



# 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 10, 2023*

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

**Public Input-** China Delight-requested bill adjustment for high usage of May 1, 2023 quarter. **Motion:** J. Lemelin made a motion to table to next months meeting for further investigation regarding the high usage, seconded by B. Hester. **Vote:** *all in favor-motion carried unanimous.*

- I. Approval of minutes from Regular Meeting September 12, 2023, Motion:** J. Lemelin to approve the minutes for September 12, 2023, seconded by B. Hester. **Vote:** *all in favor- motion carried, one abstained G. Closson.*

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

##### **Fiscal 2024 Budget:**

Water: YTD Net Income (Loss): \$117,163 W/encumbrances: (\$109,049)

Sewer: YTD Net Income (Loss) \$175,223 W/encumbrances: (\$271,145)

##### **Fiscal 2024 Hypothetical Budget ~ 7/1/2023-9/30/2023:**

*Sewer fund Budget: Dept 704-Revenue-* It is at 24% of its budget. Total revenue is 543,132

*Sewer Rents-Current YTD Revenue:* \$386,051      *Sewer Rents Past Due:* \$64,076

*Sanitation Plant Department-Department 315-* Is at 13% of its budget. Year to date expenditures \$151,674.

*Pumping Station-Sewer Dept 316-*Is at 13% of its budget. Year to date expenditures \$61,133.

*W.P.C.A.-Dept* Is at 19% of its budget for the fiscal year. Year to date expenditures \$113,419.

*Debt Administration-913-*Is at 55% of its budget for the fiscal year. Year to date expenditures \$38,216.

*Total Expenditures-*\$367,909.

*Revenues-Water Works-* Is at 23% of its budget. Year to date Revenue-\$466,477.

*Water Rents Current-YTD Revenue-*\$388,173.

*Water Rents Past Due-YTD Revenue-\$61,622.*

*Water Works: Dept 317- Is at 26% of its budget for the fiscal year. Year to date \$145,702.*

*Crystal Lake Water Plant: Dept 319-Is at 17% of its budget. Year to date \$104,205.*

*Water Administration- Dept 321- Is at 21% of its budget. Year to date Expenditures \$90,580.*

*Water Commission-Dept 322-Is at 1% of its budget. Year to date expenditures \$6,048.*

*Total Expenditures-\$349,314.*

*123 Water & Sewer Capital Improvements-no change*

*Bank Balances-Sewer Fund- no information provided, Water Fund-no information provided.*

*Savings Balances: Sewer Fund- no information provided, Water Fund- no information provided.*

- The commission expressed the importance of finance reports at least the Friday prior to the meeting. Discussion regarding possibly changing the meeting time a week later, however that would not resolve the issue, prior month end reports can be provided but not the current month end, due to timing. Ann Marie-it depends on when the month closes to produce these reports.

**B. *Update on Electricity Analysis-*** No print outs provided. Ann Marie-we will not be receiving any more invoices between now and the end of the year, program has reached its maximum benefit. We will not get a bill or receive any credits until February of 2024.

**C. *Barkhamsted Water Agreement-*** J. Rollins-Barkhamsted has changed the agreement-we will do the billing, they are keeping the sewer agreement as it was, Jim will forward new language to J. Massicotte for commission approval and signature. J. Rollins- they are working with a company called Gordian, they are pre-approved no bid vendor working with Source-Well which is the same organization that we bought the Vac Truck through and the Excavator. They have been okayed by the State Water Drinking Fund.

**D. *Budget 2023-2024:*** J. Rollins-will provide email with current proposed budget, items that need consideration to move forward with budget. Commission agrees that budget process needs to be started in conjunction with Town Budget. Ann Marie-we need to make it a point that we are on the same schedule as the Town.

- **Funding for Capital Projects needs to be reviewed**
- **Staffing for Fiscal Year 2024 (fill vacancies, working foreman, Utility III & Utility IV**
  - **Add Water & Sewer Director-\$52,000 each- 50/50 general labor line.**

**E. *PLO/IFO-Water Main-***A. Marie-the interest on the IFO will be due at closing time, it can be paid with Town funds or rolled into the DWSRF Loan (water mains). We can pay the 2% accrued interest from April to October. I do not have a dollar value. Line item in budget, split from 2023 (budgeted for \$50,00) and update 2024 budget line item.

***Motion:*** J. Massicotte to pay interim financing obligation interest from April 2023 until the closing which will be the end of October, seconded by J. Lemelin. ***Vote:*** all in favor-motion carried unanimous.

**F. Surcharge-**J. Massicotte-what was the final billing. We budgeted \$150,000; did we receive \$150,000? Ann Marie-we don't have an actual report of what was received but we can look to see what was billed. A. Marie to provide information on what was billed. J. Massicotte-can we do a \$40 rebate on the next billing. J. Rollins-we can ask if we can get it done in this billing. R. Roy-advised the commission that it could probably be done with the November billing and will check into it.

