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

Public Input- none

I. Approval of minutes from Regular Meeting February 13, 2024, Motion: G. Closson to approve the minutes for February 13, 2024, seconded by J. Lemelin. Vote: all in favor-motion carried unanimous.

A. Report from Finance Director-
Fiscal 2024 Budget:
Sewer fund Budget: Dept 704-Revenue- Total revenue is $1,500,313.
Sewer Rents-Current YTD Revenue: $1,119,182.
Sewer Rents Past Due: $95,677.
Sanitation Plant Department-Department 315- Is at 45% of its budget. Year to date expenditures $508,488.
Pumping Station-Sewer Dept 316-Is at 37% of its budget. Year to date expenditures $156,756.
W.P.C.A.-Dept Is at 50% of its budget for the fiscal year. Year to date expenditures $434,991.
Debt Administration-913-Is at 80% of its budget for the fiscal year. Year to date expenditures $54,304.
Total Expenditures-$1,154,539.
Revenues-Water Works- Year to date Revenue-$1,317,449.
Water Rents Current-YTD Revenue-$1,141,280.
Water Rents Past Due-YTD Revenue-$91,311.
Water Works: Dept 317- Is at 42% of its budget for the fiscal year. Year to date $290,601.
Crystal Lake Water Plant: Dept 319-Is at 45% of its budget. Year to date $254,417.
Water Administration- Dept 321- Is at 52% of its budget. Year to date Expenditures $238,434.
Water Commission-Dept 322-Is at 56% of its budget. Year to date expenditures $271,817.

Total Expenditures-$1,103,627.

123 Water & Sewer Capital Improvements- Capitol Improvement spreadsheets provided and reviewed by Ann Marie. Further discussion to follow regarding funding shortfalls. J. Massicotte, let’s try to address these in next year’s budget.

Bank Balances-Sewer Fund- $1,117,463.53, Water Fund-$2,135,324.64.

Savings Balances: Sewer Fund- $172,965.09, Water Fund- $890,995.95.

A. Combes- raised a question as a few of his budget line items are over expended how do we address these shortfalls.

G. Closson we have two facilities that are 30 years old we need to start thinking about what we must do to rebuild them, we need to act cannot fail the public.

J. Massicotte-Possibly update of fees, still have what is left over from last increase.

J. Rollins-need to do a comprehensive evaluation, rate study. Need to find where we are and what is coming. We have an aging plant.

Ann Marie- Study would give you the information needed to present to the public the need for the rate increases.

J. Massicotte- Budget for next year to do a rate study.

V. Dubourg- Alex reached out to CT Rural Water, little to no cost. We have been reaching out to explore other vendors.

B. Hester- Will need to do a study to get funding through USDA.

Ann Marie- once the town proposed budget is finished up will be focusing on the Water & Sewer Budget for next year.

B. Update on Electricity Analysis- Ann Marie provided electricity and solar accounts summary up until December 23. Net sewer solar credits: $3,306.11, Net water solar credits: $1,173.14

C. Discussion on Raised Bill #149: B. Hester proposed bill that cannot put lien on property until bill reaches $4000.00 with an 18% interest rate, bill would kill smaller plants. Right now, towns set their own threshold. B. Hester also passed out a handout to the commission on Cyber Resilience on water and sewer plants.

D. Lead Service line inventory Bid’s: Resolution went to town referendum to borrow state revolving fund went to Board of Selectmen they voted to put with town referendum. Public outreach needs to get started. Received (3) proposals back H2M was the best firm for project. Should have actual budget number in a couple of weeks.

E. Sewer Plant Digester Assessment: A. Combes- Company to do assessment will be coming March 19th and 20th to see what is in the digestor.
F. **Two Sludge Pumps**: A. Combes- Pumps have been ordered waiting to hear on delivery and start date for installation.

G. **Sewer Plant Transfer Switch**: A. Combes-switch is installed.

H. **Crystal Lake Filter Bed**: J. Rollins paint complete. NSF anchor bolts are in. V. Dubourg Reassembly this Thursday and Friday of under drains. Received 1st delivery of garnet media, still waiting on two more orders of media as well as the proper equipment to blow material into place.

I. **Water Tank Funding Update**: Ann Marie Interim funding agreement signed and sent back to state once we receive signed copy back, we can start long term funding.

J. **Tree Removal along 263**: J. Rollins-Eversource trees are down and neighbor took logs. Distinctive Tree is back in town and will fit into their schedule.

K. **Water & Sewer Lines Connection Fee Update**: J. Rollins target to have list to consider current rates and what we would like to recommend. Would need a public hearing for any fee changes.

II. **Items Working on for Summer and Fall**
   - **PS #1 Sewer Plant**: V. Dubourg spoke with Dave Curtis who will be mobilizing some equipment, will be speaking to his concrete cutting guy hoping to start late this week or next week.
   - **PS #2 Danfield**: V. Dubourg spoke with Dave Curtis who will be mobilizing some equipment, will be speaking to his concrete cutting guy hoping to start late this week or next week.

III. **Bill Adjustments**: None

IV. **Director’s Report**:
   - **Crystal Lake & Wallens Hill Tank Sites**: SCADA system slowly moving forward. Excavation of foundation end of March. Still going back and forth as to which tank will be started first.
   - **Barkhamsted Water line drawing**: J. Rollins- No update.
   - **Housatonic Valley Walkway Status**: J. Rollins had a meeting with surveyors today over 1300 acres in a good spot, Documents on their end just bed to be tidied up. Will be in touch with easement people.
   - **Main Focus 2024**: Water tanks: Wallens & Crystal Lake, Sewer Pump Stations: Danfield & Sewer Plant. Lead Service Line Inventory, Drinking water state revolving fund and Water Main Improvements on Bridge St, W. Wakefield Blvd, Perkins, and Fruit St.
     - J. Massicotte asked if repairs to the old water tank will take place once the new one is in place. J. Rollins said yes probably.

V. **Old Business**:
   - **ARPA Funds Phase I**-$350,000 sewer plant’s raw water pumps/$350,000 sewer pump station rehabilitations 12/6/21-B. Hester in each account that it was allocated for. J. Rollins There is $87,000 left over from other projects that a motion can be made with the Board of Selectman to have moved to Water & Sewer to use.
   - **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- B. Hester in each account that it was
allocated for. J. Rollins There is $87,000 left over from other projects that a motion can be made with the Board of Selectman to have moved to Water & Sewer to use.

- **Sewer Plant Chains to be installed in the spring:** Still on for the spring.
- **36 sewer assessments liens**-Tabled

VI. **New Business:**
- Next year Water sewer increases.
- Dams were discussed; annual inspection instead of every two years.
- Discussion of sewer expansion.

VII. **Adjournment: Motion:** J. Lemelin- made a motion to adjourn meeting at 7:30 pm, seconded by G. Closson. **Vote:** all in favor-motion carried unanimous.

Minutes Respectfully Submitted,

Heather Fox

Minute Secretary