



TOWN OF WINCHESTER – CITY OF WINSTED

Town Hall – 338 Main Street

WINSTED, CONNECTICUT 06098

Minutes of Regular Meeting

Water & Sewer Commission

Town Hall, 338 Main Street

September 9, 2025

Chairman called the meeting to order at 6:00 pm. The following members were present: John Massicotte, Joe Lemelin, David Pines, Jamie Coligan, Mike Farrell. Also, present was Director of Public Works Jim Rollins, Tom Heuschkel from the Finance Department (over phone), Bill Hester, and Heather Fox.

A. Public Input- None

Approval of minutes from Regular Meeting August 12, 2025, Motion: J. Lemelin to approve the minutes for August 12, 2025, seconded by J. Massicotte. ***Vote:*** *all in favor-motion carried unanimous, one abstained M. Farrell.*

B. Review of Barkhamsted water main design possible action: J. Rollins reviewed Water Main Extension Plans for the Town of Barkhamsted document dated September 2, 2025, that was drawn up with J. Rollins and Dave Battista. Brief discussion had. J. Rollins hoping for plans at next meeting.

C. Report from Finance Department-

Fiscal 2026 Budget:

Sewer fund Budget: Dept 704-Revenue- Total revenue is \$381,595

Sewer Rents-Current YTD Revenue: \$323,841

Sewer Rents Past Due: \$33,436

Sanitation Plant Department-Department 315- Is at 9% of its budget Year to date expenditures \$105,120.

Pumping Station-Sewer Dept 316- Is at 13% of its budget. Year to date expenditures \$48,604.

W.P.C.A.-Dept. Is at 14% of its budget for the fiscal year. Year to date expenditures \$106,952.

Debt Administration-913- Is at 16% of its budget for the fiscal year. Year to date expenditures \$6,435.

Total Expenditures-\$267,111.

Revenues-Water Works- Year to date Revenue-\$335,691

Water Rents Current-YTD Revenue-\$282,676.

Water Rents Past Due-YTD Revenue- \$30,651.

Water Works: Dept 317- Is at 11% of its budget for the fiscal year. Year to date \$65,704.

Crystal Lake Water Plant: Dept 319- Is at 12% of its budget. Year to date \$67,989.

Water Administration- Dept 321- Is at 16% of its budget. Year-to-date Expenditures \$112,680.

Water Commission- Dept 913- Is at 4% of its budget. Year to date Expenditures \$11,284.

Total Expenditures-\$258,120.

J. Massicotte- Training we already spent 53% of the sewer budget

J. Rollins- believe we have a conference coming up in October and purchase order could have been put in ahead of time.

J. Massicotte- what line item is the OSHA training coming out of?

J. Rollins-Contingency and is split 50% Street Department, 25% Water and 25% Sewer

123 Water & Sewer Capital Improvements: Reports not provided.

Bank Balances: Sewer Fund- \$712,712.84. Water Fund- \$1,062,925.66

Savings Balances: Sewer Fund- \$175,587.95 Water Fund- \$908,885.53

STIF Investment Account Balances: not provided

Update on Solar- T. Heuschkel hoping to have update for next meeting.

D. ARPA Fund's Phase 1 & 2 Update on Approved Projects/Estimated completion dates/changes:

- **Pump #1 Danfield:** Coordinating start date with contractors. Will be potholing to find all underground utilities probably will start next week.
- **Pump #2 Sewer Pump:** Fully operational. Fence is ordered.
- **WPCA Bridge:** Complete
- **Raw Water Pumps and Controls:** Waiting for United to finish and ship the pumps.

E. Update Reimbursement from DWSRF for Water Tanks:

- J. Rollins-Will have to do another package after completion.

F. Lead Service Line Inventory Update: J. Rollins- Potholing began yesterday. First day was a bit slow only completed four. Today was much better after they worked all the bugs out, they had four completed before lunch. The goal is to get 7-8 done a day.

G. Crystal Lake SCADA & Plant Controls, working on computer language: Substantially complete the new SCADA is running the plant. We are working on moving the new SCADA into control box now.

H. Change water & sewer regulations concerning system ownership of grinder pumps and water meters: J. Rollins to look for more documentation.

- J. Massicotte- We can easily change ownership of grinder pumps
- J. Rollins- How do you know that?
- J. Massicotte- There is no paperwork that's says we have to own grinder pumps.
- B. Hester- Resolution dated December 17, 1990, had no notation of ownership. (Farmers Home Administration was bought out by USDA).
- J. Rollins- What meters?
- J. Massicotte – All meters.
- B. Hester- We will have to stop charging the \$100.00 fee.
- J. Massicotte- Need to find out the warranty on meters and pumps.
- J. Rollins- We should own the water meters, the pumps we should not.

Items Working on:

- ***PS #1 Danfield:*** Coordinating start date with contractors. Will be potholing to find all underground utilities probably will start next week.
- ***PS #2 Sewer Pump:*** Fully operational. Fence is ordered.

Bill Adjustments: None

Director's Report:

- ***OSHA:*** National Safety Services and Applied Improvement Technologies have been the most positive during this whole project. We are a month away from deadline. Picking away at it.
- ***Capital Improvements budget:*** Need fund balance first then we will have better idea what we can spend. Victor's Departments have no bandwidth currently. Jeff would like to do 3rd filter bed, stumps, and fencing. Alex to be determined.
- ***System evaluation and rate study:*** Conversation being had with 3 different firms.

Old Business:

- ***Ownership of Grinder Pumps, Water/Sewer Meters Turnover to Property Owners:*** J. Rollins- to look for more documentation. See above discussion under Change water & sewer regulations concerning system ownership of grinder pumps and water meters.
- ***Sewer Chains Drive Shaft Update:*** J. Rollins- wear strips are in, clutch drive delivery on Friday. Alex said it will be installed by next meeting.
- ***Crystal Lake Filter Bed update for 2 to be done in spring-seals are received:*** J. Rollins-need to figure out finances for Capital.
- ***Industrial Park (pump station 9) New Generator on Order? Delivery Date September 2025?:*** J. Rollins-on schedule for generator one month out. Structural work is mostly complete.
- ***OSHA-*** National Safety Services and Applied Improvement Technologies have been the most positive during this whole project. We are a month away from deadline. Picking away at it.

New Business:

- B. Hester mentioned upcoming openings of Marshalls hopefully before the holidays and Domino's Pizza.

Adjournment: Motion: J. Lemelin - made a motion to adjourn meeting at 7:25 pm, seconded by M. Farrell. ***Vote:***
all in favor-motion carried unanimously.

Minutes Respectfully Submitted,

Heather Fox

Minute Secretary