

WATERTOWN, CONNECTICUT
WATER AND SEWER AUTHORITY
REGULAR MEETING
WEDNESDAY, APRIL 19, 2023

1. **Call Meeting to Order**

Chairman James Sugden called the Regular Meeting to order at 7:02 P.M.

2. **Roll Call**

Members present: Joseph Masi, Edward Wilk, James Sugden, Keith Franson, Marisa Mancini-Cavallo

Members excused: Michael Garassino, Mario Mancini

Others present: Jerry Lukowski

3. **Public Participation**

None.

4. **Minutes**

Mr. Lukowski asked for a correction to be made on page 3, item #6e, Weather Protocol. He mistakenly stated there are two electric heaters in each of the facilities but there is only one electric heater in each facility.

A motion was made by Joseph Masi to accept the minutes as amended from the March 15, 2023 Regular Meeting. The motion was seconded by Keith Franson. All in favor. Motion passes.

5. **Correspondence/ Information**

None.

6. **Superintendent's Report**

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

- a. 550 Sylvan Lake Rd. – D'Agostino Construction. Old well pipe 1 ½ plastic replaced with 1" SDR 9. WSA had customer install a meter pit due to service being longer than 100 feet, per WSA policy.
- b. 23 Hillcrest Ave. – Customer called for noise from service in his house. 3 pin hole leaks on WSA side. Installed a 28' piece of 1" k copper/ ¾" x 1" coupling / 1" cc / 8" saddle and new tape and corp on WSA side.

II. **Sewer Stoppages:**

- a. 9 Booth Ave. – Customer called about a block. American Rooter snaked the lateral and found the lateral was broken.

- III. Project Status:
 - a. SCADA System Upgrade – Completed
Mr. Lukowski reports that the upgrade is complete.
 - b. IT Meeting – Connectivity issues
 - i. Data/ Phone Connection – Go Net/ Optimum/ Frontier
Mr. Lukowski reports the WSA office is still having connectivity issues with the internet, phone lines and credit card machine. There are proposals from Go Net and Frontier to correct the issues.
 - c. Waterbury Plant Shut Down's
 - d. Lead and Copper Rule/ Submission 2024 Rule
Mr. Lukowski reports that WSA is through letter C. He states that the team is making great strides. He would like to have an intern assist during the summertime.
 - e. PO's/ Invoices – up to date
 - f. Transfers – May/ June Meeting
 - g. SRF – State Revolving Fund
Mr. Lukowski states that they would like to go after funding from the state for Watertown.
 - h. Woolson St. 36" Aqua duct
Mr. Lukowski reports that they got their vacuum truck out there under direction from Waterbury. They vacuumed down and could not find the duct, it is over ten feet under the ground, which is very good. Platforms were put down for the utility workers so they wouldn't drive on the ground. Trees were also taken down in the area.
 - i. House cleaning – W&S shop areas
Mr. Lukowski reports the boiler room has a new sheet rock ceiling, and the floor was painted. He would like to update the office with a new carpet and some painting. He would also like to replace a few windows and do some trim around the windows.

Mr. Masi asked about updating the front entrance of the office.

Mr. Lukowski stated that he wants the front entrance to look similar to the Tax Collectors office. He would like to do the carpet and painting this year and then move on to the front entrance.

j. Review of W&S website

k. CCMC – Certified Connecticut Municipal Collector

Mr. Lukowski states that Michele, Bookkeeper II is taking classes for this certification and would like to give the opportunity to others in the office once she has completed the certification.

Mr. Masi stated that he would like to add an item to discuss the status of the Frederick Street water installation.

Mr. Lukowski states that approximately twenty catch basins are being installed prior to the work being done, however, the work can be started before the installation, as long as they have the inverts for the new storm drain and the water line. Mr. Lukowski states that there were three different size pipes discussed, 2", 6", 8".

The Board discusses which size pipe is being installed. Mr. Lukowski states that per Vinny, and per the PO that was created, and the materials purchased, it is a 6" pipe.

7. **Old Business**

a. Selection Committee for Assistant Superintendent/ Engineer Position

Mr. Lukowski states that there were twenty applicants for the Assistant Superintendent/ Engineer position. Ten applicants were interviewed, in which four were asked back for a second interview. Out of the four, there was a top choice and the committee is in discussion with him to come on board.

8. **New Business**

a. WSA Meeting Schedule for 2024 (12 to 8 or 6)

Mr. Lukowski would like to change the WSA Regular Meetings from once a month, to eight per year, as some meetings are very short due to inactivity during certain months of the year, as well as Board Members not able to attend all meetings. The Board discussed with Mr. Lukowski two potential schedules that will be further discussed at the next WSA meeting.

b. Oak Drive Appraisals

Mr. Lukowski states that they received the appraisal through the appraisal firm. The Board members and Mr. Lukowski discuss the interest rate on the assessment.

9. **Funds Transfers/ Appropriations**

None.

10. **Adjournment**

A motion was made by Joseph Masi to adjourn the meeting at 7:36 P.M. The motion was seconded by Keith Franson. All in favor. Motion passes.

Respectfully Submitted,
Keith Franson, Secretary
Water and Sewer Authority

Approved: _____