



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

November 14, 2023

Chairman called the meeting to order at 6:02 pm. The following members were present: John Massicotte, Bill Hester, Joe Lemelin (FaceTime), George Closson, and Mike Farrell (absent excused). Also, present was Director of Public Works Jim Rollins, Victor Dubourg, Jeff Rines, Alex Combes, Rhonda Roy, and Heather Fox. Other attendees were Chris King and Steve Vaill.

Public Input- Micheal Block -requested bill adjustment for base rate reduction to the (2) meter pits for the Mobil Home Park he owns on Main Street, all tenants are now individual metered. **Motion:** G. Closson made a motion to reduce base rate on West side to 5/8" meter and East side to discontinue base rate effective February 1, 2024, billing quarter, seconded by B. Hester. **Vote:** *all in favor-motion carried unanimous.*

- I. Approval of minutes from Regular Meeting October 10, 2023, Motion:** G. Closson to approve the minutes for October 10, 2023, seconded by J. Lemelin. **Vote:** *all in favor- motion carried.*

A. Report from Finance Director-

Fiscal 2024 Budget:

Sewer fund Budget: Dept 704-Revenue- It is at 27% of its budget. Total revenue is 602,689.

Sewer Rents-Current YTD Revenue: \$414,256 **Sewer Rents Past Due:** \$68,339

Sanitation Plant Department-Department 315- Is at 19% of its budget. Year to date expenditures \$214,703.

Pumping Station-Sewer Dept 316-Is at 18% of its budget. Year to date expenditures \$81,664.

W.P.C.A.-Dept Is at 21% of its budget for the fiscal year. Year to date expenditures \$126,291.

Debt Administration-913-Is at 60% of its budget for the fiscal year. Year to date expenditures \$41,434.

Total Expenditures-\$464,093.

Revenues-Water Works- Is at 25% of its budget. Year to date Revenue-\$502,303.

Water Rents Current-YTD Revenue-\$414,516.

Water Rents Past Due-YTD Revenue-\$68,867.

Water Works: Dept 317- Is at 30% of its budget for the fiscal year. Year to date \$167,406.

Crystal Lake Water Plant: Dept 319-Is at 22% of its budget. Year to date \$137,900.

Water Administration- Dept 321- Is at 24% of its budget. Year to date Expenditures \$103,465.

Water Commission-Dept 322-Is at 2% of its budget. Year to date expenditures \$8,301.

Total Expenditures-\$438,502.

123 Water & Sewer Capital Improvements-not provided.

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

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

Chris King from King & King Associates -was invited by the commission to educate them on the functions of a Fund Balance

- Fund Balance-is an accumulation of revenues minus expenditures.
- Fund Balance can be used for future projects.
- Fund balance is an Asset (consists of cash, cash equivalents and non-cash components)
- Based on information provided, Chris indicated that the sewer fund balance for FY 2022 is \$715,000 and for FY 2023 it is about \$950,000.
- Chris advised it was in the best interest of the commission to make a journal entry to write off the sewer assessment liability of \$710,000.

B. *Update on Electricity Analysis-* No further changes

C. *Barkhamsted Water Agreement-* J. Rollins-agreement signed, housing complex in final design, both water & sewer plans on one drawing, gravity feed system. Water main project getting closer to plans. Phase 1 (20) housing units and phase 2 (10) housing units.

D. *Budget 2023-2024:* J. Rollins-provided Water & Sewer operating budgets as well as Water & Sewer Capital Improvement Projects for fiscal 2024.

- G. Closson- reiterated the importance of the operating budget being available at the same time as the town budget.

