



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

October 13, 2026

Chairman called the meeting to order at 6:05 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, Victor Dubourg, Bill Hester, and Heather Fox.

Public Input-

Approval of minutes from Meeting September 8, 2026, Motion: J. Massicotte to approve the minutes for September 8, 2026, seconded by J. Lemelin. ***Vote:*** *all in favor-motion carried unanimously.*

A. Report from Finance Department- *Finance Department, T. Heuschkel provided detailed finance reports ending 9/30/26.*

Fiscal 2027 Budget:

Sewer fund Budget: Dept 704-Revenue- Total revenue is \$564,304

Sewer Rents-Current YTD Revenue: \$480,279

Sewer Rents Past Due: \$33,755

Sanitation Plant Department-Department 315- Is at 15.2% of its budget Year to date expenditures \$176,589.

Pumping Station-Sewer Dept 316- Is at 11.7% of its budget. Year to date expenditure is \$46,445.

W.P.C.A.-Dept. Is at 15.2% of its budget for the fiscal year. Year to date expenditure is \$121,813.

Debt Administration-913- Is 42.9% of its budget for the fiscal year. Year to date expenditures \$9,653.

Total Expenditures-\$354,500.

Revenues-Water Works- Year to date Revenue-\$456,516.

Water Rents Current-YTD Revenue-\$396,362.

Water Rents Past Due-YTD Revenue- \$29,866.

Water Works: Dept 317- Is at 13.8% of its budget for the fiscal year. Year to date \$93,062.

Crystal Lake Water Plant: Dept 319- Is at 15% of its budget. Year to date \$82,614.

Water Administration- Dept 321- Is at 17.9% of its budget. Year-to-date Expenditures \$135,046.

Water Commission- Dept 913- Is at 23.3% of its budget. Year to date Expenditures \$63,047.

Total Expenditures-\$373,769.

B. 123 Water & Sewer Capital Improvements: *Finance Department, T. Heuschkel provided detailed finance reports ending 9/30/26.*

- J. Massicotte-do not see \$10,000 for the trail head that was to go into 123 account.
- T. Heuschkel- Reports were done before the transfer, next months reports will reflect that transfer.

C. ARPA Sewer Projects: *Finance Department, T. Heuschkel provided detailed finance reports ending 9/30/26.*

- T. Heuschkel-ARPA is in its final days must have it completed by end of year. Substantially complete.
- ARPA deficit of \$39,620

1. **Motion:** I J. Massicotte move that the Water Sewer Commission approve a FY26 budget transfer of \$39,620 from 2-315-826-0000-0000 Maintenance of Equipment to 2-321-875-0000-0000 Transfer to Fund 123 CIP, totaling \$39,620, seconded by J. Lemelin. **Discussion:** Discussion about line items **Vote:** *all in favor-motion carried unanimously.*
2. **Motion:** I J. Massicotte move that the Water Sewer Commission increase the FY26 budget 123-999-317-2500-0000 Annual SF Appropriation Transfer by \$39,620, and to increase the FY26 budget 123-317-878-2601-0000 ARPA Projects Supplemental Costs by \$39,620, seconded by J. Lemelin. **Vote:** *all in favor-motion carried unanimously.*

Bank Balances: Sewer Fund- \$1,434,031.07. Water Fund- \$2,109,964.23

Savings Balances: Sewer Fund- \$177,497.66 Water Fund- \$918,770.70

Update on Solar: No report provided. T. Heuschkel compiling data now to try and get some answers.

STIF Investment Account Balances: Water Department Savings: \$531,033.72 Water Department Conservation: \$786,216.51

Other Business:

D. Discussion concerning water & sewer rate increase:

- Discussion on how to move forward with rate increase.
- J. Rollins we need to digest the information provided from the rate study and then sit with Jeff, Alex and Victor.
- J. Massicotte would like to have increase by 1st quarter or something concrete before next year's budget.
- J. Rollins we can tackle the Facilities Plan in chunks
- J. Rollins Infiltration & Inflow (I&I) can tackle overtime.

E. Spencer St Booster Station-:

- Dehumidifier is still pending.
- Stand-alone generator funding could fall under CT DPH program.

- Mission system for remote monitoring.
- Need to replace Expansion tanks are being put off for now.

