



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

February 10, 2026

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, 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 January 13, 2026, Motion: J. Lemelin to approve the minutes for January 13, 2026, seconded by J. Coligan. **Vote:** 4 in favor-1 abstained (David Pines), motion carried.

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 \$1,189,065

Sewer Rents-Current YTD Revenue: \$937,722

Sewer Rents Past Due: \$61,471

Sanitation Plant Department-Department 315- Is at 41% of its budget Year to date expenditures \$444,214.

Pumping Station-Sewer Dept 316- Is at 37% of its budget. Year to date expenditures \$136,969.

W.P.C.A.-Dept. Is at 43% of its budget for the fiscal year. Year to date expenditures \$321,256.

Debt Administration-913- Is at 58% of its budget for the fiscal year. Year to date expenditures \$22,524.

Total Expenditures-\$924,963.

Revenues-Water Works- Year to date Revenue-\$1,036,886

Water Rents Current-YTD Revenue-\$843,784.

Water Rents Past Due-YTD Revenue- \$58,433.

Water Works: Dept 317- Is at 41% of its budget for the fiscal year. Year to date \$245,859.

Crystal Lake Water Plant: Dept 319- Is at 47% of its budget. Year to date \$256,087.

Water Administration- Dept 321- Is at 42% of its budget. Year-to-date Expenditures \$282,501.

Water Commission- Dept 913- Is at 15% of its budget. Year to date Expenditures \$39,496.

Total Expenditures-\$823,480.

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

ARPA Projects- Report provided and reviewed by commission.

Bank Balances: Sewer Fund- \$1,087,412.25. Water Fund- \$1,618,264.11

Savings Balances: Sewer Fund- \$176,325.21 Water Fund- \$912,701.78

STIF Investment Account Balances: Water Department Savings: \$518,055.11 Water Department Conservation: \$776,799.48

Update on Solar- no update

- B. Phase 2 Lead Service Discussion with Kate Young and Neil O'Conner-** Kate Young and Neil O'Conner of H2M discussed and presented a power point presentation on Phase 2 for the Lead Service Line Inventory and Grant reimbursement at 75%. **Motion:** M. Farrell made a motion to move forward with the initiation of Phase 2 of the Lead Service Line Inventory as laid out in the presentation on 2/10/2026 by H2M, seconded by J. Lemelin **Vote:** *all in favor-motion carried unanimously*
- C. Water \$150,000 for rate study:** J. Rollins – we did not make any motions for a fund balance transfer on the water side for the rate study. Site visits have been made to Crystal Lake and the Sewer Plant. Goal is still March 1st.
- D. Update Reimbursement from DWSRF for Water Tanks:** T. Heuschkel final \$22,000 submitted for legal fees on January 30th.
J. Massicotte asked if we know yet what the Commission will need to bond?
T. Heuschkel and J. Rollins will try and get number for next meeting.
- E. Capital Improvement budget update on spending:** Discussion was had about System Evaluation and Rate study funding on the water side.
Motion: D. Pines move that the Water Sewer Commission appropriate \$150,000 from fund balance for System Evaluation and Water Rate Study and increase the budget of 3-999-780-0000-0000 Operating Transfers In by \$150,000. **Discussion:** T. Heuschkel- This allocates the fund balance amount, then increases the transfer in on the revenue side. Second, by J. Lemelin **Vote:** *all in favor-motion carried unanimously*

Motion: D. Pines move that the Water Sewer Commission increase the budget of 3-321-875-0000-0000 Transfer to Fund 123 CIP by \$150,000; and to create a capital account for System Evaluation and Water Rate Study and Upgrades by \$150,000. **Discussion:** T. Heuschkel- This increases the transfer out to capitals on the expense side, then creates the capital project budget. Second, by M. Farrell **Vote:** *all in favor-motion carried unanimously*
- F. Lead Service Line Inventory Update:** 4 lines that are brass

Items Working on:

- **PS #1 Danfield:** V. Dubourg- Start up is complete has been running for two weeks. Guide rails will be installed in the spring. Waiting on Eversource for the generator.
- **Raw Water Pumps & Controls:** No update.

