WATER AND SEWER AUTHORITY
SPECIAL MEETING
WEDNESDAY, MAY 22, 2024

1. Call Meeting to Order
Mr. Sugden calls the meeting to order at 7:05pm.

2. Roll Call
Members present: Keith Franson, Marisa Mancini Cavallo, Joseph Masi, Raymond Primini, Edward Wilk, Mario Mancini, James Sugden

Members excused:

Others present: Dave McMahon, Paul Jessell

3. Public Participation
No public participation.

A motion was made by Joseph Masi to approve the minutes for the Regular Meeting 3/20/2024 as written. The motion was seconded by Keith Franson. All in favor. Motion passes.

A motion was made by Joseph Masi to move Agenda item # 8, Executive Session, to after Agenda item # 4, Minutes. The motion was seconded by Keith Franson. All in favor. Motion passes.

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

Entering into Executive Session are WSA Board Members, Dave McMahon, Assistant Superintendent and Paul Jessell, Town Attorney.

5. Correspondence/ Information
a. Memos to Town Council re: Appropriation Requests
   i. Scovil Water Storage Tank – CT DPH Deficiencies Repairs
   ii. Overtime – Due to Increase Operational Responses
   iii. Legal Services – Due to ongoing litigation

Mr. Sugden states that they will discuss the Memos further down the Agenda under Agenda item, Funds Transfers/ Appropriations.
6. **Assistant Superintendent’s Report**

I. **Operations Water:**
   a. Service Repairs – 2
   b. Water Main Repairs – 1
   c. Fire Hydrants – 1
   d. Water Service Taps – 0
   e. Water Service Inspections – 2
   f. Water Main Inspections – 2

II. **Operations Sewer:**
   a. Sewer Lateral / Connection Blockages – 1
   b. Sewer Main Blockages – 2
   c. Sewer Lateral Repairs – 2
   d. Sewer Main Repairs – 0
   e. Sewer Inspections – 2
   f. Sewer CCTV Inspections – 0

III. **Business Administration:**
   a. Total Customer Transactions for February 2024
      Broken down as:
      - Cash – 5%, Checks – 71%
      - Credit cards/Electronic check Payments – 24%
   b. Shut Offs
      i. April 1st – 136 Demand/Shut Off Notices mailed out
      ii. May 8th – Shut off in process
      iii. Collected 66% of Delinquencies before shut off process began. $66,000.

IV. **Project Status:**
   a. WSA & Waterbury Emergency Water Interconnection Project – Still ongoing
   b. Rate Study – In progress
   c. Carvel Meter Vault Relocation Project – DWSRF Project #: SFY 23-10- In progress
   d. Lead and Copper Rule – Submission Due By 2024 Rule – Ongoing – Phase I

7. **Old Business**
   a. Budget Presentation Update
      Mr. McMahon states that the budget referendum has passed.
   b. Bunker Hill Rd. – CT DEEP Ongoing Investigation
Mr. McMahon states that the investigation is still ongoing, and CT DEEP continue to do samples.

c. Lobby Hours – Change from 8:30am-4:30pm to 9:00am-4:00pm.

A motion was made by Keith Franson to change the WSA office lobby hours from 8:30am-4:30pm to 9:00am-4:00pm. The motion was seconded by Joseph Masi. All in favor. Motion passes.

9. **New Business**

a. Revision to water service curb box policy

Mr. McMahon states that he wants to modify the language on the current water service curb box policy.

A motion was made by Keith Franson to modify the language on the current water service curb box policy. The motion was seconded by Joseph Masi. All in favor. Motion passes.

b. Amendment to 2024 Regular Meeting Schedule

Mr. McMahon states that per FOI Commission, the first meeting of the following new year must be on the schedule of monthly meetings.

A motion was made by Joseph Masi to add the January 15, 2025 Regular Meeting to the current 2024 Regular Meeting Schedule. The motion was seconded by Keith Franson. All in favor. Motion passes.

c. CTDPH Project Applications Involving Waterbury Infrastructure – Request for authorization to discuss and/or meet with Waterbury on the projects listed per CTDPH requirements.

i. CTDPH SFY_25-06 WTBY Echo Lake Booster Station

ii. CTDPH SFY_25-13 WTBY Fern Hill 36” Gate Installation

Mr. McMahon states that per CTDPH, since the infrastructures belong to Waterbury, Watertown has to notify Waterbury and also give the applications to the Waterbury Board of Public Works. He states he has already submitted the Agenda to get it on Waterbury’s Board as part of the notification for their upcoming meeting.

A motion was made by Keith Franson for the WSA Board to give Dave McMahon, Assistant Superintendent of Water and Sewer, and Jerry Lukowski, Director of Public Works authority to discuss and work on the applications for the the Echo Lake and
Fern Hill projects. The motion was seconded by Joseph Masi. All in favor. Motion passes.

10. **Funds Transfers/ Appropriations**

   a. Appropriate: $24,000 to Line Item, Clean & Inspect Water Storage 018.50529.077.2996

   b. Appropriate: $12,000. $6,000 to Line Item, Overtime 015.50130.074.0000 and $6,000 to Line Item, Overtime 017.50130.075.0000

   c. Appropriate: $15,000. $7,500 to Line Item, Legal Services 015.50334.074.0158 and $7,500 to Line Item, Legal Services 017.50334.075.0158.

   A motion was made by Joseph Masi to appropriate: $24,000 to Line Item, Clean & Inspect Water Storage 018.50529.077.2996, appropriate: $12,000. $6,000 to Line Item, Overtime 015.50130.074.0000 and $6,000 to Line Item, Overtime 017.50130.075.0000, and appropriate: $15,000. $7,500 to Line Item, Legal Services 015.50334.074.0158 and $7,500 to Line Item, Legal Services 017.50334.075.0158. The motion was seconded by Keith Franson. All in favor. Motion passes.

   Mr. Franson asks if the next meeting, June 19th, should be cancelled or changed due to it being a Federal Holiday.

   A motion was made by Joseph Masi to check with the Town Attorney on the June 19th meeting. The motion was seconded by Keith Franson. All in favor. Motion passes.

11. **Adjournment**

   A motion was made by Keith Franson to adjourn the meeting at 8:00PM. The motion was seconded by Joseph Masi. All in favor. Motion passes.

Respectfully submitted
Keith Franson, Secretary
Water and Sewer Authority

Approved: __________________________