



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

April 14, 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- absent excused and Bill Hester absent. Also present, Director of Public Works Jim Rollins, Victor Dubourg, Tom Heuschkel and Rhonda Roy

Public Input- none.

Approval of minutes from Special Meeting March 10, 2026, Motion: J. Lemelin to approve the minutes for March 10, 2026, seconded by D. Pines. **Vote:** *all in favor-motion carried unanimously.* J. Massicotte noted for the record March 10th minutes were not a “special meeting”.

A. Report from Finance Department- *Finance Department, T. Heuschkel provided detailed finance reports ending 3/31/26.*

Fiscal 2026 Budget:

Sewer fund Budget: Dept 704-Revenue- Total revenue is \$1,668,708

Sewer Rents-Current YTD Revenue: \$1,360,536

Sewer Rents Past Due: \$63,337

Sanitation Plant Department-Department 315- Is at 56% of its budget Year to date expenditures \$605,183.

Pumping Station-Sewer Dept 316- Is at 47% of its budget. Year to date expenditure is \$172,062.

W.P.C.A.-Dept. Is at 51% of its budget for the fiscal year. Year to date expenditure is \$374,302.

Debt Administration-913- Is 75% of its budget for the fiscal year. Year to date expenditures \$28,959.

Total Expenditures-\$1,180,505.

Revenues-Water Works- Year to date Revenue-\$1,455,455

Water Rents Current-YTD Revenue-\$1,220,292.

Water Rents Past Due-YTD Revenue- \$59,955.

Water Works: Dept 317- Is at 50% of its budget for the fiscal year. Year to date \$297,934.

Crystal Lake Water Plant: Dept 319- Is at 57% of its budget. Year to date \$312,316.

Water Administration- Dept 321- Is at 51% of its budget. Year-to-date Expenditures \$342,649.

Water Commission- Dept 913- Is at 31% of its budget. Year to date Expenditures \$82,027.

Total Expenditures-\$1,034,464.

Fiscal 2027 Budget:

- T. Heuschkel -provided blank templates to staff, goal is to have draft completed for May meeting and approval for June meeting.

Launch Safe Street Program

- T. Heuschkel -provided information regarding the importance of this program and the community to take part in roadway survey which is on the Town' website.
- Tighe & Bond-completing study
- Looking for residents to be part of the SS4A Committee (committee to assist in comprehensive roadway safety action plan)
- Federal Grant

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

ARPA Projects- Reports provided and reviewed, invoices in place.

Bank Balances: Sewer Fund- \$1,170,180.50. Water Fund- \$1,666,114.30

Savings Balances: Sewer Fund- \$176,610.34 Water Fund- \$914,177.71

STIF Investment Account Balances: Water Department Savings: \$521,178.49 (gain of \$21,178.49) & Water Department Conservation: \$781,482.84 (gain of \$31,482.84)

- J. Rollins-discussion Forest Stewardship Plan-Water Department Conservation-STIF Balance
- J. Rollins-to follow up with cost-has an eligible forester
- T. Heuschkel-to follow up with Cindy for the process and time frame to withdraw funds

Update on Solar- no update

Other Business:

- B. *Water & Sewer Rate study:*** J. Rollins –Woodard & Curran provided preliminary study prioritizing recommendations for Wastewater& Drinking Water-improvements planned to be budgeted in next budget cycle.
- Facilities Plan-generator-estimated range \$1,900,000
 - Air Compressor-\$15,000-\$25,000
 - Security-Fencing-\$75,000-\$100,000
 - WTP Roof Repairs-\$15,000-\$30,000
 - Total fiscal average-\$305,000

C. Update Reimbursement from DWSRF for Water Tanks and Bonding:

- J. Massicotte-questioned amounts of bonding and time.
- T. Heuschkel-to check into:
 - How much needs to be bonded
 - Times schedule for bond
 - Statement showing all payments

D. Capital Improvement budget update on spending:

- Filter Bed Rehab Projects-\$58,900 po was closed
- \$32,250 was changed from line item 2401 to 2104
- Balance of \$6,885