Bill Adjustments:

936 Main St: Email received from property owner stating a water leak that occurred on 12/21/25 from an unused pipe that was damaged in the front part of the property where Mainway Auto used to be. Victor Dubourg was contacted and told him about it. He went to the property and looked at the leak. We couldn't get the part to repair it until the next morning. The next morning, Monday 12/22/25 at 8:30 am we repaired the leak. Victor was informed that it had been repaired and he went and checked it. Owner is asking if this bill could be excused due to it being caused by a broken pipe not from water usage. There is normally no water usage on this meter. There is no structure attached to it. Also, there is a sewer bill associated with this and there was no sewer usage involved. **Motion:** J. Massicotte made a motion to deduct \$570.82 from February 1, 2026, sewer bill only, seconded by J. Lemelin

Vote: *all in favor-motion carried unanimously*

Director's Report:

- **Crystal Lake Budget:** J. Rollins went over a couple of Budget Line-Item Requests for Crystal Lake Plant about \$120,000 for repairs and upgrades.

Motion: D. Pines move that the Water Sewer Commission appropriate \$120,000 from fund balance for Crystal Lake Plant Repairs and Upgrades and increase the budget of 3-999-780-0000-0000 Operating Transfers In by \$120,000. **Discussion:** T. Heuschkel- This allocates the fund balance amount, then increases the transfer in on the revenue side. Second, by M. Farrell **Vote:** *all in favor-motion carried unanimously*

Motion: D. Pines move that the Water Sewer Commission increase the budget of 3-321-875-0000-0000 Transfer to Fund 123 CIP by \$120,000; and to create account 123-322-878-2601 Crystal Lake Plant Repairs and Upgrades by \$120,000. Second, by J. Massicotte **Discussion:** T. Heuschkel- This increases the transfer out to capitals on the expense side, then creates the capital project budget.

Vote: *all in favor-motion carried unanimously*

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):** Waiting on ductwork and working on gas meter upgrade.
- **OSHA:** J. Rollins-Water & Sewer side are complete.

Executive Session:

Motion: J. Massicotte made a motion to enter executive session at 7:56, seconded by M. Farrell. **Vote:** *all in favor-motion carried unanimously*. **Motion:** J. Massicotte made motion to close executive session at 8:07. seconded by M. Farrell. **Vote:** *all in favor-motion carried unanimously*

New Business:

Motion: M. Farrell made motion to reimburse the Town of Winchester for the salary and FICA (social security and Medicare) costs related to those hours that Bart Clark, Engineer, spent on the Water Department Projects, representing 25% or \$30,412 each for Wallen's Hill Tank, Crystal Lake Tank, and the Lead Service Line Inventory Projects. These costs shall be recorded as ineligible project costs within each project expense line. No additional appropriation of funds from Fund 3 is needed to cover these costs as sufficient budget already exists for ineligible costs as previously appropriated at the start of these projects.

Wallens Hill Tank- 25% \$30,142 Line-123-322-878-2101

Crystal Lake Tank- 25% \$ 30,142 Line-123-322-878-2102

Lead Service Line Inventory- 25% \$30,142 Line- 123-322-878-2303

seconded by J. Massicotte. **Vote:** *all in favor-motion carried unanimously.*

Motion: M. Farrell made motion to allow the Town of Winchester to pay Bart Clark \$25,000 total as compensation for the average overtime costs that Bart Clark incurred for the Water Department projects for the Water Department projects for the Wallens Hill and Crystal Lake Tank Projects and the Lead Service Line Inventory Project. Salary and FICA costs will be paid directly from Fund 123 and recorded as ineligible project cost within each project expense line. No additional appropriation of funds from Fund 3 is needed to cover these costs as sufficient budget already exists for ineligible costs as previously appropriated at the start of these projects. Cost of this payment shall be allocated to the:

Wallens Hill Tank \$5,838 Line-123-322-878-2101,

Crystal Lake Tank \$16,148 Line-123-322-878-2102,

Lead Service Line Inventory \$5,383 Line- 123-322-878-2303.

Per the Director of Finance, Ann Marie Rheault, and agreed by Town Manager, Paul Harrington, the deferred compensation costs related to these salary allocations and additional OT payouts will be charged to the town deferred compensation expense line item. seconded by J. Coligan. **Vote:** *all in favor-motion carried unanimously.*

Adjournment: **Motion:** J. Lemelin - made a motion to adjourn meeting at 8:10 pm, seconded by M. Farrell. **Vote:** *all in favor-motion carried unanimously.*

Minutes Respectfully Submitted,

Heather Fox

Minute Secretary