



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

December 12, 2023

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

Public Input- B. Hester-like the open dialogue, will be the liaison for selectman. His position is now open for appointment.

- I. Approval of minutes from Regular Meeting November 14, 2023, Motion:** G. Closson to approve the minutes for November 14, 2023, seconded by J. Lemelin. **Vote:** *all in favor-motion carried unanimous, one abstained Mike Farrell*

A. Report from Finance Director-

Fiscal 2024 Budget:

Ann Marie was not present.

Sewer fund Budget: Dept 704-Revenue- It is at 40% of its budget. Total revenue is \$952,318.

Sewer Rents-Current YTD Revenue: \$720,909 **Sewer Rents Past Due:** \$83,119

Sanitation Plant Department-Department 315- Is at 28% of its budget. Year to date expenditures \$287,786.

Pumping Station-Sewer Dept 316-Is at 20% of its budget. Year to date expenditures \$87,168.

W.P.C.A.-Dept Is at 35% of its budget for the fiscal year. Year to date expenditures \$307,963.

Debt Administration-913-Is at 66% of its budget for the fiscal year. Year to date expenditures \$44,651.

Total Expenditures-\$727,568.

Revenues-Water Works- Is at 34% of its budget. Year to date Revenue-\$827,465.

Water Rents Current-YTD Revenue-\$730,110.

Water Rents Past Due-YTD Revenue-\$74,732.

Water Works: Dept 317- Is at 26% of its budget for the fiscal year. Year to date \$182,264.

Crystal Lake Water Plant: Dept 319-Is at 27% of its budget. Year to date \$155,462.

Water Administration- Dept 321- Is at 29% of its budget. Year to date Expenditures \$133,728.

Water Commission-Dept 322-Is at 34% of its budget. Year to date expenditures \$167,792.

Total Expenditures-\$660,667.

123 Water & Sewer Capital Improvements-Tabled until Ann Marie gives a corrected report.

Bank Balances-Sewer Fund- \$916,690.99, Water Fund-\$1,986,169.42.

Savings Balances: Sewer Fund- \$278,375.41, Water Fund- \$888,813.07.

Budget Concerns/Sewer:

- line item 2-317-835-0000 J. Rollins to follow up with Ann Marie regarding attached motion from Octobers meeting; **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 of 20 pumps, seconded by B. Hester. **Vote:** all in favor-motion carried unanimous.
- 0317-875-0000-0000 (112,500), Jim to investigate the expenditures.

Budget Concerns/Water:

- J. Rollins to follow up with Ann Marie regarding motion from Octobers meeting: **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.
- 0322-807-0000-0000 on call phone-confusion-Jim to check into-acct amount should be \$10,400.

B. Update on Electricity Analysis- No further discussion.

C. Surcharge from 2022-2023: J. Massicotte need to find out from Ann Marie what was not used from surcharge if anything. **Motion:** G. Closson to rescind \$40.00 surcharge refund on February billing, seconded by J. Lemelin **Vote:** all in favor-motion carried unanimous.

D. 36 sewer assessments liens-Tabled

E. Sewer Plant chain installed- A. Combes-Postponed until the spring.

F. Crystal Lake filter beds-J. Rollins still on schedule, gaskets, and media on order. received (3) quotes for recoating filter tanks, would like to move forward with Advanced Coatings Equipment Inc. for \$54,600. Did budget for \$56,000. **Motion:** M. Farrell to accept proposal from Advanced Coatings Equipment Inc. for coating Crystal Lake filter beds in the amount of \$54,600 from account 123-322-878-2401-0000-0000, seconded by J. Lemelin **Vote:** all in favor-motion carried unanimous.

G. Tree Removal along 263-J. Rollins-will communicate with Eversource.

H. Raz Pumps: has been delivered in service building, an indoor winter project, mid to end January.

- I. *Barkhamsted Water line drawing:*** J. Rollins- Reviewing pressure lines, fire lines and service lines. No update on drawing.
- J. *Water & Sewer Connection Fee Increase:*** V. Dubourg and J. Rollins to do further research on municipal structure rates. Commission would like update by spring.
- K. *Staffing Water & Sewer:*** Still reviewing staff pay rates. Foreman positions for this upcoming budget
- L. *Raw Water Pumps:*** No update
- M. *Water & Sewer Commission 2024 Meeting Schedule:*** **Motion:** G. Closson to accept 2024 meeting calendar seconded by M. Farrell. **Vote:** *all in favor-motion carried unanimous.*
- II. *Items Working on for Summer and Fall***
- ***PS #1 Sewer Plant:*** J. Rollins- Transformer energized. Dave Curtis to start excavation work next week weather permitting.
 - ***PS #2 Danfield:*** J. Rollins- Verbal ok from DOT for site line study, worst case driveway would need to be raised 3” if need be.
- III. *Bill Adjustments:*** Joshua Liuiza of 47 Moore Ave. provided the commission with pictures and an explanation for his request for a bill adjustment. **Motion:** J. Lemelin to deny sewer adjustment for 47 Moore Ave. to Joshua Liuiza to be consistent with past practices seconded by G. Closson. **Vote:** *all in favor-motion carried unanimous.*
- IV. *Director’s Report:***
- ***Sewer Plant Generator Transfer Switch:*** 10-12 years, average life span for these types of switches, this switch is from 1988. Traver estimate for switch gear of \$65,000-\$75,000, Sunbelt Rental \$12,000 +/- pumps and \$6,000 +/- generator.
Motion: J. Massicotte made motion to take \$50,000 out of sewer savings account to put into sewer contingency line item for sewer transfer switch, seconded by M. Farrell. **Vote:** *all in favor-motion carried unanimous.*
Motion: J. Massicotte made motion to authorize \$50,000 from sewer contingency line item 2-0317-835-0000-0000 to write purchase order for sewer transfer switch, seconded by J. Lemelin **Vote:** *all in favor-motion carried unanimous.*
 - ***Service Line Inventory:*** RFP out end of this week.
 - ***Raw Water Pumps:*** *No update*
 - ***Staffing Vacant Positions:***
 - Utility III & IV-Hired (2) Utilityman III’s start ~Jan. 1
 - W & S Director-further discussion and funding
 - Working foreman for both Water & Sewer Departments
 - ***Water & Sewer Connection Fees:***
 - Revisit water & sewer connection fees
 - ***Crystal Lake & Wallens Hill Tank sites***-are being stabilized for the winter, working on SCADA system.

- **Rugg Brook Dam:** DEEP notice for completing maintenance with permitting.
- **Water Tanks:**
 - Crystal Lake-site work done for winter; surface covered with tarps to prevent frost damage. Contractor trying every angle to front load the invoices. Start back up in April weather permitting.
 - Wallens Hill- site work done for winter; surface covered with tarps to prevent frost damage. Contractor trying every angle to front load the invoices. Start back up in April weather permitting.
- **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

V. Old Business:

- **Santoro's:** Current balance of \$46,492.04.
- **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*.

VI. New Business:

- **Vice chairman- Motion:** M. Farrell made a motion to nominate J. Lemelin as vice chairman, seconded by J. Massicotte. **Vote:** *all in favor-motion carried unanimous*.
- J. Rollins to follow up with Housatonic Valley regarding \$750,000 goes into watershed not Town General Fund.

VII. Adjournment: Motion: J. Lemelin- made a motion to adjourn meeting at 7:38 pm, seconded by G. Closson. **Vote:** *all in favor-motion carried unanimous*.

Minutes Respectfully Submitted,

Heather Fox

Minute Secretary