



TOWN OF WINCHESTER – CITY OF WINSTED

Town Hall – 338 Main Street
WINSTED, CONNECTICUT 06098

FILED
CLERK'S OFFICE

APR 10 2014

SHEILA S. SEDLACK
TOWN CLERK OF WINCHESTER
WINSTED, CONN.

**Minutes of Regular Meeting
Water & Sewer Board
Probate Room, Town Hall, 338 Main Street, Winsted
April 8, 2014**

Call to order was made by Chairman Richard Nalette at 7:04 p.m. The following members were present: Richard Nalette, John Massicotte, Tim O'Meara and David Villa. Also present was Public Works Director Neil Amwake and Selectman George Closson. Tim Moran was absent excused.

Public Input - none

Minutes of Last Meeting: Motion by D. Villa to approve the minutes of the March 11, 2014 meeting. Second by T. O'Meara. **Vote:** All in favor - *motion carried unanimous.*

Discussion/possible action regarding Pipe Replacement on Upland Avenue - nothing new.

Discussion of Aeration Tank Blower at the Wastewater Treatment Plant - nothing new.

Wastewater Treatment Plant Water System - nothing new.

Motion by D. Villa to continue the 3 previous items to next month's meeting. Second by T. O'Meara. **Vote:** All in favor - *motion carried unanimous.*

Crystal Lake Dam USDA Grant - Update: Chairman Nalette said waiting for the walk-about. Mr. Amwake said considering the approaches.

Motion by D. Villa to add a bid waiver for Sammy's Pump Station. Second by T. O'Meara. *Discussion:* Discussion followed regarding the purchasing policy. **Vote:** All in favor - *motion carried unanimous.* **Motion by T. O'Meara to waive the bid procedure and award the bid to F.B. Whitman in the amount of \$4,288.** Second by D. Villa. **Vote:** All in favor - *motion carried unanimous.*

Mr. Amwake explained the Town was asked by the Department of Public Health to do an inspection of the clear-well at the Crystal Lake Water Filtration Plant. Brief discussion followed. **Motion by D. Villa to add a bid waiver for the inspection of the clear well at the Crystal Lake Water Filtration Plant.** Second by T. O'Meara. *Discussion:* Mr. Amwake explained the Department of Public Works got three price proposals; the lowest price proposal did not meet the specifications; received positive results when he called the references for the next lowest price proposal. **Vote:** All in favor - *motion carried unanimous.* **Motion by D. Villa to waive the bid procedure and accept Liquid Engineering for the inspection and reporting of the underground interior clear well as required by the 2013 Department of Public Health Sanitary Survey report in the amount of \$3,205.** Second by T. O'Meara. *Discussion:* Extensive discussion followed regarding the time frame, providing documentation to commissioners, the letter from the Department of Public Health dated March 24, 2014, using the gutters and snow fence line

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items to pay for the inspection, the gutters/snow fence will be moved to next fiscal year, the inspection report for the Wallens Street tank, draining the tank, required fencing, etc. **Vote:** All in favor - *motion carried unanimous.*

Preliminary Discussion of Budget: Mr. Amwake explained there are 2,706 meters to read each quarter, 1,507 MIU meters and 1,703 and takes approximately 97.5 man-hours to do meter reads – cost to read a MIU: \$0.30 versus \$2.36 to physically read a non-MIU meter. Discussion followed regarding installing MIU's is a good return on investment (\$98 material cost), labor time to install, development of an installation plan and including it in the capital improvement plan, utilizing the part-time person to perform meter reads, billing cycles, etc.

Mr. Amwake distributed information pertaining to personnel positions supported by the water and sewer departments indicating the percentages of salaries carried by each division; proceeded to review same; noted the insurance has the same percentage share for Sandy, Neil and the proposed assistant Town engineer position. D. Villa asked the level of deviation. Mr. Amwake said cannot say – moved so many things.

Mr. Amwake distributed several portions of the budget; noted still owe budgets for water distribution, sewer collection, income statement and capital but will have them ready for discussion; explained some of the items were previously carried completely by one side or another. D. Villa noted this is a clearer representation. Mr. Amwake said he is keeping two administrative contingencies; noted specific changes; went through these with Jeff Rines and Rich Kemp; noted \$1 million being carried is debt.

Mr. Amwake explained Chairman Nalette researched ownership of grinder pumps – we own 320 in perpetuity; explained the plan for keeping replacement parts. Discussion followed regarding White Street pump station replacement, installing Muffin Monsters, nitrogen expenses, etc.

Discussion followed regarding holding a special meeting on April 23 at 6:00 p.m. Mr. Amwake explained some of the increases; noted salaries are NET; overtime is actual. Chairman Nalette verified the budget is driven by actual costs. Discussion followed regarding purchasing a vehicle, purchases planned prior to the end of the fiscal year, anticipated fund transfers, current fiscal standing, grinder pump expenses, budget items, etc. Mr. Amwake asked attendees to review the budget information and present questions at the special meeting on April 23rd instead of emailing questions between now and then.

Old Business - none

New Business - none

D. Villa asked for a tour of the Sewer Plant; asked for the update he requested last month from Chairman Nalette pertaining to the arrearages reported in the audit.

Motion to adjourn by D. Villa. Second by J. Massicotte. **Vote:** All in favor - *motion carried unanimous.* **Meeting adjourned at 8:20 p.m.**

Minutes Respectfully Submitted,


Laurie Bessette
Minutes Secretary

Next Meeting (Special):

3rd Floor Conference Room
April 23, 2014
6:00 p.m.

Next Regular Meeting:

Probate Room
May 13, 2014

FPM