



# 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*

*June 9, 2026*

Chairman called the meeting to order at 6:00 pm. The following members were present: John Massicotte, Joe Lemelin, David Pines, Jamie Coligan, Mike Farrell-absent excused. Also present, Director of Public Works Jim Rollins, Victor Dubourg, Alex Combes, Bill Hester, Steve Vaill, and Heather Fox

**Public Input-** None

**Approval of minutes from Meeting May 12, 2026, Motion:** J. Lemelin to approve the minutes for May 12, 2026, seconded by J. Massicotte. **Vote:** all in favor-motion carried unanimously. **Vote:** 3 in favor-1 abstained (David Pines), motion carried.

**A. Report from Finance Department-** Finance Department provided detailed finance reports ending 5/31/26.

#### **Fiscal 2026 Budget:**

*Sewer fund Budget: Dept 704-Revenue- Total revenue is \$2,086,436*

*Sewer Rents-Current YTD Revenue: \$1,764,426*

*Sewer Rents Past Due: \$63,973*

*Sanitation Plant Department-Department 315- Is at 71% of its budget Year to date expenditures \$757,814.*

*Pumping Station-Sewer Dept 316- Is at 57% of its budget. Year to date expenditure is \$207,538.*

*W.P.C.A.-Dept. Is at 68% of its budget for the fiscal year. Year to date expenditure is \$496,326.*

*Debt Administration-913- Is 91% of its budget for the fiscal year. Year to date expenditures \$35,394.*

*Total Expenditures-\$1,497,072.*

*Revenues-Water Works- Year to date Revenue-\$1,827,273.*

*Water Rents Current-YTD Revenue-\$1,577,132.*

*Water Rents Past Due-YTD Revenue- \$60,590.*

*Water Works: Dept 317- Is at 59% of its budget for the fiscal year. Year to date \$350,070.*

*Crystal Lake Water Plant: Dept 319- Is at 69% of its budget. Year to date \$378,057.*

*Water Administration- Dept 321- Is at 67% of its budget. Year-to-date Expenditures \$451,206.*

*Water Commission- Dept 913- Is at 47% of its budget. Year to date Expenditures \$124,059.*

*Total Expenditures-\$1,303,391.*

**123 Water & Sewer Capital Improvements:** Reports provided and reviewed discussed the process of finding all the dollar amounts and closing out to get balances left and how to move forward with the capitals.

- **Motion:** I J. Massicotte move that the Water Sewer Commission reallocate all Sewer capital project budgets as of May 31, 2026 as follows: \$295,043 total projects budgets to be reallocated; (\$138,705) to eliminate the revenue deficit,\$156,338 remaining available balance to be transferred to account 123-317-878-1500-0000 “Annual Budget –Unallocated. seconded by J. Lemelin. **Vote:** *all in favor-motion carried unanimously.*
- **Motion:** I J. Lemelin move that the Water Sewer Commission reallocate all Water capital project budgets as of May 31, 2026 as follows: \$651,762 total budget; (\$157,242) to eliminate the revenue deficit, \$494,521 remaining available balance to be transferred to account 123-322-878-1500-0000 “Annual Budget –Unallocated. seconded by J. Massicotte. **Vote:** *all in favor-motion carried unanimously.*

**Bank Balances:** Sewer Fund- \$1,104,098.49. Water Fund- \$1,601,115.05

**Savings Balances:** Sewer Fund- \$176,905.62 Water Fund- \$915,706.15

**Update on Solar:** J. Rollins- Still no resolution, T. Heuschkel has had little time to investigate the credits, but preparing himself to do a deep dive.

**STIF Investment Account Balances:** Water Department Savings: \$524,416.01 (gain of \$18,846.52) & Water Department Conservation: \$786,337.39 (gain of \$28,259.49)

#### **Other Business:**

**B. Water & Sewer Rate study:** J. Rollins –received 1<sup>st</sup> draft of Evaluation from Woodard & Curran still need the rate structure. Nothing was mentioned about the sewer plant digester. Only 1/3 of the way through the water side of report. Reports did not address staffing. J. Rollins to forward over report to the commission to review.

#### **C. Fiscal 2027 Budget Update:**

- J. Rollins -Provided and reviewed drafts of the Water and Sewer Fiscal 2027 Budget.

#### **D. Update Reimbursement from DWSRF for Water Tanks and Bonding for Water tanks and Water lines:**

- J. Rollins to ask finance if the loan is closed and is it budgeted for in FY 2027

#### **D. Forest Stewardship Plan/ Water Department Conservation:**

- Resilient Forest Grant has been submitted will not know until December on decision.

#### **E. Sewer Plant generator \$400,000 +/-, 25 to 30 weeks for delivery/rental:**

- Generator front cylinder head gasket sprung a coolant leak during its weekly exercise.
- Temporary generator is in place from Energy Systems at \$9,500/month.
- If we buy the new generator from Energy Systems, who is a Sourcewell vendor, they waive the rental fee until new generator is running. think we will end up paying for a month of rental fees.

