



## 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  
April 12, 2016***

Chairman Richard Nalette called the meeting to order at 7:02 p.m. The following members were present: Richard Nalette, John Massicotte, Tim Moran and David Villa. Also present was Jim Rollins, Director of Public Works. Tim O'Meara was absent excused. Also present were representatives from the water and sewer department: Marty Cormier, Steve Giordano, Mike Girolamo, Mark Lombardo and Jim McCarthy.

**Public Input** – none

#### **Approval of Minutes from March 8, 2016**

**Motion** by T. Moran to **approve the minutes of March 8, 2016**. Second by J. Massicotte. **Vote:** All in favor except D. Villa (abstained) - *motion carried*.

**Update on questions asked of the Finance Director:** Chairman Nalette noted the Finance Director will attend this meeting after the Town's audit is complete; distributed paperwork on the \$200,000. D. Villa said King, King is the auditor for water and sewer but is the same as the Town's; have been questioning where money is; King, King shouldn't be representing both sides – need a review independent from the Town. T. Moran said the \$300,000 should have been found by now. Brief discussion followed regarding the issue was from the 2013-2014 audit, conversation with the previous Town Manager, agreement to keep the money separate and tracking it, getting the Finance Director to attend May's meeting to explain where the money went, etc.

**Handle water and sewer emergency calls:** Mr. Rollins noted the presence of 5 members of his staff; would like to have a plan for the Memorial Day opening of properties; the Police Department is still telling residents to call Public Works and let it ring; struggling with why the Police Department stopped cooperating – may have too much emphasis on 1 person or not enough people to spread the chance of a call-in; the little nuisance calls wear out employees; they believe they are underpaid for the call-in responsibility – agree but seeking a definition; need to resolve the issue with lack of response but haven't stumbled on a cure-all; last month discussed on-call pay at the meeting; was asked to present information on cost and job descriptions to help understand details – haven't determined how to make it work or get people to go along with that. D. Villa said this is a continuous operation; explained in his experience with a bigger organization, you have a predictable on-call schedule based on seniority but it has to be equalized; a person carrying the pager got paid even if no call; can't have the expectation without remuneration; need a side letter for remuneration (including use of a vehicle, comp time, etc.); to expect someone to carry a pager or phone without remuneration shouldn't be expected; small calls wouldn't need a response but big things, yes. T. Moran noted this was discussed last month – thought it was closer to resolution. Mr. Rollins said he thought it was closer too; concerned with unintended consequences and ramifications. Discussion followed regarding the types of calls that come in, the number of qualified personnel, remuneration while they are on call, they're already doing it and just not being paid for it, job descriptions, etc. D. Villa said have to have a point person, 1 person may be better qualified to discern the level of call-in; if a minimum call-in is 3 hours, have to decide what is reasonable – designate a duty officer; need to have some kind of remuneration. T. Moran said not looking at the whole picture – the people with the pager or phone have to be available – no drinking, can't go out, etc. D. Villa said the water system protects the entire town; this is a change from the way it's always been done. Mr. Rollins noted the guys came up with a plan - \$400 weekly for on-call plus overtime for responding. Marty Cormier explained the \$400 breaks

