



**TOWN OF WINCHESTER – CITY OF WINSTED**

Town Hall – 338 Main Street

WINSTED, CONNECTICUT 06098

CLECK'S OFFICE

JAN 17 2014

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WINSTED, CONN.

**Minutes of Regular Meeting  
Water & Sewer Board  
Probate Room, Town Hall, 338 Main Street, Winsted  
January 14, 2014**

Call to order was made by Chairman Richard Nalette at 7:00 p.m. The following members were present: Richard Nalette, John Massicotte, Tim Moran, Tim O'Meara and David Villa. Also present was Public Works Director Neil Amwake and Selectmen liaison George Closson.

**Public Input** - none

**Minutes of Last Meeting:** Motion by D. Villa to *approve* the minutes of the December 10, 2013 meeting. Second by T. Moran. **Vote:** All in favor except T. O'Meara (abstained) - *motion carried*.

**Update Commissioner Contact Information:** Mr. Amwake distributed the information currently on file so commissioners could verify/update their information.

**Discussion/possible action regarding Pipe Replacement on Upland Avenue:** Chairman Nalette distributed a copy of a map of the Upland Avenue area; noted there is a \$75,000 contingency in the Water Department. Mr. Amwake explained that amount would not be sufficient; work would have to dead-end at Main Street and not tie in until the work on Main Street is done; price would be \$137.50 per linear foot plus geo-technical, engineering and contingencies – cost would be approximately \$120,000; explained the process for replacing a water main. Discussion followed regarding providing water to those customers while the main is being replaced and the skew of the sewer. Mr. Amwake said at some point, going to have to tackle Main Street. T. Moran asked if we have to wait for the main to fail. Mr. Amwake suggested starting the designs. Brief discussion followed regarding lack of an engineering line item. Mr. Amwake noted this has to go through the Department of Public Health as well. Chairman Nalette expressed concern of over-engineering it. Discussion followed regarding Department of Public Health requirements and the need for a plan for contractors. T. Moran asked how long engineering plans would be good. Discussion followed regarding having plans on the shelf and then updating them as necessary when ready to move forward with them. D. Villa asked the location of the leak at Division Street. Brief discussion followed. **Motion** by D. Villa to *table* this item. Second by R. Nalette. **Vote:** All in favor - *motion carried unanimous*.

**Discussion of Aeration Tank Blower at the Wastewater Treatment Plant:** Mr. Amwake explained he has a proposal from EarthCore to provide a blower (the current one is oversized); it will project energy savings; cost is \$358,000 but will receive a \$68,000 rebate upon installation; utility company provides a \$100,000 loan and then EarthCore fronts \$190,000; utility cost savings will go directly to EarthCore so will not see any savings in the utility bill; the utility company will be paid back over the first 48 months and then pay EarthCore the balance; explained he requested EarthCore give a cost savings projection proposal based on our current usage; not going to see savings for 9 or more years. D. Villa asked the life expectancy of the current equipment. Chairman Nalette explained the age and size of the existing blowers; noted one blower was re-

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worked 4 years ago reducing the horsepower – cost was \$12,000; suggested sending the current blowers to be re-worked as well. Discussion followed regarding having one 75-horse blower, trimming the 2<sup>nd</sup> blower down, having the 3<sup>rd</sup> on stand-by and the size of the 2<sup>nd</sup> one. Mr. Amwake said people are switching to these blowers but they are expensive. J. Massicotte asked why these were installed when the plant was built. Mr. Amwake explained both plants were built for maximum flow. T. O'Meara asked if other companies were approached. Chairman Nalette said our engineer brought them in. T. Moran suggested having the other blower re-sized. Chairman Nalette said it makes sense. Mr. Amwake said the predicted savings is \$54,000. Discussion followed regarding various levels of electric rates. Mr. Amwake said the company representative will come back with the financial analysis. D. Villa asked if the Board could get a cost to have the blower re-fitted. T. O'Meara asked if the plant manufacturers come back and do retrofits. Mr. Amwake explained they would just vendor it out. Discussion followed regarding the age of the technology of the blowers. **Motion** by D. Villa to *table* this item to next month. Second by T. O'Meara. **Vote:** All in favor - *motion carried unanimous.*

