

WATERTOWN, CONNECTICUT
WATER AND SEWER AUTHORITY
REGULAR MEETING
WEDNESDAY, FEBRUARY 15, 2023

1. Call Meeting to Order

Chairman James Sugden called the Regular Meeting to order at 7:00 P.M.

2. Roll Call

Members present: Keith Franson, Mike Garassino, Mario Mancini, James Sugden

Members excused: Marisa Mancini-Cavallo, Joe Masi, Ed Wilk

Others present: Jerry Lukowski

3. Public Participation

Mr. Sugden: I don't see anybody from the public. Mike, do you just want to make sure that nobody's out there wanting to get in to see us, just in case. Alright, nobody from the public this evening.

4. Minutes

Mr. Sugden: Approval of minutes, which are attached in your packet. If you've had a chance to look at that, I'll entertain a motion for the minutes.

Mr. Franson: We have one correction that has to be made on the December 21st minutes. They have the closing at 7:01 in the minutes and we started the meeting at 7 o'clock, so I think it's 8:01 that we adjourned. So, that's got to be changed.

Mr. Sugden: More than likely I believe it was an 8 o'clock finish. Any other errors or omissions, corrections to be made?

A motion was made by Keith Franson to change the time of adjournment on the December 21st minutes, and to accept the minutes for December and January. The motion was seconded by Michael Garassino. All in favor. Motion passes.

5. Correspondence/ Information – None.

6. Superintendent's Report

Mr. Sugden: At this time, I'll turn it over to Mr. Lukowski.

I. Water Main and Service Breaks

- a. 250 Colonial St. Swift Middle School – 8 in. DI main break. Replaced 3 ½ ft of DI pipe.
- b. Merrimac St. by Bessie St. – 6 in. DI main break. Replaced 6 ½ ft of DI pipe.
- c. 18 Rockdale Ave. – service leak. Replaced copper k pipe from corp to cc. WSA incurs cost.
- d. 88 Cobb St. Building 2 – 1 ½ in. service leak on house side of cc. Customer incurs cost.
- e. 164 Buckingham St. – Replaced leaking cc. WSA incurs cost.
- f. 156 Falls Ave. – service leak. Replaced copper k pipe from cc to house. Customer incurs cost.

II. Sewer Stoppages:

- a. 430 Main St. Oakville – customer hired Clog Master to jet rod line and replace clean out.

III. Project Status:

- a. Security of Infrastructure and Buildings

Mr. Lukowski: I think it's more of a long-term plan. It's not like we have to get it done all this year. I'm looking at security cameras, intrusion detection systems, alarm systems, for the main building. And also cameras in the main building, at least for the lobby and also where the cash is taken. Any of the pump stations for sewage and water is just to have that camera system in there. And also, eventually I'd like to have a better plan to fence the sides that aren't fenced. And eventually some of the fence work, like at Scoville tank needs probably to be ripped down and replaced. That one is like, year five. It's not soon. But definitely for the Scoville tank and our second tank, just to have a camera system and some means of security at both of those locations.

Mr. Franson: Especially with what's going on with the power stations and infrastructures that the people are trying to take out, it's a smart thing to do.

Mr. Lukowski: Correct. I don't want to rush because there's a lot of salesmen out there that want to sell you their best, but they're also expensive. I'd rather have a plan and put it out to bid and then have it be done over the next couple of years. We've gotten

along, the water system's been here for a hundred years. And we've been fine so far. At first I thought we needed to get everything secure, especially from my background, but after looking at it, being a municipality, being the Water and Sewer Authority, we just have to take our time. I think our main building is probably the first priority because we handle cash, we have the SCADA system inside the building. We did meet with one vendor. We don't necessarily want to go with them, we want to talk to our SCADA vendor who's coming in within a week and he also has camera systems that he can install with the SCADA system so if something happens then it can pop up on the screen if there's an overflow at the Scoville tank, the camera will come on and point at that location where the alarm is coming in to help make it easier for us to identify and see what's going on in the system.

