



# 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*

*March 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, and Mike Farrell- absent excused. Also present, Director of Public Works Jim Rollins, Victor Dubourg, Bill Hester, and Heather Fox.

**Public Input-** none.

**Approval of minutes from Special Meeting February 10, 2026, Motion:** J. Lemelin to approve the minutes for February 10, 2026, seconded by D. Pines. **Vote:** *all in favor-motion carried unanimously.*

**A. Report from Finance Department-** *Reports not provided from Finance Department, no one was present from Finance.*

**Fiscal 2026 Budget:** *Reports not provided by Finance*

**123 Water & Sewer Capital Improvements:** *Reports not provided by Finance.*

**ARPA Projects-** *Reports not provided by Finance.*

**Bank Balances:** *Reports not provided by Finance.*

**Savings Balances:** *Reports not provided by Finance.*

**STIF Investment Account Balances:** *Reports not provided by Finance.*

**Update on Solar-** *no update*

**B. Water & Sewer Rate study:** J. Rollins – *no update yet, we are still sending data to Woodard & Curran*

**C. Update Reimbursement from DWSRF for Water Tanks and Bonding:** *Commission would like a Handout/spreadsheets of payment schedule of the loan and reimbursement payments.*

J. Massicotte- *How do we owe 2.91 million? Bond was for 6.2 million, reimbursement was 5.7 million and loan is for 2.91 million*

**D. Capital Improvement budget update on spending:** J. Rollins- *sat down with Finance and we discovered Multiple PO's for \$58,900 for the same thing PO has been closed, \$32,250 to wrong account then applied to correct account. Left with a negative balance of \$11,880. 3<sup>rd</sup> filter bed in Capitol for next fiscal year*

- E. **Lead Service Line Inventory Update:** 69 unknowns and 4 lines that brass lines. Total potholing is 341 we have done 130 so far will need to do 200 in Phase 2. Entry plan is still a big unknown. AWWA Lawyers looking into the indoor plumbing requirements. H2M trying to get LSLI round 2 into Intended Use Plan. Sent loan process questions to Town Manager and Finance Director for the Bond Attorney about borrowing permissions.

**Items Working on:**

- **PS #1 Danfield:** V. Dubourg- Start up is complete. Purchase order has been issued for guide rails. As weather allows dig old pipes and prep slab with Dave Curtis.
- **Raw Water Pumps & Controls:** J. Rollins-The drives are installed, Alex coordinated powwow with Traver & Industrial Pump on 3/5/26. Demo and installation scheduled for 4/6/26. One week install and fine tuning of the Computer Logic

**Bill Adjustments:** None

**Director's Report:**

- **FY-26 CIP:** Victor has (2) projects that have become his top priorities Spencer St Booster Station \$50,000 upgrade with new pumps, re-piping, electrical upgrades then would like to do Clockmakers in the future. and Water Meter Inventory \$10,000 as we spent the last of the money for meters.  
**Motion:** D. Pines made motion to move that the Water Sewer Commission appropriate \$60,000 from fund balance for Spencer Street Booster Station and Water Meter Inventory and increase the budget of 3-999-780-0000-0000 Operating Transfers In by \$60,000, seconded by J. Massicotte. **Vote:** all in favor-motion carried unanimously.  
**Motion:** D. Pines made motion to move that the Water Sewer Commission increase the budget of 3-321-875-0000-0000 Transfer to Fund 123 CIP by \$60,000; create account 123-322-878-2603-0000 Spencer Street Booster Station with a budget of \$50,0000; and increase the budget of account 123-322-878-2203-0000 Ultrasonics (to be renamed "Water Meters") by \$10,000, **Discussion:** J. Massicotte asked why are we changing the account name? J. Rollins- Finance did not know that Ultrasonics are Meters, and we did not want to add another line. seconded by J. Coligan. **Vote:** all in favor-motion carried unanimously.
- **Barkhamsted Water:** Paid their deposit, 1,800 of the 1,875 pipes in, 60' of 8" fire laterals in, 20' of 6" to plaza. Pressure test passed. Drafted letter to Mallory Brook for a Consolidation Systems Plan (abandon wells and connect). This plan would need to be approved by us and DPH.
- **FY-27 CIP Budgets:** Evaluation and Rate Study will guide CIP requests  
Alex-315- Generator \$400K, Thickener Pumps, Truck w/plow  
Victor-316-No bandwidth for CIP  
Victor-317- Spencer Booster Station \$50K , Water Meters \$10K  
Jeff-319- 3rd filter bed, Clearwell inspection, Gate, Fence  
J. Rollins-Phragmites near Crystal Lake Dam and by plant, One way to handle this is to cover with a thick membrane for 3 years. Forest Stewardship Plan which is a requirement of the \$750,000 from the Housatonic Valley Walkway Project. Have a meeting with DEEP Forester.
- We had another employee resign to go elsewhere for higher wages.

**Old Business:**

- **Crystal Lake Filter Bed update for 2 to be done in spring-seals are received:** J. Rollins- sat down with Finance and we discovered Multiple PO's for \$58,900 for the same thing PO has been closed, \$32,250 to wrong account then applied to correct account. Left with a negative balance of \$11,880. 3<sup>rd</sup> filter bed in Capitol for next fiscal year.  
**J. Massicotte-**Is there a reason it is being pushed off another year?  
**J. Rollins-**Not sure of the reason.  
**J. Massicotte-**When should we decide how to pay the overages?  
**J. Rollins-**We can decide at the end of the year.
- **Industrial Park (pump station 9):** J. Rollins-Generator is in place, bolted down, and the wall has been re-installed. Wiring March 2026, Ductwork April 2026, Gas meter replacement being scheduled by Tower Generator. It was recommended to put in gas heater in building.
- **OSHA-** J. Rollins-Water & Sewer side are complete. One guy still needs OSHA 10 and that is scheduled for 3/26/26 and 3/27/26. Need to work on a Hearing Protection Plan.  
**J. Massicotte-**Will you be setting up an OSHA schedule?  
**J. Rollins-** Yes, working on that. Trying to have the Council of Government to hire someone.

***New Business:***

- B. Hester informed the Commission that Sue Grossman Trail \$630,000 to get public sewer to Public Works
- B. Hester let the Commission know that a mandate for testing for PFAS at the sewer plant will be coming.
- Tax office asked Commission if they would like to waive small balances for Water and Sewer billings in the amount of less than \$5.00.  
**Motion:** J. Lemelin - made a motion to waive small balances for Water and Sewer billings in an amount less than \$5.00 in accordance with The Town of Winchester, seconded by J. Massicotte.  
**Vote:** *all in favor-motion carried unanimously.*

**Adjournment: Motion:** J. Lemelin - made a motion to adjourn meeting at 7:20 pm, seconded by J. Coligan. **Vote:** *all in favor-motion carried unanimously.*

Minutes Respectfully Submitted,

Heather Fox

Minute Secretary