

**WATERTOWN, CONNECTICUT
WATER AND SEWER AUTHORITY
SPECIAL MEETING
WEDNESDAY, MAY 17, 2023**

1. **Call Meeting to Order**

Chairman James Sugden called the Special Meeting to order at 5:00 P.M.

2. **Roll Call**

Members present: Keith Franson, Michael Garassino, Joseph Masi, Edward Wilk, James Sugden

Members excused: Mario Mancini, Marisa Mancini-Cavallo

Others present: Jerry Lukowski, Dave McMahon

3. **Public Participation**

None.

4. **Minutes**

A motion was made by Joseph Masi to accept the meeting minutes from April 19, 2023 Regular Meeting. The motion was seconded by Keith Franson. Michael Garassino abstained. All others in favor. Motion passes.

5. **Correspondence/ Information**

None.

6. **Superintendent's Report**

I. Water Main and Service Breaks:

- a. No water main breaks or service breaks.
- b. Replaced one fire hydrant. While flushing we had a hydrant from 1978 that did not operate. It was replaced by Complete Services with a new Mueller fire hydrant.
- c. WSA did three water taps on high pressure main for 13 Sylvan Lake Rd.

II. Sewer Stoppages:

- a. 858 Echo Lake Rd., Braxton Manufacturing – had Joe's Sanitation repair 4" forced sewer lateral.
- b. 94 Platt Rd. – WSA tapped 4" forced sewer main for new construction.

III. Payment Breakdown Statistics:

- a. Total number of customers for this 30-day period (April 11-May 11): 1,657

Cash & Checks payments 81 %

Broken down as:

Cash & Checks at window & drop box 63%

USPS – 18%

Automated payments (Credit Cards and ACH) 19%

Mr. Lukowski states that he wanted to add metrics on the office, and the front counter. He would like to see a higher percentage for automated payments and will discuss changing the processing fee at a future meeting.

IV. Project Status:

- a. IT Meeting – Connectivity issues
i. Data/ Phone Connection – Optimum/ Frontier

Mr. Lukowski states that the WSA office is still having connectivity issues. IT department is contracting to go with a different service to add fiber with greater bandwidth.

- b. Lead and Copper Rule/ Submission 2024 Rule

Mr. Lukowski states that there is a job opening for a college summer intern to assist in filling out the spreadsheet for lead and copper.

- c. House Cleaning – W&S shop areas
i. Shred Event
ii. Changed codes on doors
iii. Boiler room completed

Mr. Lukowski states that there is shred event coming up soon to shred any records that are able to be disposed of. The codes on the doors have been changed. The boiler room has been completed.

- d. Review of W&S website
- e. CCMC – Certified Connecticut Municipal Collector
i. MC graduated Course 1

Mr. Lukowski states that Michele graduated her first CCMC course with one of the highest grades on her exam.

- f. 145 Concord Drive
 - i. Grass issue – top soil, seed, hay

Resident needed some work done in her yard due to the Concord/Lexington project with new water and sewer mains. WSA is working on getting it cleaned up for her with top soil, seed and hay.

- g. Week 6 of Flushing
 - i. One dirty water call

- h. Shut Offs
 - i. Starting after flushing is completed – Shut off/Demand Notices have been mailed to delinquent customers. A number of customers have paid before being shut off.

7. **Old Business**

- a. 2024 Regular Meeting Schedule Option #1 and Option #2

A motion was made by Keith Franson to accept the 2024 Regular Meeting Schedule for WSA, option #2. The motion was seconded by Joseph Masi. All in favor. Motion passes.

- b. Oak Drive Appraisals

The Board members discuss the appraisal rates for the Oak Drive project.

A motion was made by Keith Franson to set the Oak Drive appraisal at 4.5% for 15 years. The motion was seconded by Joseph Masi. All in favor. Motion passes.

8. **New Business**

- a. New Assistant Superintendent – Dave McMahon

Mr. Lukowski introduces Dave McMahon, the new Assistant Superintendent/ Engineer for WSA.

- b. Tax Warrant
- c. Rate Bill
- d. Bonded

Mr. Lukowski calls upon Michele Cyr, Bookkeeper II for WSA, to assist in the topics.

Ms. Cyr states that WSA follows the same statutes and regulations as Real Estate. A Tax Warrant is a legal instrument that gives the collector power to demand, and collect and must be signed by a Justice of the Peace each year.

Mr. Jessell explains that Water and Sewer bills are collected the same way tax bills are collected. They are collected against a lot, not a person. The Tax Warrant gives the collector the power to lien a property. He explains that the way to collect water and sewer bills, is to lien a property and then to foreclose on the lien.

Ms. Cyr states that the Rate Bill should be signed every year, even if there are no changes to the rates. The WSA rates are on the back of the bills.

Mr. Lukowski states that per CCMC, Michele has to be bonded within the office at 1% of the largest deposit of cash.

9. **Funds Transfer/ Appropriation**

Appropriate: \$100,000

To: Line Item, Legal Services 015.50334.074.0158
Line Item, Legal Services 017.50334.075.0158

Mr. Lukowski explains this appropriation is to cover legal services for the ongoing Waterbury Litigation.

A motion was made by Keith Franson to appropriate \$50,000 into line item, Legal Services 015.50334.074.0158 and \$50,000 into line item, Legal Services 017.50334.075.0158. The motion was seconded by Joseph Masi. All in favor. Motion passes.

10. **Executive Session** – Waterbury Litigation court update

A motion was made by Keith Franson to enter into Executive Session. The motion was seconded by Joseph Masi. All in favor. Motion passes.

11. **Adjournment**

A motion was made by Keith Franson to adjourn the meeting at 6:15 P.M. The motion was seconded by Joseph Masi. All in favor. Motion passes.

Respectfully Submitted,
Keith Franson, Secretary
Water and Sewer Authority

Approved: _____