Sewer Fund: *Motion:* by J Lemelin to approve operating budget as presented for \$2,092,000, seconded by G. Closson- ***Vote:*** *all in favor-motion carried unanimous.*

- Motion:*** by G. Closson to add 270,000 to capital improvements account 317-875-0000, seconded by J Lemelin ***Vote:*** *all in favor-motion carried unanimous.*
- Motion:*** by G. Closson to amend motion to transfer \$270,000 from fund balance into revenue line 999-280-0000, seconded by J Lemelin ***Vote:*** *all in favor-motion carried unanimous.*
- Motion:*** by J. Lemelin to make journal entry by Ann Marie to write off sewer assessment for \$710,000 effective 6/30/23, second by G. Closson ***Vote:*** *all in favor-motion carried unanimous.*

Water Fund: *Motion:* by G. Closson to approve operating budget as presented for \$2,385,289 seconded by J. Lemelin ***Vote:*** *all in favor-motion carried unanimous.*

E. *36 sewer assessments liens-*Tabled

F. *Sewer Plant chain installed-* A. Combes-Drive sprockets seized, chain and flights being assembled now.

- G. Crystal Lake filter beds-**J. Rines received (3) quotes for recoating filter tanks approximate cost for project \$100,000 to complete job, this does not include our time.
- H. 20 E-1 Pumps-**J. Rollins-received (20). Currently we have (8) on the floor and supplies to rebuild (10).
- I. Tree Removal along 263-**J. Rollins-spoke with Eversource due to trees being in the right of way, communicated desire to share cost of tree removal with Eversource which would bring the cost to \$20,500.

II. Items Working on for Summer and Fall

- **PS #1 Sewer Plant:** V. Dubourg- all concrete onsite, Onion Electric to swap over power on Monday and Dave Curtis to start excavation work in 2 weeks.
- **PS #2 Danfield:** V. Dubourg- DOT site line study is pending, replacement hood being manufactured, new pole is placed will support old pole during construction. Onion Electric updated generator shack, electric is 85% complete, rest of work is estimated for spring.

III. Bill Adjustments:

- China Delight bill adjustment **Motion:** G. Closson to deny request to China Delight seconded by J. Lemelin. **Vote:** *all in favor-motion carried unanimous.*

IV. Director's Report:

- A question raised by J. Rines due to a social media post, how does the commission want to handle members and staff with social media?
- **Lead Service Line Inventory:**
 - Draft RFP with Purchasing Agent for boilerplate stuff.
 - Next steps submit for review to RCAP & CTRWWA.
 - Advertise and send to engineers & consultants.
- **Surcharge-**J. Rollins provided detailed utility charge matrix. Commission to revisit.
- **Raw Water Pumps:** *No update*
- **Raz Pumps:** has been delivered, an outdoor winter project.
- **BOD Incubator:** Back in action.
- **Staffing Vacant Positions:**
 - Utility IV-zero applicants with certifications readvertised without certifications and have 3 applicants to be interviewed.
 - Utility III- zero applicants with certifications, readvertised without certifications and have 3 applicants to be interviewed.
 - W & S Director-further discussion and funding
 - Working foreman for both Water & Sewer Departments
- **Sewer Assessment for new grinder pumps:**
 - Research bi-laws and regulations then revisit.
 - Revisit water & sewer connection fees
- **Crystal Lake & Wallens Hill Tank sites-**are being stabilized for the winter, working on SCADA system.
- **Rugg Brook Dam:** The 2023 Dam Inspection report "Low side of fair" Condition, reinspection next year.

- **Water Tanks:**
 - Crystal Lake-site work done for winter, surface to be covered with tarps to prevent frost damage. The SCADA Project meeting yesterday was productive.
 - Wallens Hill- site work done for winter, surface to be covered with tarps to prevent frost damage.
- **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

VI. Old Business:

- **Santoro's:** Current balance of \$54,429.75.
- **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:

- B. Hester- was brought to his attention that the online payment system was down, the issue is being resolved by the tax office.
- B. Hester-was brought to his attention that there was a boil water advisory for Royer Street, due to the water main break Sunday on Berg Street. The Commission would like to be advised of any future water main breaks.

VIII. Adjournment: Motion: G. Closson- made a motion to adjourn meeting at 8:28 pm, seconded by J. Lemelin. **Vote:** *all in favor-motion carried unanimous.*

Minutes Respectfully Submitted,

Heather Fox

Minute Secretary