



TOWN OF WINCHESTER – CITY OF WINSTED

Town Hall – 338 Main Street

WINSTED, CONNECTICUT 06098

APR 17 2015

Minutes of Regular Meeting Water & Sewer Board

**Probate Conference Room, Town Hall, 338 Main Street, Winsted
April 14, 2015**

Call to order was made by Chairman Richard Nalette at 7:03 p.m. The following members were present: Richard Nalette, John Massicotte, and Tim O'Meara. Also present were Jim Rollins - Director of Public Works, and David Battista of Lenard Engineering. Tim Moran and David Villa were absent excused.

Public Input – none

Motion by T. O'Meara to **approve the minutes of March 10, 2015**. Second by J. Massicotte. **Vote:** All in favor except T. O'Meara (abstained) - *motion carried*.

Report from David Battista on the RFP for Historical Consultant: Mr. Battista distributed a draft Request for Proposals for Consultant Services for the Historic Register Nomination; explained he contacted the State which gave him a place to start; it would be appropriate to have Mark Douglass review before going out to bid. Chairman Nalette asked the estimated cost. Mr. Battista said it's a lot of work – probably between \$5,000 - \$10,000. Chairman Nalette asked if the USDA language could simply be used. Mr. Battista explained the details involved; noted we don't want to change anything that looks historical; Rugg Brook Dam concrete was added in the 1930's; discussion of the historical pictures detailed issues with leakage at the dam. Mr. Rollins added the State requires this; asked if this is the minimum or do they overdo it. Mr. Battista said the federal government requires this; explained why we have to go through this; if the nomination is made and not accepted, you can do whatever you want but if it's accepted, have to follow historical preservation guidelines. T. O'Meara asked if it's historical, is additional money available. Mr. Battista said there may be but the work needed is not necessarily historical; see no problem with Rugg Brook Dam but Crystal Lake Dam is buried maybe due to structural/mortar failure. Brief discussion followed regarding the existing structures would not have been allowed to be constructed now. Mr. Rollins said he expects them to declare the face of Rugg brook and maybe the diversion historical. Mr. Battista said better to deal with it all now; have a feeling they will take the whole thing; anything over 50 years old is labelled historic; gave an example of a bridge in New Hartford. Brief discussion followed regarding West Street bridge. Mr. Battista noted if the structure had some importance in Town, it would definitely get nominated – can make that argument. Mr. Rollins asked if they'll be looking at the diversion. Mr. Battista explained everything he included. T. O'Meara asked about Mad River. Discussion followed regarding the length of time the original project took and its history. Mr. Rollins suggested accepting this to get it going. J. Massicotte verified the price to get it going. Mr. Battista explained what's involved in the RFP. Discussion followed regarding letters from the State originating in 2007; Town has to do the work as this is considered a significant hazard dam, function of Route 263 in conjunction with the dam, proceeding slowly with the process, risking USDA funding by waiting, securing the \$25,000 grant for the RFP, structuring so that section(s) are examined and not the whole project, etc. Mr. Battista said to send it to Mark Douglass; the State provided a list of consultants they consider qualified. **Motion** by T. O'Meara to **move forward with the Historic Register Request for Proposals and send to Mark Douglass for review and action**. Second by J. Massicotte. *Discussion:* discussion followed regarding funds in the budget

to move forward. **Vote:** All in favor - motion carried unanimous. Brief discussion followed regarding the cost to prepare the RFP.

Director's Report: Mr. Rollins distributed his report and proceeded to review it.

- Water & Sewer Removal 311-194-0001: funds were misallocated and paid out of general labor - should be correct from here out;
- Ownership: last month the question was raised about what does the Commission own. Infrastructure is owned by the Town but managed by the Commission;
- Water & Sewer Bills Showing Cost/Gallon: would like to show directly on bills the cost per gallon to produce water; averages 1 1/2 cents per gallon - it's a great value;
- Bill Adjustments: 30+ water services froze over the winter; some homeowners incurred significant costs attempting to remedy; a policy is in place; explained options offered to homeowners; asked about reimbursing homeowners. Discussion followed regarding considering on a case-by-case basis, offering a credit on their water bill, what percentage of cost would be credited, homeowner sharing the blame/responsibility for the pipe freezing, limiting the amount the Town will credit. Mr. Rollins said most of the issues were handled with steaming the lines or hooking up to a neighbor. J. Massicotte said he would like more information since this is the first he's heard of any issues;

- Budgets - Filter Plant, Sewer Plant, Collection/Distribution: copies of the Filter and Sewer plant budgets were distributed and a few changes noted; the collection/distribution report will be available for the next meeting;
- Watershed Inspection Reports: noted this report was submitted to the Department of Public Health; thanked Chairman Nalette for the legwork involved with getting the report submitted;
- Pick-up Truck: has been ordered - expect delivery approximately June 1st;
- Capital Planning - Wallens Hill Tank and Sewer Pipe TV Assessment: these need to be addressed - need to reinvest in capital to some degree; the last TV assessment of pipes was 25 years ago - would like to include with the road assessment. Brief discussion followed regarding the cost;
- Kemp Job Description: need to put some thought into re-writing this job description; no one is currently ready to fill his position. Discussion followed regarding reviewing all job descriptions, financing, salaries, etc.

Mr. Rollins explained he reviewed the proposal from Onion Electric to install fans at the Water Plant; will increase comfort and save heating costs. Chairman Nalette added this proposal was to relocate existing fans.

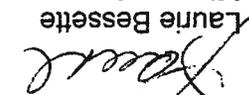
J. Massicotte asked when the budgets have to be approved. Chairman Nalette said June. J. Massicotte suggested creating a line item for the Historical RFP. Brief discussion followed regarding waiting until we have a dollar amount.

Old Business - none

New Business - none

Meeting adjourned at 8:17 p.m.

Minutes- Respectfully Submitted,


Laurie Bessette
Minutes Secretary

Next Regular Meeting:
Probate Room
Tuesday, May 12, 2015
7:00 p.m.