



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

October 14, 2025

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

A. Public Input- None

Approval of minutes from Regular Meeting September 9, 2025, Motion: J. Lemelin to approve the minutes for September 9, 2025, seconded by J. Massicotte. ***Vote:*** *all in favor-motion carried unanimously.*

B. Report from Finance Department-

Fiscal 2026 Budget:

Sewer fund Budget: Dept 704-Revenue- Total revenue is \$561,140

Sewer Rents-Current YTD Revenue: \$437,784

Sewer Rents Past Due: \$44,337

Sanitation Plant Department-Department 315- Is at 16% of its budget Year to date expenditures \$171,040.

Pumping Station-Sewer Dept 316- Is at 18% of its budget. Year to date expenditures \$65,179.

W.P.C.A.-Dept. Is at 20% of its budget for the fiscal year. Year to date expenditures \$146,509.

Debt Administration-913- Is at 25% of its budget for the fiscal year. Year to date expenditures \$9,653.

Total Expenditures-\$392,381.

Revenues-Water Works- Year to date Revenue-\$494,190

Water Rents Current-YTD Revenue-\$392,555.

Water Rents Past Due-YTD Revenue- \$42,642.

Water Works: Dept 317- Is at 16% of its budget for the fiscal year. Year to date \$97,022.

Crystal Lake Water Plant: Dept 319- Is at 19% of its budget. Year to date \$108,243.

Water Administration- Dept 321- Is at 22% of its budget. Year-to-date Expenditures \$151,752.

Water Commission- Dept 913- Is at 6% of its budget. Year to date Expenditures \$16,927.

Total Expenditures-\$373,944.

J. Massicotte- Where do we stand on contracts

V. Dubourg- Nothing yet.

J. Massicotte- Did we do any billing to Barkhamsted Water Main project?

J. Rollins-We just billed \$5,000.00

J. Massicotte- Where do we stand on Crystal Lake SCADA overtime?

J. Rollins- Still on going but has slowed down.

J. Massicotte- Crystal Lake Laboratory line item is low.

J. Rollins- Believe Jeff just ordered a bunch of supplies.

J. Massicotte- Where do we stand for Water Tank reimbursement?

T. Heuschkel- Working through fiscal year 2025 for reimbursement.

J. Massicotte- Is that the last of the reimbursements?

J. Rollins- There will be some punch list items.

123 Water & Sewer Capital Improvements: Reports provided and reviewed by commission.

Bank Balances: Sewer Fund- \$875,966.38. Water Fund- \$1,187,969.35

Savings Balances: Sewer Fund- \$175,732.27 Water Fund- \$909,632.83

STIF Investment Account Balances: Water Department Savings: \$511,178.18. Water Department Conservation: \$766,487.87

Update on Solar- no update.

C. Update Reimbursement from DWSRF for Water Tanks: J. Rollins-two water tank projects close to end, paperwork at this point. DWSRF projects no longer rollover automatically, they all need to be resubmitted each year. Focus on Lead Service Line Inventory and W. Wakefield Blvd. water main all others not until we have the funds and the bandwidth. Reimbursements received up to 2024 working on 2025.

D. Lead Service Line Inventory Update: J. Rollins- Potholing contractor is done. We completed 130 we were hoping for 160. We still have 208 unknowns that need to be completed by 2027. Entry is ongoing. Sub-page is on the town website for the public. V. Dubourg- We found 7-8 leaks which we repaired. Found 4 brass lines, it would be in our best interest to replace these brass lines for sampling purposes. We did come across a lead line on the customers side at 55 Glendale Ave. We replaced the line with copper. Asking commission how they would like to proceed with billing customers in these situations. J. Rollins- Recommends putting this on hold until we see how many more we might have. M. Farrell thanked the Water Department for a job well done.

