



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 September 13, 2016

Chairman Richard Nalette called the meeting to order at 7:06 p.m. The following members were present: Richard Nalette, John Massicotte and Tim Moran. Also present was Jim Rollins, Director of Public Works. Tim O'Meara was absent excused. David Villa was not present.

Public Input: Mr. Fran Jasmin said a hydrant was recently tagged out of service after a recent fire at the Riverwalk Condominium complex. Mr. Rollins noted it is on private property. Mr. Jasmin asked if the Town can make the repairs to put it back in service and then charge the Association or provide a list of recommended contractors and the Association can arrange for it. J. Rollins said Public Works is short-handed or it would perform the work; can try to provide a list of contractors (possibly by this Thursday when the Association meets next).

D. Villa arrived.

Discussion followed regarding checking the other hydrants in the complex, indicators if there was a leak, Association will hire a contractor, residents are concerned with the hydrant out of service, etc.

Approval of Minutes from August 9, 2016:

Motion by T. Moran **to approve the minutes of August 9, 2016.** Second by D. Villa. **Vote:** All in favor - *motion carried unanimous.*

Handle Water and Sewer Emergency Calls: Mr. Rollins said it is working out well. Brief discussion followed regarding the number of calls received and that, overall, people seem satisfied.

Fee for Turning On and Off Service - \$100: Chairman Nalette said he located the guidance letter from Kevin Nelligan including recommended motions; will schedule the public hearing for next month's meeting.

Updated Budget of 2016-2017 – Salary Questions: Discussed later in the meeting under Director's Report.

Start Process of Pump Station #7 Replacement: Chairman Nalette explained recently had a problem with shutting one valve – had to be rebuilt but this is not a permanent fix; need to start the process with an engineer. Discussion followed regarding what template to use, infrastructure and equipment that needs to be replaced, consider the future replacement of the Moore Avenue pump station, began the effort several years ago to have all pump stations interchangeable, amount of space needed for the pump station, etc. T. Moran asked how big an emergency this is. Mr. Rollins said it's not an emergency but could turn into it. Chairman Nalette said can put a bypass. D. Villa asked about the number of times employees go into that hole. Mr. Rollins explained the work that had to be performed recently to repair it. Chairman Nalette said need to pick an engineer; after talking with the Town Manager and Purchasing Agent, the Commission can waive the bid procedure and appoint an engineer or go to RFP. Discussion followed regarding utilizing Dave Battista. **Motion** by D. Villa **to waive the bid procedure due**

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

to exigent circumstances for the engineering study regarding pump station #7 on East Wakefield Boulevard. Second by J. Massicotte. **Vote:** All in favor - *motion carried unanimous.* *Discussion:* Expected cost to be approximately \$5,000 to get started, specifications were supposed to be done years ago, the valve in the pump station is not easily accessible, design of the chamber, etc.

Director's Report:

- Getting a lot of requests for MIUs.
- Got updated prices for sewer plant capital requests:
 - Variable Pump: \$13,500 for both pumps and panels; explained when they are run. Discussion followed regarding those are already in the WPCA budget, not sewer. Mr. Rollins noted installation is another \$2,000. J. Massicotte asked about training and warranties. Mr. Rollins stated these numbers are only for budgeting. T. Moran suggested the motion to allow \$16,000. Discussion followed regarding there is no budget in place, getting formal numbers for installation, etc., amount of time needed to get it built and installed, etc.
 - Turbo Blowers: \$98,750 – will get the same information. Brief discussion followed regarding the urgency of these purchases.
 - LED Lighting: looking at all the lights. Chairman Nalette said do not let them do the inside – has already been done 3 times. Mr. Rollins explained the purchase/payment structure. D. Villa verified the information on the 1st two items will be available by next month.
- Berkshire Alarm: tweaking the process for call-in's.
- Willow Street: Bid documents are in progress.
- Brook Street: close to locating the leak; trying to figure out how to get water to those customers during work. Discussion followed regarding losing approximately 100,000 gallons per day.
- Riverwalk condos: owners want the Town to take over the hydrant system after they get it fixed. Brief discussion followed regarding Clockmaker Condominiums on Wallens Street.
- Job Descriptions: approved by everyone in the equation; all changes requested make sense; next step is more money. D. Villa said the Commission cannot negotiate with the Union. Mr. Rollins said the increase is between \$0 and \$26,196 more than budgeted. D. Villa said to talk with the Union and include the numbers in the budget after collective bargaining. Mr. Rollins said he cannot deny the last two guys left for more money. D. Villa verified Civil Service has approved the job descriptions. Mr. Rollins said the Town Manager is happy with the job descriptions, the Civil Service Commission is happy and the employees are happy with them. J. Massicotte noted the budget is currently \$1.1 million over. Discussion followed regarding job changes, required skills, give them more money, etc. D. Villa asked if the Civil Service Commission is going to do the hiring. Mr. Rollins said he is not sure if they have decided. Mr. Villa stated the Town Manager is the personnel director and can compel the Civil Service Commission to direct them to fill those vacant positions.

Old Business:

J. Massicotte would like a list from the Finance Director of the cost for each Town employee and the percentage of pay; in the proposed 2016-2017 budget asked about general labor, overtime and pump station labor in the sewer fund budgets. Mr. Rollins said added half a person. Discussion followed regarding various labor increases to be considered for next month, increases do not include labor in the plants, etc. D. Villa suggested Mr. Rollins come in with finalized numbers next month – accurate numbers instead of general numbers. J. Massicotte questioned various line items including office supplies and Crystal Lake Maintenance. Discussion followed regarding the office supplies line item amount is double, maintenance line item may include capital projects, Crystal Lake Heat maintenance, etc.

J. Massicotte asked if the Finance Director, Bruce Stratford, moved the \$600,000 as requested last month (\$100,000 from water to sewer for repayment of borrowed funds and \$250,000 from each fund to the Webster Bank Enterprise Investment account).

D. Villa asked about the Oakdale Avenue generator. Chairman Nalette said it will be done when we get people to do it. Discussion followed regarding the work that needs to be done yet. Chairman Nalette said we do need to proceed. Brief discussion followed regarding when work will be done.

New Business - none

Lenard Engineering Report for USDA Rural Development Grant – Mr. Rollins said he received an email confirming that there has been no activity.

Adjournment: Meeting adjourned 8:16 p.m. upon motion by D. Villa. Second by T. Moran. **Vote:** All in favor - *motion carried unanimous.*

Minutes Respectfully Submitted,

Laurie Bessette
Minutes Secretary

Next Regular Meeting:

Probate Room
Tuesday, October 11, 2016
7:00 p.m.