**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 28, 2023***

Vice Chairman called the meeting to order at 6:00 pm. The following members were present: Bill Hester, Joe Lemelin (video chat), John Massicotte (absent excused), Mike Farrell, George Closson, Victor Dubourg. Also, present was Director of Public Works Jim Rollins Candice Bouchard, Finance Director Ann Marie Rheault, Rhonda Roy and, Heather Fox.

1. ***Public Input-* Dave Lapointe-11 Hillside Ave-**addressed the commission again regarding the fluoride additive and the electricity rates. Mr. Lapointe has been advised that both of these issues are being addressed.
2. ***Approval of minutes from Regular Meeting February 14, 2023: Motion***: G. Closson to approve the minutes for February 14, 2023, as amended, seconded by J. Lemelin. **Vote**: *all in favor- motion carried unanimously.*
3. **Report from Finance Director-**

*Sewer fund Budget:* *Dept 704*-Revenue- It is at 63% of its budget. Total revenue is 1,394,497.00.

*Sanitation Plant Department-Department 315-* Is at 52% of its budget. Year to date expenditures $581,330.

*Pumping Station*-*Sewer Dept 316*-Is at 39% of its budget. Year to date expenditures $175,390, compared to last year $178,253.

*W.P.C.A.-Dept* Is at 75% of its budget for the fiscal year. Year to date expenditures $320,847, compared to last year $461,826. Pension contribution have been posted.

*Debt Administration*-*913-*Is at 81% of its budget for the fiscal year. Year to date expenditures $55,429, compared to last year $63,335.

*Total Expenditures-$1,132,996*

*Revenues-Water Works-* Is at 68% of its budget.Year to date Revenue-$1,339,552.

*Water Rents Current-YTD Revenue-*$1,142,389.

*Water Rents Past Due-YTD Revenue-*$78,886.

*Water Works*: *Dept 317-* Is at 48% of its budget for the fiscal year. Year to date $266,453 compared to last year $306,593.

*Crystal Lake Water Plant: Dept 319-*Is at 42% of its budget. Year to date $254,527, compared to last year $210,095.

*Water Administration- Dept 321-* Is at 69% of its budget. Year to date Expenditures $295,678, compared to last year $364,187. Pension contributions posted for February.

*Water Commission-Dept 322-*Is at 51% of its budget. Year to date expenditures $164,248, compared to last year $204,445.

*Total Expenditures*-$980,905

*Water & Sewer Capital Improvements Fund 123-*Is at 22%*.*  Year to date revenue-$1,822,344.

*Bank Balances-*Sewer Fund-$561,305. Water Fund-$1,614.461.

*Savings Balances:* Sewer Fund-$276,286, Water Fund-$882,144.

***B. Update on plant raw water pumps-bid documents cost:*** J. Rollins, still in the bid document phase.

***C.* *Oakdale Booster Pump:*** Pumps have been delivered cost of pumps-$9,990. Pumps to be replaced one at time. Flyer/mailer to be sent to residents.

***D. Fluoride discussion:*** To be revisited at April meeting. B. Hester provided additional Fluoride documentation for review. J. Rollins to provide cost of Fluoride.

***E. Wallens Hill & Crystal Lake Water contracts been finalized:*** J. Rollins-Land clearing of both sites has started, demolition of Wallens Hill tank is underway.

***F. Update on Electricity Analysis-*** Ann Marie provided electricity and solar accounts summary up until January 23. Net sewer solar credits: $9,719.11, Net water solar credits: $3,488.72.

**G. *Sewer Plant chains***- Parts in stock, installed end of April.

***III. Bill adjustments-***

* John Gauger-64 Bank Street-clog in the street. Submitted invoice # 9719 from Cannavo Construction for $1,075.00 to be paid out of Contracted Services 2-316-861-0000

**Motion**: J. Lemelin to approve a credit of $1,075.00 to Cannavo from line item 2-316-861-0000 seconded by M. Farrell. **Vote**: *all in favor- motion carried unanimously.*

***IV. Director’s Report:***

* Crystal Lake Tank- Started tree clearing.
* Wallens Hill Tank- Started tree clearing, demolition has started,
* Bypass Pumps were utilized due to winter storm, raw water pumps stopped working. Which prompted an emergency bypass system. Purchase order #86653 $42,350.00. Line item 315-925-0002. Sunbelt rentals was used.
* Chlorine Tanks-Wastewater-Old tanks cut up, new tanks on site.
* Marty’s position was posted to the Supervisors Union, and then posted to Town Hall staff. Wastewater Certifications, no time soon.
* Staffing- Restructure of staffing to be tabled wastewater NEWEA Certification.
* Pump Station Rehabilitations- Pump stations have been ordered. Replacement in early fall.
* PS#1 Danfield: $138,104 ordered, expected early fall.
* PS#2 Sewer Plant: $134,048 ordered, expected early fall.
* Watershed Survey-Survey has begun, letters /press release has been issued. Report due by

June 15, 2023.

* Batcheller School old barn, town to gift barn to water department currently being used for storage. Roofing quote for $11,100. **Tabled**
* SJ Winn Construction roofing quotes for Water Department**- Tabled**

***V. Main Focus FY-24:***

* Water Tanks Wallens & Crystal Lake
* Gillette Rd. PRV-**Tabled**
* Oakdale Pump station- Discussed above.
* Sewer Pump Stations- Danfield & Sewer Plant
* Raw Water Pumps- Discussed above.
* Step screen
* Lead-Copper- Inventory stage
* Staffing-Flow chart to be reviewed, Superintendent, Director, Utilityman III & IV-**Tabled**
* Intended use plan both W & S
* Mallory Brook Plaza and Lombard Ford-**Tabled**
* Restaurant grease trap yearly inspection-Victor

***VI. Old Business:***

* Santoro’s: Current balance of $39,129.90.
* Sewer plant bridge repair: Still on for 2023. In capital budget
* Water regulations update to accept HDPE: J. Rollins to look into amending regulations to accept HDPE.
* ARPA Funds Phase I-$350,000 sewer plant’s raw water pumps/$350,000 sewer pump station rehabilitations 12/6/21-no update
* ARPA Funds Phase II-$450,000 sewer plant step screen/$250,000 sewer plant septage receiving station & other water & sewer capital projects 6/20/22-J.Rollins hoping to leverage the ARPA funds as matches for other grants.

***VII.******New Business***

* *No new business*

***VIII. Adjournment:***B. Hester- made a motion to adjourn meeting at 7:40 pm, seconded by J. Lemelin. **Vote**: *all in favor-motion carried unanimous.*

Minutes Respectfully Submitted,

Heather Fox

Minute Secretary