



## 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*

*September 12, 2023*

Chairman called the meeting to order at 6:05 pm. The following members were present: John Massicotte, Bill Hester, Joe Lemelin, Mike Farrell, and George Closson (absent excused). Also, present was Finance Director Ann Marie Rheault, Director of Public Works Jim Rollins, Alex Combes, Rhonda Roy, and Heather Fox. Other attendees were Steve Vaill, Kurt Moffett, and Jen Perga.

***I. Public Input-*** None

***II. Approval of minutes from Regular Meeting August 8, 2023, Motion:*** J. Lemelin to approve the minutes for August 8, 2023, seconded by B. Hester. ***Vote:*** *all in favor- motion carried, one abstained M. Farrell.*

***Approval of minutes from Budget Meeting August 22, 2023, Motion:*** J. Lemelin to approve the minutes for August 22, 2023, seconded by B. Hester. ***Vote:*** *all in favor- motion carried, one abstained M. Farrell.*

***A. Report from Finance Director-***

***Fiscal 2023 Budget:***

Water: YTD Net Income (Loss): \$449,683 W/encumbrances: \$430,269 Net Income: \$19,414

Sewer: YTD Net Income (Loss) \$257,751 W/encumbrances: \$239,495 Net Income: \$19,295

***Fiscal 2024 Hypothetical Budget ~ 7/1/2023-8/31/2023:***

*Sewer fund Budget: Dept 704-Revenue-* It is at 19% of its budget. Total revenue is 437,845.

*Sewer Rents-Current YTD Revenue:* \$328,371      *Sewer Rents Past Due:* \$51,856

*Sanitation Plant Department-Department 315-* Is at 7% of its budget. Year to date expenditures \$86,258.

*Pumping Station-Sewer Dept 316-*Is at 9% of its budget. Year to date expenditures \$40,798,

*W.P.C.A.-Dept* Is at 10% of its budget for the fiscal year. Year to date expenditures \$63,469,

*Debt Administration-913-*Is at 51% of its budget for the fiscal year. Year to date expenditures \$34,998,

*Total Expenditures-*\$225,523.

*Revenues-Water Works-* Is at 19% of its budget. Year to date Revenue-\$391,292.

*Water Rents Current-YTD Revenue-\$333,190.*

*Water Rents Past Due-YTD Revenue-\$49,565.*

*Water Works: Dept 317- Is at 19% of its budget for the fiscal year. Year to date \$109,570*

*Crystal Lake Water Plant: Dept 319-Is at 9% of its budget. Year to date \$57,429*

*Water Administration- Dept 321- Is at 13% of its budget. Year to date Expenditures \$58,455*

*Water Commission-Dept 322-Is at 1% of its budget. Year to date expenditures \$4,656*

*Total Expenditures-\$230,110.*

*Bank Balances-Sewer Fund- \$828,671.70, Water Fund- 1,921,239.66.*

*Savings Balances: Sewer Fund- \$277,682.54, Water Fund- \$886,600.78.*

- J. Rollins requested funds to be moved for step screen to be discussed with Ann Marie and Josh.
- J. Rollins to follow up on Excavator line item.
- J. Massicotte asked if we received state reimbursement for Rowley St. bridge. Ann Marie to investigate.
- Ann Marie notified Commission that last payment was made on Perch Rock.
- Further discussion to resolve allocation to fund sewer assessment receivables.

***B. Update on Electricity Analysis-*** No update

***C. Barkhamsted Water Agreement-*** Winchester to be billing authority, Kevin Nelligan in agreement. Barkhamsted customers to be treated the same as Winchester customers. Commission would like two separate agreements, one for water and one for sewer. ***Motion:*** J. Lemelin made a motion to have two separate agreements, one for water and the one already in place for sewer, seconded by B. Hester. ***Vote:*** *all in favor-motion carried unanimous.*

***D. Update on Sewer Plant raw water pumps template:*** Bart has template.

***E. Non-Potable water 15 horsepower Scum Pump possible switch to variable speed pump:*** A. Combes said to remove from agenda it's a convoluted system.

***F. Budget 2023-2024:*** Fiscal 2024 budget reviewed, commission to review follow up at next meeting.

***G. Survey Totals:*** Postcard survey totals were provided, commission agreed to move forward with hearing. Rhonda to follow up with public hearing guidelines and dates. ***Motion:*** M. Farrell made motion to move forward with public hearing regarding Fluoride seconded by J. Lemelin. ***Vote:*** *all in favor-motion carried unanimous*

### ***III. Items Working on for Summer and Fall***

- ***PS #1 Sewer Plant:*** J. Rollins said, electrical underway, site work contractor on board, all set with DOT. J. Rollins to investigate Smith and Loveless invoice.
- ***PS #2 Danfield:*** J. Rollins said, electrical underway, site work contractor on board, all set with DOT. J. Rollins to investigate Smith and Loveless invoice.

***IV. Bill Adjustments:*** None.

## ***V. Director's Report:***

- Focus on Capital Improvements
  - Sewer Plant~ Sludge pumps, disc pumps, VFD, de-rate last blower, distiller for sewer plant~ cost roughly \$179,000.
  - Sewer Collections~ E-1 pumps, PRV mission controls, Moore Ave pump~ cost roughly \$300,000
  - Crystal Lake~ Under drain system, if need to replace~ cost roughly \$100,000-150,000.
- Crystal Lake filter bed pulled out filter media J. Rines is requesting a bid waiver for Westech for filter media for \$26,172 **Motion:** J. Massicotte made motion for bid waiver for filter media to Westech in the amount of \$26,172 due to them being a proprietary vendor, from account 3-000-322-835-0000-0000 seconded by J. Lemelin. **Vote:** *all in favor-motion carried unanimous*
- Crystal Lake Water Plant and Wallens Hill Tank- site work nearly complete, mostly vegetated, and stable, erosion is minimal. Piping is in. Foundations this spring. Still working on the SCADA system upgrade, this has been the most recent focus. One issue is Engineers did not include the tank color in the bid specs, tank colors will remain the same as proposed in bid spec which will be covered under state revolving fund. Test holes done by Geo-Tech waiting on final report. Tanks completed in 2024.
- 20 E-1 Pumps from F.R. Mahony-tabled
- Lead Service Line Inventory mandated by the EPA, filed for the state revolving fund for \$500,000.
- Tree removal along route 263 by filtration plant, state bid \$41,000.
- J. Rollins said that rate increase being eaten up by inflation.

## ***VI. Old Business:***

- **Santoro's:** Current balance of \$51,337.03. Sale did fall through.
- **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-no update.
- **Flow Meter Town Line:** No meter installed yet, will be installing utility service to run both water and sewer meters. J. Rollins to ask for final plans to move forward.
- Old New Hartford Rd Paving- drainage is complete, need to install guide rail before paving.

## ***VII. New Business: None.***

**VIII. Adjournment: Motion:** B. Hester- made a motion to adjourn meeting at 8:00 pm, seconded by J. Lemelin. **Vote:** *all in favor-motion carried unanimous.*

Minutes Respectfully Submitted,

Heather Fox

Minute Secretary