



## 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 July 12, 2016***

Chairman Richard Nalette called the meeting to order at 7:05 p.m. The following members were present: Richard Nalette, Tim Moran, Tim O'Meara and David Villa. Also present were Jim Rollins, Director of Public Works, and Bruce Stratford, Director of Finance. John Massicotte was absent.

*Draft 2016-2017 water and sewer budgets were distributed to attendees.*

**Public Input** – none

#### **Approval of Minutes from June 14, 2016:**

**Motion** by D. Villa to **approve the minutes of June 14, 2016**. Second by R. Nalette. **Vote:** All in favor except T. O'Meara (abstained) - *motion carried.*

**Motion** by D. Villa to **approve the minutes of June 30, 2016**. Second by T. Moran. **Vote:** All in favor except T. O'Meara (abstained) - *motion carried.*

#### **Updated Budget of 2016-2017:**

*Water:* Mr. Stratford explained he dropped the numbers proposed at the last meeting into the budget; proceeded to review the proposed figures. D. Villa asked about pre-gifting revenues – transferring a portion to capital funds. Mr. Stratford verified capital projects would be removed and use those funds instead. Discussion followed regarding current revenues are sufficient to maintain current expenses but not to build capital funds, rate increases, parking the money, untenable circumstances, current status of funds, creating a capital account, explaining to rate payers' amounts needed to run the systems and the amount needed to rebuild the system, age of infrastructure, etc. Chairman Nalette noted there is a healthy cash balance if something were to happen. D. Villa said need a line of demarcation at the end of the fiscal year; leave 2 months of expenses and transfer the money left into a segregated capital account; do the same with the sewer account. Mr. Stratford said the soft close of the fiscal year is at the end of the month – will have a much better idea then. Chairman Nalette verified Mr. Stratford can do what D. Villa proposes. T. O'Meara said this was proposed last year and nothing happened. D. Villa said just need to do it. Mr. Stratford noted what D. Villa is proposing is for the conclusion of 2016 but this budget is 2017. Discussion followed regarding rate increases, changing expenditures, public hearing for the \$100 fee and same issues exist for the sewer side. D. Villa said money is left on the table that's never explored. Chairman Nalette said whatever is the easiest way and can be worked into the budget. T. Moran noted four people in this room were not here when the Town fell apart. Discussion followed regarding what rate payers will bear, putting a brief explanation of rates on bills, using the term capital recovery fee, etc. Mr. Rollins felt it is a great idea to move the money; can work on trimming budget expenditures. Mr. Stratford

asked about calculating increases. Discussion followed regarding introducing the capital recovery item to the budget, holding a public hearing, etc.

**Motion by D. Villa that the Commission direct the Director of Finance to work with the Director of Public Works to finalize the fiscal year 17 operating budget to make recommendations to the Commission on water and sewer rates including a separate capital cost recovery charge.** Second by T. O'Meara. **Vote:** All in favor - *motion carried unanimous.* Mr. Stratford noted have \$100,000 in capital and \$87,000 revenue shortfall - recommend a rate increase and pare down operating expenses to make it equal; will do the same thing on sewer calculating 75% of a 4% increase. Discussion followed regarding capital proposals need to be removed, possibly lengthening repayment to the Town, etc.

**Motion by D. Villa that the Sewer and Water Commission create a separate and segregate account within the capital reserves of the Water and Sewer Commission. That account shall operate only by written appropriation to the Director of Finance and shall be signed by the majority of the Commission.** Second by T. O'Meara. *Discussion:* No funds will be expended without the Commission's approval other than operating expenses; this gives the Commission greater control over capital expenses; may need to call emergency meetings to expend that money, operating account is at Bank of America and capital account would be at Webster, etc. **Vote:** All in favor - *motion carried unanimous.*

**Update on questions asked of the Finance Director:** Mr. Stratford noted he is still working on questions from the previous director(s) tenure.

**Handle Water and Sewer Emergency Calls:** in process

**Fee for Turning On and Off Service - \$100:** pending

**Pump Station #7 (Demonstranti):** in process

**Indian Meadow Water & Sewer Line Repair:** In the works; had another company come in to jet it and give a report.

**Application on PPG Grant:** Mr. Rollins explained David Battista is working on it. Discussion followed regarding the historical study and filling out the USDA grant application. Mr. Rollins noted cannot do anything without the USDA application.

#### **Director's Report:**

- Tree Cutting – Rugg Brook Reservoir dike is going out to bid
- Payroll Code problems are straightened out
- Filtration Plant's pick-up truck's transmission is being replaced
- On call phone/Berkshire Alarm should be going out to testing this week – have had 17 different calls since Memorial Day. Discussion followed regarding have received positive reaction from the public, current outstanding service calls – virtually all are Highland Lake sewer pumps.
- MOU (Memorandum of Understanding) for Call in Coverage is being finalized
- Received a letter of Resignation from Steve Giordano. **Motion** by D. Villa **to immediately start the process of replacing him.** Second by T. Moran. **Vote:** All in favor - *motion carried unanimous.*
- Have a request from the Tractor Supply plaza about adding to infrastructure. Discussion regarding details of 7/18 proposed meeting scheduled at 2pm.

- Received a Failure to Comply notice on the watershed inspection report. Discussion followed regarding the timetable for submissions.
- Working on job descriptions for several positions before going to Civil Service.

**Old Business:** nothing

**New Business:** D. Villa asked about how the street survey will impact the Commission. Mr. Rollins explained before any of the recommendations are addressed, will be checking with every utility to get them in line – doing it smartly.

**Adjournment:** Meeting adjourned 8:05 p.m. upon motion by R. Nalette and second by D. Villa. **Vote:** All in favor - *motion carried unanimous.*

Minutes Respectfully Submitted,

Laurie Bessette  
Minutes Secretary

**Next Regular Meeting:**

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