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down the 128 hours of personnel absence but some would have to give up being available for outside activities to cover both systems. Steve Giordano noted these guys, covering this town 24/7, are upset to have the impression that we think it's an imposition. Mr. Rollins said there was no disrespect intended – it was meant to reflect that it's an imposition on your lives – it's a choice to take that call. Brief discussion followed regarding the cost of the pipe break on Willow Street recently, interpretation of discussion at meeting, number of people who would respond, each person has different jobs, the whole department needs addressing, structuring call-ins similar to the street department, number of calls would be too much for one person, etc. T. Moran said the Commission is in agreement that payment is needed, just need to agree what that is. Additional discussion followed regarding how the street department handles calls, going to have disparity, working out compensation, water/sewer employees are paid differently, etc. D. Villa suggested having one (1) person at Public Works, not one for water and one for sewer, etc.; the answer is either doing nothing or creating a chain giving one-person responsibility; needs to be amicable. J. Massicotte said this needs to be worked out by the new budget – a number of new employees to add; get it going; have it in writing for next month so it's in July's budget. D. Villa suggested discussing a template with the guys to come to a middle ground – policy and procedure; create a new line item so have an idea of the cost. Discussion followed regarding what is holding this up, each division of Public Works would want the same arrangement, money would come from water and sewer - not the Town, etc. Mr. Rollins said he is considering the whole department and worrying about the impacts; this is the same bargaining union as the street department. Chairman Nalette said he did speak with the Town Manager regarding the Police Chief. T. Moran said if the Police Chief doesn't want the calls, send the calls to the Town Manager. Discussion followed regarding using one phone number, dispatch would have to call 5 different numbers to get one person to answer, etc. T. Moran said we all want the same thing – just need to get calls answered; get it in writing. J. Massicotte suggested throwing in the truck, phone, etc. Further discussion followed regarding getting the union representative to agree, the Street Department has a designated person, getting this resolved by June, having something in writing for the May 10<sup>th</sup> meeting, new job descriptions won't be ready for next month, calling a special meeting, etc.

**Fee for turning on and off service - \$100.00:** Chairman Nalette explained he has the method for the fee from the Town attorney; have to hold a public hearing within 5 days; read the proposed resolution which would have to be published as a legal notice. **Motion** by D. Villa **to empower the Chairman to take all necessary actions made by Attorney Nelligan to implement the \$100 fee as outlined in the letter of March 4, 2016.** Second by J. Massicotte. **Vote:** All in favor - *motion carried unanimous.*

**Pump Station #7:** Chairman Nalette said this is known as Demonstranti pump station; asked for input whether this is the next capital project; offered Upland Road as an alternative. Consensus is Pump Station #7 is a priority. **Motion** by D. Villa **to empower the Chairman, with consultation of the Director of Public Works, to prioritize the replacement of the pump station.** Second by J. Massicotte. *Discussion:* Discussion followed regarding moving the location of the pump station, engineering firm will design, etc. **Vote:** All in favor - *motion carried unanimous.*

**Indian Meadow Water & Sewer Line:** Chairman Nalette said he has not gotten prices yet.

**Watershed Inspection Report & Update on PPG Grant:** Chairman Nalette said both are being done by Lenard Engineering. Mr. Rollins said waiting to get back with the lady from USDA – scheduling issues; inspection report need to be in by April 30<sup>th</sup> but it's essentially done.

**Director's Report:** Mr. Rollins said already covered everything on his list.

T. Moran asked if all the information has been given to Charlene Lavoie. Mr. Rollins said he met with her recently – she's very happy with the information; believe the concerns are all addressed. Discussion followed regarding her concerns focused on lead.

J. Massicotte asked about the Holabird Bridge project. Mr. Rollins said everything is ready – have to finalize the easement; going to bid with a start date of August 1<sup>st</sup>. Discussion followed regarding the construction process and anticipated issues with line location, tree removal, etc.

J. Massicotte asked for updates from the State on Upland Avenue. Mr. Rollins said all the state did was clear brush; haven't heard back; the entire road is on state property but it may still be the Town's responsibility.

**Updated Budget of 2015-2016:** Mr. Rollins said almost every line is running at 75% except the big lump sum payment items. D. Villa noted contracted equipment is at 128% and overtime is at 104%. Brief discussion followed regarding why they're over and moving money at the end of the fiscal year.

Selectmen Bourque asked about Niagara Bottling Company mentioned in the last meeting's minutes. Chairman Nalette explained Tin O'Meara approached Niagara but they never returned his call. Discussion followed regarding the water plant's capability and capability to supply Niagara.

**Old Business:**

- **Upland Avenue:** addressed earlier
- **Lenard Engineering Report for USDA Rural Development Grant (PPG Grant):** addressed earlier

**New Business:** none

**Adjournment:**

Meeting adjourned 8:15 p.m.

Minutes Respectfully Submitted,

Laurie Bessette  
Minutes Secretary

**Next Regular Meeting:**

Probate Room  
**Tuesday, May 10, 2016**  
7:00 p.m.