- E. **Crystal Lake SCADA & Plant Controls, working on computer language:** J. Rollins- SCADA is moved into control box now. Some of the software screens need to be tweaked. SCADA is running the plant. Still, some punch list items and paperwork.
- F. **System evaluation and rate study:** J. Rollins-have spoken with (3) different firms received several RFQ's rewrote RFQ to be the middle of the road from the ones received. J. Rollins to forward that RFQ to the Commission.
- G. **Update of Barkhamsted water main design possible action:** J. Rollins and David Battista reviewed Water Main Extension Plans Phase 1 for the Town of Barkhamsted with the Commission. Present from the Town of Barkhamsted were First Selectman Nick Lukiwsky and Debra Brydon from Land Use Department. First Selectman Nick Lukiwsky did tell the commission that this project is funded by a grant which is why they would like to get Phase 1 complete before the grant is lost. **Motion:** M. Farrell to approve plans as presented for Phase 1 as drawn contingent on the design engineers' stamp and signature and submittals be approved by Town of Winchester, seconded by J. Massicotte. **Vote:** *all in favor-motion carried unanimous*

Items Working on:

- **PS #2 Danfield:** Potholed existing underground conflicts. Coordinating start date with contractors.
- **PS #1 Sewer Pump:** Fully operational. Fence being installed today, next is paving.
- **Raw Water Pumps & Controls waiting on United to finish and ship pumps:** Pumps have been shipped to installer, waiting for installation start date.

Bill Adjustments:

- **221 W Wakefield Blvd:** Email received about the elevated water/Sewer bills which may have been related to new lawns that were planted that required watering to get established. They have been running (2) lawn sprinklers for 6-8 hours most days. Owner said sewer rate would not be impacted by running sprinklers.
Motion: M. Farrell made a motion to deduct \$450.00 from November 1, 2025, sewer bill only, seconded by J. Lemelin **Vote:** *all in favor-motion carried unanimously*
- **Tiffany Field Irrigation leak:** Park and Recreation department sent pictures with email and purchase order for repair costs. They spent 6 hours locating and digging out the leak in their system. Estimate another 6 hours of repairing and testing the system. They believe it is likely that an unknown vehicle drove over our valve box area resulting in the broken pipe connection. To avoid future water waste, they are implementing a bi-weekly meter check to be sure water isn't flowing when the system is off.
Motion: J. Lemelin to deny request for a Water bill adjustment for Tiffany Field (Recreation Department), property owners are responsible for maintaining their fixtures. Treated water went through the meter, seconded by M. Farrell. **Vote:** *all in favor-motion carried unanimous.*

Director's Report:

- ***Sanitary Survey:*** Department of Public Health sanitary survey starts Tuesday October 28, 2025.
- B. Hester did ask about the generator at the sewer plant. J. Rollins said it had a coolant leak.

Old Business:

- ***Sewer Chains Drive Shaft Update:*** no update.
- ***Crystal Lake Filter Bed update for 2 to be done in spring-seals are received:*** Jeff would like to do the 3rd of the 3 filters but still need to investigate what is anything we have left for funds, beginning to think we will need to set money aside.
- ***Industrial Park (pump station 9) New Generator on Order? Delivery Date September 2025?:*** Still a month out from delivery. Tower said they would get back to us about scheduling tomorrow October 15, 2025.
- ***OSHA-*** National Safety Services and Applied Improvement Technologies are the consultant companies. Lock out tag out training, Confined space, Chemical Hygiene Plan complete.

New Business:

- Commission was reminded of the special meeting November 12, 2025 @ 6:00 PM
- B. Hester mentioned the Mill/Factory Fire in Torrington and mentioned the water resource it took to fight the fire. He brought to our attention that distribution has a finite capacity in the event of an extreme fire.

Adjournment: Motion: J. Lemelin - made a motion to adjourn meeting at 7:50 pm, seconded by M. Farrell. ***Vote:*** all in favor-motion carried unanimously.

Minutes Respectfully Submitted,

Heather Fox

Minute Secretary