F. Update on staffing for water & sewer:

- We are down 4 people, (1) at the sewer plant (3) in Collection.
- Contract has been signed.
- MOU in review.
- Cannot get qualified applicants due to pay scale.
- Discussion was had that the commission would like a seat at the table or maybe have the Water & Sewer in their own Union.
- J. Massicotte-what budget would the retros be coming out of?
- T. Heuschkel-if they come out of FY27 budget should not be a concern due to the (4) vacancies.

G. Update on public access to trail head at HVA Easement, Estimated cost \$10,000:

- no update

H. Lead Service Line-Phase 2 update:

- Contracts signed with H2M.
- Field work starting October 19, 2026
- Bart is working on public information and door hangers.
- CBYD this week.

I. Sue Grossman Still River Greenway-Expanded sewer network cost \$635,000:

- Goal is to get trail to skate park at Willow and Rowley St. Still need to figure out sewer connection at a minimum would like to get to DPW.
- Grant was awarded \$635,000, There were EPA requirements for cost share, but we meet requirements to waive the cost share.
- Next step, submitting Federal Application.

Bill Adjustments: none

Directors Report:

Capital Improvements:

- J. Rollins gave commission spreadsheet with pricing and priorities for FY27.
- Discussion about new Vac Truck, commission would like pricing/info for next meeting.
- J. Massicotte asked if we could find out if there would be a price break for RTU's if we purchased the (11) we need instead of just (5).

Sewer CIP Allocations

- ***Motion:*** I M. Farrell move that the Water Sewer Commission appropriate \$432,000 from fund balance for all projects in the "subtotal" column of the attached sheet and increase the budget of 2-999-780-0000-0000 Operating Transfers In by the same amount. seconded by J. Lemelin. ***Vote:*** all in favor-motion carried unanimously.

- **Motion:** I M. Farrell move that the Water & Sewer Commission increase the budget of account 2-321-875-0000-0000 Transfer to Fund 123 CIP by \$432,000 and authorize the Finance Department to establish the necessary capital project accounts with the corresponding budgets as outlined in the attached sheet for a total capital allocation of \$432,000, seconded by J. Coligan. **Vote:** *all in favor-motion carried unanimously.*

Water CIP Allocations

- **Motion:** I M. Farrell move that the Water Sewer Commission appropriate \$528,000 from fund balance for all projects in the “subtotal” column of the attached sheet and increase the budget of 3-999-780-0000-0000 Operating Transfers In by the same amount, seconded by D. Pines. **Vote:** *all in favor-motion carried unanimously.*
- **Motion:** I M. Farrell move that the Water & Sewer Commission increase the budget of account 3-321-875-0000-0000 Transfer to Fund 123 CIP by \$528,000 and authorize the Finance Department to establish the necessary capital project accounts with the corresponding budgets as outlined in the attached sheet for a total capital allocation of \$528,000, seconded by J. Coligan. **Vote:** *all in favor-motion carried unanimously.*

Moore Ave Sewer Extension:

- The E-One system has been ordered, construction starting in a week or so.

Old Business:

Sewer plant generator: budget for 2027 is \$173,393.00:

- in the FY27 budget.

Discussion on liability for replacement, repairs and maintenance of the grinder pumps installed on private residences. Update regulations on connection fees and grinder pumps:

- Discussion was had on what the current regulations say and what the definition/interpretation of “life of the service”.
- Discussion was had on the direction of implementing fees for maintenance.
- J. Rollins is going to draft the changes to the regulations and have commission review.

Barkhamsted Water Line Installation:

- J. Rollins- Met with engineers did a walk through with them with Harper and Haines of (3) PRV stations, they are happy with what they learned and feel more confident.

Emergency Response Plan submit by December 30, 2026:

- J. Rollins-Has been submitted.

Resilient Forest Grant:

- Rollins-Scheduled (3) Invasive Plant interviews for October 22, 2026, have not been scheduled for the Foresters yet.

New Business:

- B. Hester informed the commission that Alex Combes is receiving Operator of the Year from Connecticut Rural Water & Wastewater Association.

- J. Rollins informed the Commission that a letter was sent to 336 Winchester Rd for Illicit Discharge of untreated water within a public drinking water watershed on September 15, 2026. Have not received a response from property owner.

Adjournment: Motion: J. Lemelin - made a motion to adjourn meeting at 8:00 pm, seconded by M. Farrell. ***Vote:*** *all in favor-motion carried unanimously.*

Minutes Respectfully Submitted,

Heather Fox

Minute Secretary