



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

January 13, 2026

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. Also present, Director of Public Works Jim Rollins, Victor Dubourg, Bill Hester, and Heather Fox.

Public Input- none.

Approval of minutes from Special Meeting December 9, 2025, Motion: J. Lemelin to approve the minutes for December 9, 2025, seconded by J. Coligan. **Vote:** all in favor-motion carried unanimous.

A. Report from Finance Department- Reports provided from Finance Department, no one was present from Finance.

Fiscal 2026 Budget:

Sewer fund Budget: Dept 704-Revenue- Total revenue is \$1,151,616

Sewer Rents-Current YTD Revenue: \$910,171

Sewer Rents Past Due: \$60,140

Sanitation Plant Department-Department 315- Is at 32% of its budget Year to date expenditures \$350,510.

Pumping Station-Sewer Dept 316- Is at 31% of its budget. Year to date expenditures \$114,727.

W.P.C.A.-Dept. Is at 39% of its budget for the fiscal year. Year to date expenditures \$286,455.

Debt Administration-913- Is at 50% of its budget for the fiscal year. Year to date expenditures \$19,306.

Total Expenditures-\$770,998.

Revenues-Water Works- Year to date Revenue-\$1,007,468

Water Rents Current-YTD Revenue-\$821,649.

Water Rents Past Due-YTD Revenue- \$57,603.

Water Works: Dept 317- Is at 33% of its budget for the fiscal year. Year to date \$196,072.

Crystal Lake Water Plant: Dept 319- Is at 37% of its budget. Year to date \$204,093.

Water Administration- Dept 321- Is at 37% of its budget. Year-to-date Expenditures \$251,876.

Water Commission- Dept 913- Is at 13% of its budget. Year to date Expenditures \$33,853.

Total Expenditures-\$685,431.

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

Bank Balances: Sewer Fund- \$1,106,733.00. Water Fund- \$1,620,171.18

Savings Balances: Sewer Fund- \$176,175.58 Water Fund- \$911,927.27

STIF Investment Account Balances: Water Department Savings: \$516,415.30 Water Department Conservation: \$774,340.67

Update on Solar- no update

- B. **Water \$150,000 for rate study:** J. Rollins-information gathering has begun. We have sent 2-3 rounds of data to Woodard & Curran. Hopefully by next meeting we will have the bulk of information sent.
- C. **Update Reimbursement from DWSRF for Water Tanks:** no update.
- D. **Capital Improvement budget update on spending:** J. Rollins went over a couple of Budget Line-Item requests about \$115,500, which we will revisit at next month's meeting. V. Dubourg discussed some projects he would like to move forward with like Moore Ave Pump Station.
- E. **Lead Service Line Inventory Update:** V. Dubourg- working on closing in on the unknowns about 84 unknowns left. We will have a better grasp come spring. V. Dubourg working on sending commission a link to view the lead service line map.
- F. **Barkhamsted Phase 1:** 2-3 hydrants installed and pressure tested all passed. 1,880' of pipe in. They are done for the winter. Next waiting on PRV design.

Items Working on:

- **PS #1 Danfield:** Conduit is in the ground. Scheduled for Monday start up. Tuesday/Wednesday hoping to fire up. We still need to finish $\frac{1}{2}$ the pad. DOT meeting Thursday.
- **Raw Water Pumps & Controls:** VFD installed, pumps delivered but had wrong bolt pattern.

Bill Adjustments: None

Director's Report:

- **Capital Improvement Budgets:** J. Rollins went over a couple of Budget Line Item Requests for Crystal Lake Plant about \$115,500, which we will revisit at next month's meeting. V. Dubourg discussed some projects he would like to move forward with like Moore Ave Pump Station. Truck 37 replacement, Meter replacement program, H2M thought good idea to include that with the DWSRF application.
- **Crystal Lake Tank:** Still have some SCADA punch list items to complete, like video link from Wallens Tank to Crystal Lake Tank. Everything is working except the internet connection.

Old Business:

- **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):** Unit is installed, ductwork and upgrade the gas meter are next
- **OSHA-** All chemical aspects are complete. Final training for the chemical was on Monday. Just lock out tag out and confined spaces training are left that training scheduled for February 12th.
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New Business: M. Farrell asked about the hazmat situation over the weekend and what caused the discolored water issue. V. Dubourg said the Water Department was called by Fire Department about the situation and that they might need to pull water but would call back if they did. They never called back to tell him they were pulling water. If they had, we would have been able to put a notice out to the public that they may experience discolored water.

Executive Session: Motion: J. Lemelin made a motion to enter executive session at 6:52, seconded by M. Farrell. **Vote:** *all in favor-motion carried unanimously.* **Motion:** J. Massicotte made motion to close executive session at 7:06. seconded by M. Farrell. **Vote:** *all in favor-motion carried unanimously.* No action came from the executive session.

Adjournment: Motion: M. Farrell - made a motion to adjourn meeting at 7:07 pm, seconded by J. Lemelin. **Vote:** *all in favor-motion carried unanimously.*

Minutes Respectfully Submitted,

Heather Fox

Minute Secretary