Mr. Garassino: Who do they use here at the Town Hall?

Mr. Lukowski: Yes. I forgot the name but that's the gentleman we met. He's been here forever. Gives a good service to the Board of Ed as well as to the town. For something like that we would might do the alarm with him but do all the cameras and all the other features with the SCADA company that we currently use. I'd like to lean off what the town uses, at least for security. And the other part, we don't have a fire alarm system inside the building. I'd like to have one that's tied in. So if something happened on the fire side, we're not going to get an alarm out, we hope to get it out so they can get there before we lose the entire building.

b. SCADA System Upgrade

Mr. Lukowski: The next point I'd like to bring up is our SCADA system. Currently it's working off of a window 7. Windows 7 doesn't have any upgrades when there's a security issue. We don't get any fixes to the computer. I understand we have a purchase order in place from August with Dominic. That's why we're meeting him next week to say "when are you going to upgrade the system", and we're going to go with Windows 11. That provides it the updates and we'll get a good five to ten years with it. Another note under SCADA, we had a shut down of the treatment plant on February 1st. It was shut down for about six hours. We had to top off the tanks, the two of them. We had to float on those tanks through the night. Mike did a great job because we had a series of protocols on what we have to do, coordination with the fire department, especially if there's a big fire. The plant, they needed fifteen-to-thirty-minute notice and they could

get back online. They were doing repairs. They had divers in the tank and they were making infrastructure repairs that actually didn't fully work so they're going to have to go on a longer shut down in the next couple of weeks where we'll go through the same thing. We also talked to the Fire District for the inner connect in case we need additional water from them. We also drafted an emergency message in case we had to put it on reverse 911, but it's not reverse 911, it's through our folks that register with the water and sewer to receive a message from us for that event. With that we found out that the elevations weren't truly correct at Scoville to top off the tank. We're actually blowing off water from the emergency over flow on a stand pipe that comes back down. We talked to Vinny and he knew it was an issue, he was going to update it in the system but now we know the exact measurement because we could see the line on where it was at and we made sure that that's in there and we backed off a foot or two from that top elevation. We wanted to top the tanks off as high as we could for that shut down. We could make a day or two on both of those tanks depending on water usage.

Mr. Garassino: Why was this shut down?

Mr. Lukowski: It was shut down for infrastructure repairs at the Waterbury treatment plant. We had to go into manual mode. We didn't want to come on automatic. They had divers in the tank with the intake lines. They also had to lower their tanks to make a repair. We did figure out that they do have four million gallons of storage in their day tanks. So after they treat water, they put it in storage and that's what feeds the distribution system. So they could go steady stay at the plant to fill it, and depending on the usage they're going up and down on that four million gallons of water.

Mr. Garassino: What do our tanks carry?

Mr. Lukowski: One is 1.2 million gallons and the other one is 1 million. So, we have 2.2 million gallons worth of storage. We also have flow off of Waterbury. And they have about 3-4 million gallons just on the other side of the golf course they have their tanks. I haven't been there, that's one of the places I want to go to, even though it's not us but it does flow backwards into the system off of their head.

Mr. Garassino: Do our tanks, does it serve off the main tanks, how does it work?

Mr. Lukowski: Every evening we top them off. We turn on Fern Hill and it tops off the tanks. When the water comes in, it does circulate, it spins everything around the tank but we don't have paddles in there when we're not being filled. We'll go through the majority of that water at least 50-75% so we're getting fresh water each and every night.

Mr. Garassino: So, we go through 50-75% a day?

Mr. Boutote: We don't run the pumps at all during the day.

Mr. Lukowski: No, just the evening. We wait until everybody gets home, everybody's using the water, we do it mostly when every one's going to sleep at night, like 10 o'clock at night.

Mr. Boutote: It starts between nine and ten and shuts off between six and seven. All that water gets used and we circulate it so there's always fresh water in the tanks.

Mr. Lukowski: Once it hits elevation it stops, the motors at Fern Hill will shut off.

