

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

1. **Call Meeting to Order**

Secretary Keith Franson called the Regular Meeting to order at 7:00 P.M.

2. **Roll Call**

Members present: Keith Franson, Michael Garassino, Mario Mancini, Marisa Mancini-Cavallo, Joseph Masi

Members excused: James Sugden, Edward Wilk

Others present: Jerry Lukowski

3. **Public Participation**

None.

4. **Minutes**

A motion was made by Michael Garassino to accept the minutes from the February 15, 2023 Regular Meeting. The motion was seconded by Keith Franson. Joseph Masi abstained. All others in favor. Motion passes.

5. **Correspondence/ Information**

a. Memo to Town Council re: Appropriation Request

Mr. Lukowski explains that with all of the bills coming in from the Waterbury lawsuit, there isn't enough money in the Legal Services line items to cover all of them. He would like to make a Funds Appropriation request to Town Council for \$40,000. He would also like to go into Executive Session at the next meeting to further discuss the details of the lawsuit.

A motion was made by Joe Masi to approve the appropriation request of \$40,000 regarding the mediation with the City of Waterbury. The motion was seconded by Marisa Cavallo- Mancini. All in favor. Motion passes.

6. **Superintendents Report**

I. **Water Main and Service Breaks:**

a. 28 Sunnyside Ave.- Customer complained of low water pressure.  
Replaced leaking service line from corp. to cc.

- b. 45 Hazel St. – Complete Services. Replaced from corp. to cc. Homeowners insurance company hired outside contractor to replace from cc to house.

II. Sewer Stoppages:

- a. 24-28 Ball Farm Rd. – Replaced 4” sewer line due to backing up.

III. Project Status:

- a. SCADA System Upgrade – started upgrade on 3/15/2023

Mr. Lukowski reports that the vendor started the SCADA upgrade on 3/15/2023. The current computer is fifteen years old. It runs all the controls for the pump stations, water towers and meter devices for billing. The computer is being upgraded to Windows 11.

- b. IT Meeting

- i. Backup System – update billing software, Neptune
- ii. Server
- iii. Data/Phone Connection – Go Net/ Optimum/ Frontier

Mr. Lukowski reports that a lot of the systems are outdated, such as the billing system and the system that reads all the meters in the town. There will also be a server upgrade. There are connectivity issues in the WSA office where the internet goes down quite often. IT is working on changing the internet provider at Town Hall. WSA will go with the same provider.

- c. Every other Saturday Meeting with Vinny

Mr. Lukowski has been meeting with Vinny every other weekend to discuss different topics. They will be meeting a few more times.

- d. Site Visits w/ Field Team

- i. Bunker Hill
- ii. Georgetown
- iii. Bunker Hill Pump
- iiii. Water Samples

Mr. Lukowski is going to be visiting each of these sites. He is going to shadow how the Water Samples are taken.

e. Cold Weather Protocol

Mr. Lukowski thanked the WSA team for the hard work they did during the extremely cold weather last month. All of the pump stations have one electric heater to maintain the ancillary pipes. Mr. Franson asked if propane heaters should be looked into instead of electric heaters for cost reasons. Mr. Lukowski stated that the size of the pump stations do not require the heat to be at a high temperature and do not kick on as often as in a home or an office.

f. Waterbury Plant Shut Down's

g. Lead and Copper Rule/ Submission 2024 Rule

Mr. Lukowski reports that the Lead and Copper Rule report is due in the summer of 2024. The WSA members are going through each property record card by street alphabet to see how many property lines have lead. Mr. Lukowski states that Tighe & Bond are assisting. Once the report is complete, the WSA needs to repair 3% each year. The Board discusses who is responsible for the repair if the line is lead and the funding of the repairs.

h. PO's/ Invoices

7. **Old Business** – None.

8. **New Business**

a. Winter Quarter Billing

The Board discusses the protocol on Winter Quarter Billing. The Winter Quarter is the billing cycle for residential customers where water used during the winter months of their cycle of that quarter sets the sewer usage for the year. The purpose of this protocol is that during the winter period, water customers are less likely to use water that does not go into the sewer and is the most direct measure of sewer use. The WSA would like the Board to take into consideration of removing the protocol and paying the exact rate for water and for sewer for each quarter. Mr. Lukowski states that customers who may have a water leak during their winter quarter are paying more for sewer for the rest of the year, while some customers who are away during the winter months are paying less. Mr. Franson states that customers would come to a meeting and address it, and then the Board would discuss it amongst themselves and come up with a resolution. Mr. Garassino said it should be addressed per individual homeowner, as they do not have

many complaints about it. Mr. Lukowski suggested having the policy available for customers who come to WSA to make a complaint, and to suggest to the customer that they attend a meeting to discuss their opinion on the policy.

b. Selection Committee for Assistant Superintendent/ Engineer position

Mr. Lukowski and the Board discuss who would sit on the Selection Committee for the interviews with candidates for the Assistant Superintendent/Engineer position. They decided to have Joe Masi and Jim Sugden on the Selection Committee along with Mike Boutote, WSA Operations Supervisor and Paul Bunevich, Town Engineer.

9. **Fund Transfers/ Appropriations:**

Appropriate: \$40,000

From: Line item, Water Extension Fund – 013

To: Line Item, Legal Services 017.50334.075.0158.9017

This item was discussed and covered under Agenda Item #5, Correspondence/ Information. A motion was made and passed to approve the appropriation.

10. **Adjournment**

A motion was made by Mr. Masi to adjourn the meeting at 7:48 P.M. The motion was seconded by Mr. Garassino. All in favor. Motion passes.

Respectfully Submitted,

Keith Franson, Secretary  
Water and Sewer Authority

Approved: \_\_\_\_\_