**Wastewater Pump Replacement – East Wakefield Boulevard (Sammy's PS):** Mr. Amwake explained the pump station is currently working on the replacement/standby pump; cost is \$3,000 but shopping around for prices from several vendors; current pump has been causing a lot of problems. D. Villa asked how many of this type of pump are in service in Town. Mr. Amwake said he would have to check with Jim McCarthy. Discussion followed regarding starting to use the same pumps but currently each is different, lead time necessary to get a replacement pump, and what services companies provide in case of an emergency pump replacement. **Motion** by D. Villa to *table* this item to next month. Second by T. O'Meara. **Vote:** All in favor - *motion carried unanimous.*

**Crystal Lake Dam USDA Grant:** Mr. Amwake said there is currently a 75% grant to do the engineering; have been talking with representatives of the USDA; USDA bonds their own projects; asked if the 25% should come out of the contingency line item. D. Villa asked for any documentation. Mr. Amwake produced a small file. Discussion followed regarding the process for obtaining additional financing through the USDA and the need for the recent audit report. **Motion** by D. Villa to *encumber* \$6,250 from 0322-835-000-0000 water department contingency fund to apply for the USDA grant. Second by T. Moran. **Vote:** All in favor - *motion carried unanimous.*

**Watershed Forestry Program:** Mr. Amwake distributed correspondence from Ferrucci & Walicki; explained that only 16 years of the 20-year agreement have been completed; asked Commissioners if they want to continue with the program which has 2 benefits: watershed management which protects the water supply and generates revenue; Ferrucci & Walicki gets an hourly fee and then Winsted Water Works gets the revenues from the sale of lumber; we may need to coordinate for new plantings as well; noted some scrub pine trees that need to be removed and then address the bigger areas; distributed his proposed 4-year plan; noted safe drinking water is through watershed management. Discussion followed regarding the benefits of forestry management, Ferrucci & Walicki obtains their own permits and restricting the terms of the contract. Mr. Amwake said he will invite them to attend the next meeting of the Water & Sewer Commission. T. O'Meara noted Ferrucci & Walicki is a management company, not the loggers. Mr. Amwake asked Commissioners to submit their questions for Ferrucci & Walicki by February 1 so they can be prepared; noted he would support a 2+1+1.

**Old Business - none**

**New Business:**

D. Villa said the Town is expending manpower for services with no fees; is there any willingness to establish a fee schedule for the Town doing work at private residences; there are a number of foreclosed/abandoned properties wherein water has to be turned off and on – are there any fees; would like a print-out of the level and extent of arrearages/liens – would like to know who owes what and for how long; asked how long do we wait for people to pay their bills. Mr. Amwake explained \$500 before being shut off; have asked the Assistant Tax Collector for a report to evaluate the amounts; would like to include a part-time water & sewer administrative assistant in the upcoming budget (no benefits) to help with the billing, etc.; explained the issues with billing; noted the Finance Director has proposed a new financial program; explained the cost to the water & sewer side of it. Discussion followed regarding tightening policies, creating a committee to create a fees policy, costs associated with turning water off and on, publishing the rate schedule, new billing system costs, the proposed accounting system, re-organizing the billing for top customers to help with the cash flow, etc. D. Villa reiterated the need to establish a fee schedule/policy to charge for services provided by Town employees. T. Moran requested an evaluation of the costs and fees. Brief discussion followed regarding incorporating the new fees into the new accounting system. T. Moran suggested getting the fees incorporated into the regulations so when the accounting system is up, the fees are already there. J. Massicotte expressed concern with the union accepting a part-time person. Discussion followed regarding budgeting and implementing a part-time employee, expected upcoming retirements, etc.

J. Massicotte questioned several items in the budget including the advertising line item, administrative salary overtime, vacation & sick time, sewer billing, electrical/heat, etc. Discussion followed regarding salaries will be correctly reflected starting the 4<sup>th</sup> quarter, breakdown of man hours, correctly reflecting the medical line items, billing man hours correctly and savings realized by examining/removing various items being paid for unnecessarily.

Chairman Nalette noted the Commission received documentation of a bank account it has now.

Mr. Amwake said dam inspections of Crystal Lake and Highland Lake are due by the end of 2014; reports will be due by March 2015. T. O'Meara asked the condition of the Highland Lake dam. Brief discussion followed regarding the inspection schedule.

**Motion to adjourn** by D. Villa. Second by T. Moran. **Vote:** All in favor - *motion carried unanimous.* Meeting adjourned at 8:35 p.m.

Minutes Respectfully Submitted,

  
Laurie Bessette  
Minutes Secretary

**Next Regular Meeting:**  
  
Probate Room  
February 11, 2014  
7:00 p.m.