Mr. Garassino: How do they shut off? Is there a float?

Mr. Lukowski: There's a float that's inside of Scoville and it'll shut the pumps off at Fern Hill. So what we were doing, we want to add another 5-7 feet of water to top it off for the shut down and that's when we learned, the set point wasn't correct. That's the day Antonio brought me out and we saw the bottom of the sand pipe it was all washed out and we had water down the road and we're scratching our heads, like what went on. I came in on Saturday with Vinny and we looked at the SCADA and he said that's the true elevation we were able to hit that night. The biggest pump we turn on, we had that going and we were blowing out of the Scoville tank for that evening. Until we went to manual, we shut it off for them to do the work.

Mr. Garassino: How's our pumps?

Mr. Lukowski: We got two out of three pumps operational. The middle pump isn't.

Mr. Boutote: It will work in case of an emergency. If I need it for an emergency, I can just open it back up.

c. IT Meeting

Mr. Lukowski: We had a meeting with Mike from IT. Michele, myself and Mike (Boutote). We talked about those three different topics. Which is our back up system, to back up everything that we have for Water and Sewer. We talked about our server and also our data and phone connection. Basically it's kind of the same story as SCADA, a lot of it's outdated systems. Especially our billing system. It's run off of Fox Pro which is not secure enough and it could be cyber attacked. So we're looking at the software and to get on a better Microsoft.net type of program that doesn't have the deficiencies of Fox Pro for cyber-attack. On the data and phone, we have issues where we go up and down, I think today was a bad day with the internet. It also affects the phone.

Mr. Boutote: It affects our email and our phone system. We can't work sometimes for short periods of time. It's not too long but it does interrupt the day.

Mr. Lukowski: We're looking at one of the three; Go Net, Optimum and Frontier. They're coming in with great deals to join but we want to piggy back off of what the town's going to go to, on which of the three vendors they're going to choose. Go Net, I've heard their pitch, they sound pretty cheap and they look pretty fast on what they do. For some of this, we're going to use the funding that we have and program it in for July 1st for the upcoming budget.

d. Every other Saturday Meeting with Vinny

Mr. Lukowski: Every other Saturday I come in and meet with Vinny. We're going to skip this Saturday but push it to the following Saturday to be on that cycle. We meet for about 3-4 hours. Last time we met we talked about a lot of the different agreements and contracts that are in place. But we also got in the road and he showed me PRV's especially the ones that are going down Echo Lake Rd. Because of the elevation drop and the associated pressure increase as you're going down the hill. He also showed me the Georgetown tank. We drove up to it, I didn't actually touch it, I wanted to feel it but we got to the gate. That was closed of course. I didn't really see anything else to prevent anybody from walking on top of the tank. This next coming meet we're going to try to focus it on GIS. With the upgrades that we have to do with GIS. Geographical Information System. It's basically mapping. It's what we use out in the field with our tablets. We can see we're standing here, and what's in the ground.

e. Site Visits w/ Field Team

- i. Fern Hill
- ii. Scoville Tank
- iii. Emergency Flow Connections Points (New Pump)
- iv. PRV's

Mr. Lukowski: I spent the afternoon with Antonio. Another great employee who really has his heart in the game. The other part is the Emergency Flow Connection Points, there's about five or six locations, basically when you see two fire hydrants basically next to each other where we'll transfer from one system to another system if we have to do it in an emergency. You'll definitely see it at the Fern Hill pump station, you see the two fire hydrants. This ties into it where we have \$70,000 in next year's budget so we can buy the pump so we can do these water transfers and not rely on another water authority like New Haven or Hartford or Waterbury for that pump. If we're having problems, they could be having problems too and they're not going to give up their pump. It's a special pump because you have to run palpable water through it so all the oil and grease fittings have to be the right type of pump. One of the problems is the same problem I face in Public Works is where do we store it? I want to store it inside but we have tight space within the garage. It's actually the size of a small car.