- The new generator price received through Energy Systems was \$188,000 vs \$400,000 still need to go through quote line by line, so pricing is subject to change but we are leaning with them. Shorter lead time too. 10-year warranty is also offered.
- A. Combes worked with T. Heusckel to put together some data for a CIF Application.
- Purchase order for Temporary generator will come out of Emergency repairs or contingency.

***F. Capital Improvement budget update on spending:***

- Reports provided and reviewed discussed the process of finding all the dollar amounts and closing out to get remaining balances. Still working on CIP list for next year.

***G. Lead Service Line Inventory Update Phase 2 potholing (130 done, 69 unknowns, 4 known brass lines) & entry plan H2M to inquire with DWSRF about doing application for the update to help ease the cost as they reimburse at 75%. Need 200 potholes to be done in phase 2. Referendum for phase 2 date and cost:***

- Needs referendum-timing is important
- Discussion regarding Lead Sample testing
- Waiting for the final cost estimate from H2M for Phase 2.
- Have meeting with H2M on Thursday June 11, 2026

***H. Spencer St Booster Station:***

- Pumps and pressure switch delivered
- Have purchase orders on for electrician and plumber
- Plumbers has some custom parts being made
- Upgrading to a commercial dehumidifier but need to see what funds we have left over

***I. Perch Rock Trail Transfer Switch:***

- Load tested last week everything was good
- Still waiting on credit for some parts

***J. Risk & Resilience Assessment:***

- Risk & Resilience Plan is about 90% complete need to submit to DPH that it is completed they do not need to see it as they consider that proprietary information needs to be submitted by June 30, 2026

***Items Working on:*** None

***Bill Adjustments:***

- Update for Patsy Renzullo concerning 259 N. Main St. Question on overpayment, sewer line backup: V. Dubourg-Meter was tested and came back good, we went out and traced sewer line, we also did camera the sewer line, which during that time Mr. Renzullo left the property. We sent a letter with our findings and did inform him that there is a charge for the meter testing.

***Motion:*** J. Lemelin made a motion that Mr. Renzullo does owe for the new meter and meter testing as the testing was done at his request and the meter was shown to be operating properly, seconded by J. Massicotte ***Vote:*** *all in favor-motion carried unanimously*

- 244 Walnut St- Received email from owner of 244 Walnut St that stated the following: Unfortunately, majority of tenants do not go in the basement and will not even know something is wrong until way after the date. In this case, the water heater was actually still functioning but was leaking. The bills together are 950, as opposed to nearly 400 regularly. Anything at all can help. I understand you usually have a meeting. Attached is the receipt from Home Depot on the 26th of February. As well as the first day I was notified, which was also the 26th.

*Motion:* J. Massicotte made a motion to credit \$338.00 for 5/1/26 sewer billing only, seconded by J. Lemelin **Vote:** *all in favor-motion carried unanimously*

### **Directors Report:**

#### **A. Staffing**

- We are down 3 people we did advertise for the three positions
- Received 5 applications. Should have redacted applications by end of the week.

### **Old Business:**

- ***Barkhamsted Water Line Installation:*** J. Rollins- required to do Mallory Brook Consolidation basically they have to abandon their wells and connect and will need to install backflow preventers. Put together a letter for Consolidation and emailed it to Town of Barkhamsted and Mallory Brook Plaza.  
PRV design, we met with Town of Barkhamsted and contractor biggest part of conversation was where to put the utility conduit, so that we can get power to the sewer meter. Settled on the exact location. Working on getting final drawing with all our requests. Auto flusher will go at the end of line.
- ***Emergency Response Plan submit by December 30, 2026:*** Emergency Response Plan is 50% complete, needs to be submitted by December 30, 2026
- ***Industrial Park (pump station 9):***
  - New generator in
  - Only recommendation was maybe to insulate and heat that unit at some point
- ***Eversource Electrical Update to correct power issues at Crystal Lake, Pump Station 8, and Perch Rock Trail:*** J. Rollins said Eversource grid update around lake is complete

### **New Business:**

- J. Lemelin would like to send Ashley a thank you note, J. Rollins said he can work on that or M. Farrell
- V. Dubourg- Glendale area has 4-5 service leaks, full-service line replacements on the customers' side, and finding pinholes, corrosion, and splits. We repaired a service leak on Cedar St had a leak on our side and 2 pin holes on the customer side just before the curb stop. Spruce St. will need repairing, that will be included in the capitol budget.
- V. Dubourg-Chestnut Grove had a sewer back up on customers' side, and the main was clear.
- A. Combes wanted to thank J. Lemelin and B. Hester for stopping by the Sewer Plant and expediting the Temporary generator
- Received rate bill from Tax office to be signed  
*Motion:* J. Massicotte made a motion to sign and implement scheduled rate increase starting August 1<sup>st</sup> billing, seconded by D. Pines **Vote:** *all in favor-motion carried unanimously*

***Adjournment: Motion:*** J. Massicotte - made a motion to adjourn meeting at 7:34 pm, seconded by J. Lemelin.  
***Vote:*** *all in favor-motion carried unanimously.*

Minutes Respectfully Submitted,

Heather Fox

Minute Secretary