



TOWN OF WINCHESTER – CITY OF WINSTED

Town Hall – 338 Main Street
WINSTED, CONNECTICUT 06098

FILED
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DEC 16 2013

**Minutes of Regular Meeting
Water & Sewer Board**

**Probate Room, Town Hall, 338 Main Street, Winsted
December 10, 2013**

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 and David Villa. Also present was Public Works Director Neil Amwake and liaison Selectman George Closson.

Public Input: Selectman Closson asked about the State funding dam maintenance as previously raised by Steve Vaill. Discussion followed regarding the budget, responsibility for dam maintenance has now been shifted from the State to Towns, timelines and status of the work, inspections and the last time this was discussed was at the December 2012 meeting.

Minutes of Last Meeting: Motion by T. Moran to *approve* the minutes of the October 17, 2013 meeting. Second by J. Massicotte. **Vote:** All in favor except D. Villa (abstained) - *motion carried.*

Discussion/possible action regarding Pipe Replacement on Upland Avenue: Mr. Amwake explained do not have the money – planned to fund design in the 13-14 budget and fund it in the 14-15 budget. Chairman Nalette said several years ago a lot of pipe work was done – most of the pipe didn't go where it was planned due to underground utilities; asked can those plans be used. Mr. Amwake said it would cost more due to change orders – need to pay attention to connection points. T. Moran asked if there have been any issues recently. Mr. Amwake said 1 person; recently performed a lot of work on Kittridge Lane but Upland is high on the priority list; the Water & Sewer Commission needs to develop a Capital Improvement Plan. J. Massicotte asked if the price of \$40,000 was still correct. Mr. Amwake said that's too low – plan on \$55,000 - \$65,000 with design; briefly described his personal work credentials. *Consensus is to carry this on the agenda.*

Discussion of Rates for Water and Sewer Requested by Neil and referred to the Town Attorney – to be discussed later in the meeting.

Election of Officers: Call for nomination of officers was made. **Motion by T. Moran to *nominate* Richard Nalette as Chairman.** Second by J. Massicotte. Call was made 2 additional times. **Vote:** All in favor - *motion carried unanimous.*

Motion by T. Moran to *nominate* John Massicotte as Vice-Chairman. Second by R. Nalette. Call was made 2 additional times. **Vote:** All in favor - *motion carried unanimous.*

Discussion regarding Possible Change of Meeting Dates and Times: J. Massicotte noted Mr. Amwake emailed a tentative schedule. T. Moran said the 2nd Thursday is the only day that does not work for him. Discussion followed regarding the need to meet with the Finance Director, Robin Manuele, and to meet with her at least quarterly. Consensus is to keep the meetings on the 2nd Tuesday and when need to meet with the Finance Director, schedule a special meeting on a Thursday around 6pm.

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Old Business - none

New Business:

Motion by R. Nalette to add a bid waiver for a pump. Second by D. Villa. Vote: All in favor - motion carried unanimous. Mr. Amwake distributed a memo requesting to purchase a replacement pump for the Industrial Park Pump Station; reviewed same. D. Villa asked how many of these are in service. Mr. Amwake said just these two – side-by-side. D. Villa verified only at this location. Mr. Amwake confirmed only at this location; explained the recent crisis with rags being flushed. J. Massicotte asked what will happen with the one being replaced. Mr. Amwake said can keep it for parts but can't really rob anything on it. Brief discussion followed regarding the lead time, line item designation and estimated shipping amounts. **Motion by J. Massicotte to approve the bid waiver for a new hydro pump not to exceed \$5,000. Second by T. Moran. Discussion: To be paid from 002-0316-826-0000. Vote: All in favor - motion carried unanimous.**

Mr. Amwake discussed the following:

- Asked the Commission to consider purchasing a truck-mounted crane; currently spending a lot of money on rental fees lifting and lowering pumps; can purchase one for \$4,000 - \$6,000 but it will take a few months before can secure the purchase. Discussion followed regarding which truck it would be attached to, who would be the operator(s), training and a possible rigger permit requirement. Mr. Amwake said he will have more information for the January meeting.
- Explained he will be reporting monthly to the Selectmen; noted what is planned to be discussed at the next Board of Selectmen's meeting.
- Extensive discussion took place regarding meter reads, amount of manpower time required to produce the water & sewer bills, publication options, improving/stabilization of cash flow, cost of equipment breakdowns due to rags in the sewer system, changing to a monthly billing for the Town's highest users, logistics of changing the billing, number of calls received by the office regarding the rate changes, creating a standards review officer/ committee, recently adopted regulations and the need for a new billing system.
- Russ' Septic still owes more than \$15,000. Discussion followed.
- The disconnect/reconnect fees need examination; currently not charging for seasonal properties. Discussion followed regarding certain properties not being charged for water usage due to allowing the Town use of their property and no water pressure issues, the need for a public hearing, passing along actual costs of service and utilizing I-Pads currently in trucks to identify location of shut-offs.
- Need for a Capital Improvement Plan for both the water department and sewer department. Discussion followed regarding the current budget, crafting a new budget, billing for work being done and reimbursing the appropriate department.
- Reviewed the items he will provide for next month's Water & Sewer Commission meeting.

Motion to adjourn by T. Moran. 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 Regular Meeting:

Probate Room
January 14, 2013
7:00 p.m.