



TOWN OF WINCHESTER – CITY OF WINSTED

Town Hall – 338 Main Street

WINSTED, CONNECTICUT 06098

Minutes of Regular Meeting Water & Sewer Commission Probate Conference Room, Town Hall, 338 Main Street, Winsted December 10, 2019

Chairman John Massicotte called the meeting to order at 7:04 p.m. The following members were present: George Closson, Bill Hester, Joe Lemelin, John Massicotte and Tim Moran. Also present was Finance Director Bruce Stratford. Director of Public Works Jim Rollins arrived late due to a water main break on South Main Street.

Public Input - none

Approval of Regular Minutes from November 12, 2019: Motion by T. Moran to *approve the minutes of November 12, 2019*. Second by B. Hester. **Vote:** All in favor except G. Closson and J. Lemelin (abstained) - *motion carried*.

Barkhamsted Line Extensions Approved by Regional #7: Discussed under Director's Report

Report from Finance Director:

Sewer: Mr. Stratford distributed checking and savings account statements as well as budget numbers through November 30th for the sewer division. Revenues: at 42% through the budget year, a little ahead on sewer rents; septic dumping is behind (no payment from Russ' Septic); department totals are in the low thirties. Expenditures: have a couple of line items with encumbrances but nothing serious; the line item for Pump Station 8 was established with \$200,000 - \$33,000 remains unencumbered – if no more purchase orders are issued, could come in under budget. Brief discussion followed regarding if the pump station is operational. Mr. Stratford said have \$569,802 in savings and \$230,000 in the operating account; explained accounts were moved to NW Community Bank for the FDIC insurance; explained the logistics for the insurance. Chairman Massicotte questioned the office supplies and sewer connection line items. Brief discussion followed regarding revenues were not budgeted for sewer connections and quarterly collections will be transferred in during the month of December.

Water: Mr. Stratford distributed checking and savings account statements as well a year-to-date budget report through November 30th for the water division. Revenues: collected \$739,000 this year compared to \$736,000 last year; revenues are almost identical. Expenditures: Water Works is at 32% of their budget, Water Plant is at 28% and Administration is at 34%; Water Commission is at 18%; noted Overlook Water Main line item has spent \$28,000 with \$32,000 encumbered; Mr. Cormier needs to evaluate the Auto Flushers line item. Brief discussion followed regarding the Overlook laterals have to be done in the Spring. Mr. Stratford added total expenditures are at 29%; explained the payment of the water bond and South Main Street repairs; have \$510,000 in the operating account.

Mr. Stratford noted it has been good having Caitlyn; preliminary information revealed as of September 30th, have 2,572 customers; 235 (9%) of those showed zero use – 18 are vacant and another 28 of which

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have had their meters repaired leaving 189 accounts to be resolved; some of the reasons were batteries, lines were clogged, wires were cut, meters were removed or broken, etc.; repair letters were sent to a number of the customers and will follow-up quickly; service will be cut in February if no response. Discussion followed regarding those customers are still being charged the base rate and will be billed an adjusted rate. Mr. Stratford explained possible lost revenues. Extensive discussion followed regarding the impact. Mr. Stratford said the auditors did a sampling of the FY 19 billings which revealed the issue; the auditors suggested they will send a letter to the State; have committed resources to resolving the issue; the auditors issued a deficiency notice; will gather more information; this is an operational issue not an actual internal control problem. Discussion followed regarding advising the auditors of the progress, correcting the codes, etc.

Update on Cost to have all Three Blowers in Operational Condition: Discussed under Director's Report

Bill Adjustments:

Mr. Stratford said the Collector of Revenues has requested a refund to the NW Community College which overpaid its water and sewer bills by \$1,415.50. **Motion** by G. Closson **to approve the refund as suggested.** Second by J. Lemelin. **Vote:** All in favor - *motion carried unanimous.*

Mr. Stratford explained he got a quote on purchasing trucks from National Cooperative Leasing which works with Sourcewell; the numbers don't make sense; the Town does not make payments until we accept the truck; have a call into them; recommended placing the order this month.

Mr. Rollins arrived

Discussion followed regarding a down payment, protection for the manufacturer if the Town changes its mind, etc. Additional discussion followed regarding the location of the new main break.

Director's Report: Mr. Rollins reported on the following:

- Barkhamsted is expecting an approval from Regional #7 at Wednesday's meeting – Regional seems pretty comfortable with it.
- Didn't pursue the blowers; last month results of an energy audit initiated 2 years ago revealed blowers are included in their package; have to work on it with Mr. Stratford; it's a comprehensive review of the plant; estimated at \$137,000 with \$156,000 in incentives from Eversource.
- Sentinel Services has 52 customers; the Town will receive \$1,300 in commission
- Mr. Cormier met with the owner of 216 Glendale Avenue; had a pressure pump supplementing the Town system; Mr. Cormier showed him how to use it; the customer is very happy.
- Distributed a response from Mr. Cormier to the Commission prompted by an email sent by the property owner of 270 Walnut Street; noted the statement explains the water pressure is high but consistent – the property owner needs to supply a pressure reducing valve. **Motion** by T. Moran **to have Marty Cormier send the letter to the property owner denying the property owners request for reimbursement of repairs.** Second by G. Closson. **Vote:** All in favor - *motion carried unanimous.*

Old Business:

- PO to Cardinal Engineering for Bridge Repair at Sewer Plant: nothing new to report
- Wallens Hill Water Tank: Mr. Rollins said getting a minimum of 25% funding; Mr. Cormier will be seeking a quality bid process for engineering (the next step).
- Crystal Lake Dam Historical Review Submitted: nothing new to report

- Crystal Lake Tank -Water Tank Spalling Due to resume in September: Mr. Rollins explained they are looking at a different product; that vendor may have a Plan B.
- Update on Pump Station #8 completion/landscaping in the Spring, 2020: Mr. Rollins said everything below grade is in place; the generator will be installed next week; have been waiting for Eversource to bring the wiring in; still using the bypass.
- Billing Issues concerning different numbers per Finance Director and Tax Collector: discussed earlier
- Overlook Installation of Laterals: Mr. Rollins said the main is in and operational; will finish next Spring.
- Update on Vac Truck: discussed earlier
- Update on Water Regulations to Accept Use of High-Density Polyethylene: nothing new to report
- Tree Harvesting/Housatonic Valley Watershed Association offer: Mr. Rollins reported Bart Clark sent them a letter but hasn't heard back.

New Business

- Chairman Massicotte verified watershed inspection documents were signed and returned. Brief discussion followed regarding inspection is done by Lenard Engineering, it is budgeted yearly, timing for inspections, issues with the State, etc.

Adjournment: Meeting adjourned 7:55 p.m.

Minutes Respectfully Submitted,

/s/

Laurie Bessette
Minutes Secretary

Next Regular Meeting:
 Probate Room
Tuesday, January 14, 2020
 7:00 p.m.