f. Cold Weather Protocol

Mr. Lukowski: I don't think it's winter yet other than a couple weekends ago when we had minus 8 degrees. Thanks to Mike and the team once again, we went out to all of our stations. Water in the big pipes aren't going to freeze but its all these different ancillary, little pressure gauges that we have within the pump stations. Most of them have two electric heaters in it and we found a couple of them that weren't working and they're getting repaired. We're good with one but it's good to have the second one that's available and has to turn on. We didn't have any issues or water main breaks. You need cold weather for a good week or two before it gets into the ground.

g. Waterbury Plant Shut down

Mr. Lukowski: I already talked about the Waterbury plant shut down that was on February 1st. What we found out; we don't necessarily have to top off our tanks. We don't have to add the extra 3-5 feet. We're good with what we have within the tanks.

h. Lead and Copper Rule/Submission 2024 Rule

Mr. Lukowski: There's a Submission Rule that's coming up in 2024. It's quite lengthy and detailed. It's been out there for a few years. A lot of companies, water authorities will hire somebody from the outside to actually do this. We're looking at hiring somebody in the next few months. I hope this will be the first job for the Assistant Superintendent to take on. For us, we're going to identify, and then we know what we hear is there's going to be money behind it to start making improvements where there's lead and copper issues based on priorities within the system.

i. Mattoon Meter Replacement

Mr. Lukowski: The Mattoon meter, we actually got it replaced. It cost about \$3,000. I thought it was very important because we spend about \$3,000 a day for the sewage that's going through the meter. It wasn't necessarily accurate. It was dated and it needed to be updated. We used the same elevations when we mounted the meter, got brand new cable and basically its just bouncing sound waves off the water to know what the elevation its going through the orifice or where the flow goes into Waterbury. So, that was a good thing to get replaced. WE did compare the results from before and after and they look the same. The Mattoon meter station needs some help. The ventilation doesn't work inside the building. All the electrical components are just about rotted inside the building, inside the panels because that's where all the sewage goes through

for the municipality. Also what Mike and Vinny taught me, is whatever the Fire District gives us, we times that by three. We're three times a flow of what's coming.

j. Neptune 360 Billing Software

Mr. Lukowski: We had Neptune 360 come in two weeks ago. We currently use them for the meter readers but this is the new and upgraded system. It's also to the point where we can put meter readers on our tanks and not have to drive the entire network and read all the meters by the interior meter and say hey tell me what your meter reads. It shoots back what it is. What also helps is it can tell us if there's water main breaks. Or more importantly if there's a leak for a customer. It can also give you hourly, daily reads.

k. PO's/ Invoices

Mr. Lukowski: The next item is purchase orders and invoices. Jennifer and I have a rhythm. I think it's very important that we pay our bills on time and not let our vendors wait. I also have to give her credit and Michele credit because we had about 35 purchase orders open over 180 days that I get to track as a manager, and now they got it down to one. Because either you have to close it, or you got to say go get the work done, get the bill and close it. To me it ties up that money. Because when we close them, the money's got to flow back into your budget. So we're thinking were running out of money but we have 25 PO's that were tying up a lot of money.

l. Tablets Update/ Upgrade

Mr. Lukowski: We're looking to update a tablet or two. You should see some of the tablets we have, nice big screen, color. In the middle of a break, when it's hectic, they can pull up stuff, it's really a night and day difference.

7. **Old Business** – None.

8. **New Business** –

- a. Meeting Minutes – Verbatim to Summary (Recorded and posted online)

Mr. Lukowski: There's a request to the Authority, that, instead of, you saw how many pages we had for the meeting minutes, is that we go to a summary report like the other town committees do and not verbatim. I understand that we can video but we don't want to do that. We tape it, and we can also post the tape recorder but I think we should just have the tape recordings on file in the office, so if you wanted to know a little bit more of the detail of the conversations, we also have the tape recorder. Jennifer, I think for the hour we're in here, she's probably there for five to ten hours going back, playing it again, customer comes to the window, she's got to get up, service the customer, she comes back, plays it again, listens to it, we're talking too fast and then she has to go back and forth with it. So we probably lose two days out of the month for her doing the minutes in that fashion. What I hope to do in the future is she's here and she can just be typing away and also having the tape recorder going on and she can have them fifty percent done before we get out of here, come in the next morning and finish off the rest and we're done with the meeting minutes for that meeting. I'd like to put that to motion and take a vote to switch that from verbatim to summary.