**Motion:** J. Massicotte-made motion to return \$40 sewer surcharge with the February billing, seconded by B. Hester. **Vote:** *all in favor-motion carried unanimous.*

**G. Fluoride public hearing:-** G. Closson-what is the intention of the Public Hearing, there should be a procedure in place. J. Massicotte-we would like to give the opportunity for public comment to non-taxpayers that drink the water. J. Rines-in the past we had Pro's and Con's along with Dentists and Doctors present. It also contributes to the makeup of our water. Commission to follow up in the Spring.

**H. PS# 1 & PS# 2 Invoice for Loveless work-**invoices had been submitted.

**I. Crystal Lake filter beds-**J. Rines we have removed the filter material and we will be replacing it, the cost of that material is \$28,000. Our guys worked together with an outside company to remove the material. The under drains are what was the problem, they have seals that hold them down, one of the seals for the underdrains was the problem. There is 25 half-moon shaped mesh shaped screened underdrains all of these have been removed. The cost of these seals is \$1500 and will take six weeks to come in. The under drains look ok, it would cost \$150,000 to replace them. What will hold us up is time to recoat the inside of the filters, the plant is 25 years old and the filters are in need of painting. I painted last year, and I have another one that is in dire need of it. Seeing we have all the stuff out of this one we want to do it right, I have four different contractors, I have about six weeks to get this wrapped up. It is going to be a lot of work to get the material back into it, a lot of man power. I can't say enough of about what these guys did.

**J. 20 E-1 pumps-**J. Rollins-we need (40), currently, we have a price quote for (20), they are going increase in price by \$3,000 next month. Currently we have (0) new ones in stock, (6) rebuilt and supplies to rebuild (15). We try to budget for 40. J. Massicotte-is there a line item in the proposed budget? J. Rollins-this would be in the capital budget. There are 3 similar line items that haven't been used or budgeted for, these are in the operating budget to be used for part replacements. I would like to allocate funds in the Capital project for this. Some of the Capital projects are listed below. This is why we need to decide how much of the fund balance we need to put into the Capital budget.

- **Alex**
- hardware of one his primary takes-\$50,000
- Sludge pumps-\$60,000
- Disc pumps-\$80,000
- Blower-\$25,000
- Distiller-\$9,000
  
- **Victor**
- I & I study for \$24,000
- (40) E-1 Pumps-\$120,000
- Mission controls systems for pump stations-\$70,000

**Motion:** J. Massicotte made a motion to transfer \$56,000 from sewer savings for E-1 Pumps to WPCA contingency line item 2-317-835-0000, giving authorization for purchase, seconded by B. Hester. **Vote:** *all in favor-motion carried unanimous.*

- K.** Tree Removal along 263-J. Rollins-the tree removal is for Jeff's plant. We got a price off the State bid for \$41,000. The trees keep falling on the fence and wires. J. Rines one of our own trees fell and knocked the power out. This can be part of the water capital line when we determine how much.

**Motion:** J. Massicotte made a motion to transfer \$41,000 from water savings for tree removal at the Water Plant to Water Commission Contingency line item 3-322-835-0000, seconded by J. Lemelin. **Vote:** *all in favor-motion carried unanimous.*

- L.** 66 Strong Terrace-has maintained payment agreement with State Marshal.

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

- **PS #1 Sewer Plant:** J. Rollins-permit is done, we have to source the suction line, we are having trouble locating 20-foot sections, we are ready to do the transformer and test holes.
- **PS #2 Danfield:** J. Rollins-site line study is required by the DOT, the electrical panel is about ½ way done, the site works is waiting on the concrete risers.

**IV. Bill Adjustments:** Tax Collector's office provided 36 sewer assessment lien releases. J. Massicotte would like to have total amount of lien's being released and what account this is being applied to.

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

- Vacant Positions: Focus on Capital Improvements
  - Utility IV-posted on CTRWWA for one more week.
  - Utility III-posted for CTRWWA for one more week.
  - W & S Director-further discussion and funding
  - Working foreman for both Water & Sewer Departments
- Further discussion regarding job descriptions and certifications, possibly give a sign on bonus when certification is completed.
- J. Rollins-new hiring process seems to be running smoothly.
- J. Rollins-sewer plant chains-all parts are in-contractor has postponed due to illness.
- Crystal Lake & Wallens Hill Tank sites-are being stabilized for the winter, paint color covered in loan, working on SCADA system.
- Main Focus-FY 2024
  - Water Tanks: Wallens & Crystal Lake
  - Sewer pump stations-Danfield & Sewer Plant
  - Raw Water pumps
  - Step Screen
  - Lead Service Inventory
  - Staffing: Superintendent, Director, Utility Man III & IV
  - Intended Use Plan: Both W & S

**VI. Old Business:**

- **Santoro's:** Current balance of \$46,802.95.
- **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*.

**VII. New Business: None.**

**VIII. Adjournment: Motion:** B. Hester- made a motion to adjourn meeting at 7:45 pm, seconded by J. Lemelin. **Vote:** *all in favor-motion carried unanimous.*

Minutes Respectfully Submitted,

Rhonda Roy

Minute Secretary