimous*.

Secretary: Call for nominations for Secretary was made. **Motion** by R. Nalette to **nominate Tim Moran**. Second by D. Villa. Call for Secretary was repeated two additional times. **Motion** by R. Nalette to **close nominations**. Second by T. Moran. **Vote:** All in favor - *motion carried unanimous*. **Vote on the nomination:** All in favor - *motion carried unanimous*.

Directors Report:

- **Frozen Water Line on South Main Street:** Putting to bed the adjustments
- **Budget:** Discussions were held with Jeff Rines and Rich Kemp regarding capital needs – no changes were recommended; watershed inspection report will cost \$5,000 - \$6,000 through Lenard Engineering. Discussion followed regarding doing a bid waiver, this is regulatory compliance of on-going work.
- **Finance:** The Finance Director's reports were distributed.

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- **Pick-Up Truck:** Getting two (2) trucks – want to experiment with undercoating one (1) truck. Discussion followed regarding whether the Water and Sewer Board needs to be involved in the decision but the Board supported it.
- **Purchase 12 Extreme Pumps:** Jim McCarthy saved \$80 per pump by purchasing 12. Brief discussion followed regarding storage space for them.
- **Needs Survey:** The Department of Public Health (DPH) is working on a needs survey and wanted water improvements anticipated over the next 20 years – reviewed several that came to mind. Discussion followed regarding 24” pipe replacement and the DPH needs the information to get federal funding.
- **Fee Schedule:** Brief discussion followed regarding which fees are needed and wanted for which locations. D. Villa said he may still have documentation; asked the Board to notice implementation of the fee; manpower cost is \$116 but only charging \$25 – would like to increase it to \$50. Discussion followed regarding getting closer to the manpower cost and still making it affordable to have service turned on and off, charging \$150 (\$75 to turn on and \$75 to turn off) and the need to hold a public hearing next month. **Motion** by D. Villa **to schedule a public hearing regarding water suspension and reconnection charges.** Second by T. Moran. *Discussion followed regarding splitting the charge and getting better figures.* D. Villa withdrew his motion; T. Moran agreed. **Motion withdrawn.**
- **Upland Road:** Nothing new
- **Indian Meadow Sewer Line Update:** Lenard Engineering checked the flow; researched crossing the bridge and connecting to Meadow Street – not an option; Lenard’s recommendation is to stay on top of the issue; the problem is grease – do a short-term bypass to clean out the syphon under the river and remove the jetting pipe – will allow for inspection. Discussion followed regarding who has grease traps in that area.
- **Indian Meadow Water Main:** The main has a break – more cost-effective to run the main in the utility bay under the bridge. Discussion followed regarding doing the work ourselves versus getting a contractor.
- **Software changes:** Have been hounding Mark Douglass to justify the software change to Windows 365. Discussion followed regarding it being a revenue stream. Mr. Rollins said it seems like a lot of money.
- **Proposal from Berkshire Alarm for Water/Sewer Calls:** \$200 per month; planning on reviewing the proposal with Berkshire – the price is based on 50 calls per month but we really get 80 calls per year. Discussion followed regarding new call-in procedure, stickering the units, who will be called by Berkshire versus paying an on-call person with a cell phone, etc.

Old Business:

- Purchase 12 Extreme Pumps: Discussed under Director’s report.
- Policy Addressing Turning On and Off Water at Lake: Discussed under Director’s report.
- Indian Meadow Sewer Line: Discussed under Director’s report.

New Business:

Discussion regarding the financial reports distributed earlier. D. Villa would like to see the organic documents from Bank of America within the last 6 months showing all transactions. J. Massicotte said he would like to see the total cash without retained earnings and what was carried over – not sure if we’re in the good or not keeping up with costs. D. Villa noted carrying year to year gives a false impression. Discussion followed regarding having King, King and Associates prove the issues from #2 question.

Adjournment:

Meeting adjourned 8:18 p.m. with motion by D. Villa; second T. Moran. **Vote:** All in favor - *motion carried unanimous.*

Minutes Respectfully Submitted,

Laurie Bessette
Minutes Secretary

Next Regular Meeting:

 Probate Room
Tuesday, January 12, 2016
 7:00 p.m.