



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

December 9, 2025

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

Public Input- none.

Approval of minutes from Special Meeting November 12, 2025, Motion: J. Lemelin to approve the minutes for November 12, 2025, seconded by J. Coligan. ***Vote:*** *all in favor-motion carried unanimous.*

A. Report from Finance Department-

Fiscal 2026 Budget:

Sewer fund Budget: Dept 704-Revenue- Total revenue is \$996,563

Sewer Rents-Current YTD Revenue: \$813,802

Sewer Rents Past Due: \$54,457

Sanitation Plant Department-Department 315- Is at 26% of its budget Year to date expenditures \$279,018.

Pumping Station-Sewer Dept 316- Is at 27% of its budget. Year to date expenditures \$97,996.

W.P.C.A.-Dept. Is at 30% of its budget for the fiscal year. Year to date expenditures \$222,959.

Debt Administration-913- Is at 41% of its budget for the fiscal year. Year to date expenditures \$16,088.

Total Expenditures-\$616,062.

Revenues-Water Works- Year to date Revenue-\$858,804

Water Rents Current-YTD Revenue-\$732,783.

Water Rents Past Due-YTD Revenue- \$52,134.

Water Works: Dept 317- Is at 27% of its budget for the fiscal year. Year to date \$165,582.

Crystal Lake Water Plant: Dept 319- Is at 29% of its budget. Year to date \$159,231.

Water Administration- Dept 321- Is at 29% of its budget. Year-to-date Expenditures \$200,320.

Water Commission- Dept 913- Is at 11% of its budget. Year to date Expenditures \$26,211.

Total Expenditures-\$552,882.

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

J. Massicotte-Water Department transferred \$150,000 for System Evaluation and Rate Study, has that been allocated?

J. Rollins-Has not been allocated yet. Will look into that with finance.

Bank Balances: Sewer Fund- \$872,447.65. Water Fund- \$1,343,819.84

Savings Balances: Sewer Fund- \$176,026.08 Water Fund- \$911,153.41

STIF Investment Account Balances: Water Department Savings: Not provided. Water Department Conservation: Not provided.

Update on Solar- no update finance is working with Eversource to track down missing solar credits.

B. Update Reimbursement from DWSRF for Water Tanks: T. Heuschkel- 99% submitted. Received \$5,764,932.00 January 30th close out date.

C. Lead Service Line Inventory Update: J. Rollins- Initial LSLI has been submitted, we still have about 100 unknowns. Need to do an update by December 31, 2025. Then we have a punch list of items to do for October of next year. We had our close out meeting with the engineers the other day and we have a punch list with some loose ends that they need to take care of. We will need to address the 100 unknowns and 3-4 brass lines. The 1st update will have significant expense as we are finishing up what we started. The rest will be done through the operating budget. Then it will be an annual submission starting November of 2027. Anything that is unknown they are going to consider lead and that will increase our sampling frequency and in turn our cost. Which is why we want to knock out those unknowns. We asked H2M to inquire with DWSRF about doing an application for the update, to help ease the cost as they reimburse at 75%.

Items Working on:

- **PS #1 Danfield:** Excavation is pretty much complete. Precast manholes are installed and the slab is half formed and poured, underground piping and valves are in. Next is conduit and setting unit. Smith & Loveless start-up January 19th.
- **PS #2 Sewer Pump:** Complete, fully operational.
- **Raw Water Pumps & Controls waiting on United to finish and ship pumps:** No update. Still waiting for installation for start date.

Bill Adjustments: None

Director's Report:

- ***System evaluation and rate study:*** J. Rollins- Received proposal from Woodard & Curran, has been signed and issued a purchase order. They sent us a list of required information. I have gathered what I have, Jeff, Victor, Alex, Rhonda and Heather will need to gather the rest of the information.
- ***Update of Barkhamsted water main design possible action:*** J. Rollins -Paid their deposit for Phase 1. One hydrant and 850' pipe of 1,875' are in the ground. 18' of 8" fire line and 18' of 6" domestic pipe are run going towards the plaza. While the weather is holding, they are going to keep going but if the weather turns, they will be shutting it down.
- ***Capital Improvement Budgets:*** Ann Marie is closing in on the CIP budget cleanup. Once we receive that final number we can work on Capital Improvements. Ann Marie and I went back and forth on that 3rd filter bed. We definitely did not budget the money that I thought we did. We just need to figure out how that mistake was made.

Old Business:

- ***Sewer Chains Drive Shaft Update:*** Done!
- ***Crystal Lake Filter Bed update for 2 to be done in spring-seals are received:*** J. Rollins- need to figure out finances for this project.
- ***Industrial Park (pump station 9) New Generator on Order? Delivery Date September 2025?:*** Generator is in place, bolted down, wall has been re-installed. Wiring and duct work are next. May need to upgrade the gas meter.
- ***OSHA-*** Personal Protection Hazard Assessment by December 15, 2025. Training and documentation are still on going.

New Business: none

Executive Session: Meeting entered executive session at 7:00, meeting came out of executive session at 7:43. No action came from the executive session.

Adjournment: Motion: J. Lemelin - made a motion to adjourn meeting at 7:48 pm, seconded by J. Coligan. ***Vote:*** all in favor-motion carried unanimously.

Minutes Respectfully Submitted,

Heather Fox

Minute Secretary