E. Lead Service Line Inventory Update Phase 2:

- Continue to move forward with Phase 2
- Needs referendum-timing is important
- Discussion regarding Lead Sample testing & budgeting

F. Spencer St Booster Station:

- Pumps ordered
- Scheduling electrician and plumber underway
- Complete one at a time

G. Water Meters on Order:

- Meters are in stock

H. FY-27 CIP: Perch Rock Trail Pump Station

- Transfer switch relay and block heater-purchase order put in today in the amount of \$3,995.06
- Switching from High Tide to Mission Controls

I. Eversource Electrical Upgrade:

- Should resolve Crystal Lake, Sammy's Pump Station and possible Perch Rock Trail power issues

Items Working on:

- **PS #1 Danfield: V. Dubourg**
 - Concrete Pad poured today
 - Old station has been abandoned
 - Driveway needs to be addressed with DOT
 - Topsoil and seeding underway

- **Raw Water Pumps & Controls: J. Rollins**
 - Pumps and drives are installed
 - Smooth, quiet & efficient
 - Flow rates have significantly improved
 - Project was flawless
 - Significant cost savings on electricity
 - **ALEX VERY HAPPY!**

Bill Adjustments: (INSURANCE CLAIM) 328 E Wakefield Blvd- V. Dubourg

- Sam's Pump Station
 - Power issue
 - Station went down with no notification
 - Flooded basement of garage at 328 E Wakefield Blvd
 - Resolution-switching from High Tide to Mission controls once power issues are resolved by Eversource
 - 3 estimates given
 - Servpro-clean up only-\$10,232
 - Houzpital LLC-clean up and remediation-\$34,563.91
 - RSN Interiors LLC-clean up and remediation-\$29.379
 - Resident chose to go with RSN Interiors-this will be an insurance claim

Old Business:

- **Barkhamsted Water Line Installation:**
 - Deposit Paid
 - Pressure test passed
 - Mallory Brook system consolidation not started yet
 - PRV design restarted -Yield Construction
- **Crystal Lake Filter Bed update**
 - Filter Bed Rehab Projects-\$58,900 po was closed
 - \$32,250 was changed from line item 2401 to 2104
 - Balance of \$6,885 (clean up end of year)
- **Industrial Park (pump station 9):**
 - Generator is in place, bolted down, wall re-installed
 - Wiring-done
 - Ducting-done
 - Waiting for new gas meter-Scheduled with Tower Generator
- **OSHA-**
 - Done with requirement-need to assimilate the improvements
 - April 16th, noise evaluation scheduled by Osha (5 noise meters)
 - Lock out Tag out review of books

- ***Phragmites near Crystal Lake Dam:***
 - J. Rollins to follow up with invasive course
 - Cost and budget

Directors Report:

A. FY-27 CIP: Perch Rock Trail Pump Station

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- Switching from High Tide to Mission Controls

B. Eversource Electrical Upgrade:

- Should resolve Crystal Lake, Sammy's Pump Station and possible Perch Rock Trail power issues

C. Staffing

- Staffing is down 3 people
- Follow up on advertising

D. Sanitary Survey

- Initial response has been submitted
- Waiting on feedback

E. Risk & Resilience Assessment/Emergency Response Plan

- Updated every 5 years-J. Rollins will work on this

F. Sandisfield Ma

- Letter from Town Manager to Sandisfield Town Manager regarding formal notice to Sandisfield Fire Department they are no longer permitted to obtain water from our municipal system, effective immediately

G. Riverton VFD-

- V. Dubourg-invoicing for time and materials for broken hydrant
- They are to text Victor for mutual aid

New Business:

Adjournment: Motion: J. Lemelin - made a motion to adjourn meeting at 7:30 pm, seconded by D. Pines. ***Vote:*** all in favor-motion carried unanimously.

Minutes Respectfully Submitted,

Rhonda Roy

Minute Secretary