A motion was made by Keith Franson to change the meeting minutes from verbatim to summary. The motion was seconded by Mario Mancini. All in favor. Motion passes.

b. Job Description – Assistant Superintendent for W&S (see attached)

Mr. Lukowski: I emailed it to everybody about two weeks ago. I know it did go in front of Town Council and they voted on it but they wanted to make sure that this Board was good with it before we put it out. It's ready to go out to be advertised by the close of this week. It will be out for a couple of weeks. With this, I would like a member or two of the board to be on the selection committee with myself. I'm not sure if there's going to be anybody else, I don't want to tie up the Town Manager. It's myself, and a member or two and maybe Bob Grandpre. I haven't thought that part out fully.

(Mr. Lukowski and the Board have overlapping discussions on who will sit in on the selection committee. They decide to have Mr. Lukowski, Mr. Masi, Mr. Sugden and Mike Boutote, the WSA Operations Supervisor, on the selection committee.)

(Mr. Lukowski and the Board discuss the qualifications of the Assistant Superintendent and the salary ranges for the position.)

A motion was made by Keith Franson to accept the job description for the WSA Assistant Superintendent / Engineer. The motion was seconded by Mario Mancini. All in favor. Motion passes.

c. Budget 2024

Mr. Lukowski: On the budget, we met with Sue twice, it was a lot of input from Vinny, from Mike, from Jennifer, and Michele, Antonio, everybody had their input. It's basically always the same budget. One of the increases was for the \$70,000 pump. Another increase is we had \$30,000 and \$30,000 for Legal Fees. We asked to go to \$40,000 and \$40,000. The other parts that we're going through is that we know, brass, copper, everything that we're buying now a days is at a higher rate. For some of the triple R's I think it one of the accounts, we asked for an increase in that and as I'm looking through it, and the other thing I had an issue with, and I'll bring it to Town Council, same thing in Public Works, is we have way too many budget items. I think there's 400-500 in water. Jim and I had 39 budget items in Public Works in Southbury plus we had facilities and parks. I don't have facilities and parks here. I'm just going to bring that up, we can't change it now, but I'd like it for the next budget submission that we have. The other one is the Engineering Consultant Fees, it's \$10,000 and \$10,000. I'm asking it go to for \$20,000 and \$20,000. So, we can have \$40,000 for those fees. We're not looking at updating any of the vehicles for a year or two or three. We're still looking at \$1,000,000 for sewage into Waterbury that's been constant. And, for the projects, the fire hydrants, \$10,000, water meters \$15,000, the one thing that's known is to recoat the Straits tank floor. We don't have a price on that. I'm waiting for the Assistant Superintendent so we can get a price to recoat the bottom of the floor. The emergency pump is \$80,000. The 3R's is \$30,000. Carvel water meter pit, \$75,000. Bunk Hill water main, 500 feet, for \$50,000. Remove the PRV vault at 1094 Echo Lake Rd. for \$15,000. And a lawn mower for \$5,000. Just a glance at the other budget, is for sewer 3R, \$75,000, sewer man hole rehab, \$150,000. Water meter, \$25,000. And lawn mower is \$5,000. That's it for the budget.

A motion was made by Keith Franson to accept the budget as presented. The motion was seconded by Michael Garassino. All in favor. Motion passes.

9. Fund Transfer/Appropriations – None

10. Adjournment

A motion was made by Keith Franson to adjourn the meeting at 8:02 P.M. The motion was seconded by Michael Garassino. All in favor. Motion passes.

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Respectfully Submitted,

Keith Franson, Secretary
Water and Sewer Authority

Approved: _____