

**WATERTOWN, CONNECTICUT  
WATER AND SEWER AUTHORITY  
REGULAR MEETING  
WEDNESDAY JUNE 21, 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, Mario Mancini, Joseph Masi, Marisa Mancini-Cavallo, Ed Wilk, James Sugden

Members excused: Michael Garassino

Others present: Jerry Lukowski, Dave McMahon

**3. Public Participation**

None.

**4. Minutes**

A motion was made by Keith Franson to accept the meeting minutes from May 17, 2023 Special Meeting. The motion was seconded by Joseph Masi. All in favor. Motion passes.

**5. Correspondence/Information**

None.

**6. Assistant Superintendent's Report**

**I. Operations Water:**

- a. Service Repairs - 0
- b. Water Main Repairs - 0
- c. Fire Hydrants - 0
- d. Water Service Taps - 0
- e. Water Service Inspections - 0
- f. Water Main Inspections - 0
- g. Annual Hydrant Flushing – Completed on June 02, 2023

**II. Operations Sewer:**

- a. Sewer Lateral / Connection Blockages - 0
- b. Sewer Main Blockages - 0
- c. Sewer Lateral Repairs - 0
- d. Sewer Main Repairs - 0
- e. Sewer Inspections - 0
- f. Sewer CCTV Inspections - 0

**III. Business Administration:**

- a. Total Customer Transactions – May 01 - May 31: 1,474  
Cash & Checks Payments: 75%  
Broken down as:
  - Cash & Checks At Window & Drop Box: 50% & USPS: 25%
  - Automated Payments (Credit Cards and ACH): 25%
- b. Non-Payments / Shut-Off List: Total Number of Customers – 54
- c. Shut-Off / Demand Notices Mailed to Delinquent Customers – 82

**IV. Project Status:**

- a. 145 Concord Drive - Grass Issue, Top Soil, Seed, & Hay – Completed
- b. IT Connectivity Issues – Data / Phone Connection Switched to Frontier Fiber
- c. Lead and Copper Rule –Submission Due By 2024 Rule - Ongoing
- d. Bunker Hill Water Pump Station – Internal Painting Completed
- e. French St Office Area – Internal Painting Started
- f. Large User – Proposed Meter Program
- g. Frederick St – 6” Water Main - Status

Mr. McMahan states that he has changed the format of the Superintendent’s Report to simplify the categories. He reports that there are a lot of zeros under the operations categories for May, the department was still busy with other projects on the agenda that will continue to move forward into the coming months. Mr. McMahan added a third section in the Superintendent’s Report, Business Administration. He states that the business administration side of the office is more than just office work. There are a lot of transactions on the billing side. He states that the office has begun shut offs for nonpayment customers. Customers received a Shut- Off/ Demand Notice in the mail. They also had their curb marked out as a way to notify them that they are pending shut off. The office also started sending out a robot IVR call to customers on the shut off list as another way to notify them. Door hangers will also be given to customers whose water has been shut off.

Mr. McMahan reports that the grass issue at 145 Concord Drive has been completed. The WSA office has switched to Frontier Fiber. There have been no connectivity issues since the switch. The Lead and Copper Rule is ongoing. Mr. McMahan states that the department is in the process of hiring an intern. Mr. McMahan states that the Bunker Hill Water Pump Station has been painted. After the completion of the pump station, the front office at WSA was painted and is completed. Mr. McMahan reports that he would like to meet with the top large users to propose a new meter program. He gave an example of Crystal Rock. Instead of repairing and replacing parts on the compound meter, he would like to switch over to an ultrasonic meter. In regards to the Frederick St. project, the 6” Water Main, Mr. McMahan would like to connect from Hungerford Ave. and continue through an easement, due to the small number of leaks in the 2” pipe. Mr. McMahan is working with Mr. Jessell on the easement.

**7. Old Business**

a. Meet the Rate Consultant

Mr. Lukowski states that the WSA is going to reach out to the rate consultant that was previously used, and who is also helping with the lawsuit.

b. Rate Bill – Signature from Chairman

A **motion** was made by Joseph Masi to accept the current Rate Bill as of June 21, 2023. The motion was **seconded** by Keith Franson. All in favor. Motion passes.

**8. New Business**

a. Proposal to Amend Water and Sewer Rates Adopted on October 20, 2010 pg. 3 Item #7

Mr. McMahan stated that he would like to revise the Water and Sewer Rates Resolution adopted on October 20, 2010. He would like to reimplement the nonrefundable fee of \$275 per Application for Water Service Permit. The fee was implemented on September 1, 1989. It was revised in 1995. On October 20, 2010 the rates were revised a second time and implemented in January 2011, where the \$275 Application Fee was omitted and not being collected. Mr. McMahan would also like to implement a Hydrant Water Flow Test Application and Tracking Document to be completed prior to the scheduled hydrant flow test. Mr. McMahan would also like to implement there be a \$50 fee per inspection, for each time a technician has to go to a job site for inspection.

The Board Members discuss changing the inspection fee to \$50 *per* inspection. Mrs. Mancini-Cavallo states that it seems like a huge increase. She states that the \$275 was never implemented and that with the increased costs of materials and supplies for contractors, it seems like a lot. Mrs. Mancini-Cavallo suggested the fee be changed to \$100 or \$125.

Mr. Lukowski states that it is already in the record and it is in the history of the Water and Sewer Authority.

A **motion** was made by Joseph Masi to charge \$275 for Application for Water Service/ Permit with non-refundable application fee as stated in the minutes of September 1, 1989 and revised in March 20, 1995. The motion was **seconded** by Keith Franson. In favor: Keith Franson, Ed Wilk, Mario Mancini, Joseph Masi, James Sugden. Opposed: Marisa Mancini-Cavallo. Motion passes.

Mrs. Mancini-Cavallo requested that the minutes from the meeting on October 20, 2010 be reviewed for more information on the topic. Mr. Lukowski said the office will look into getting the minutes from the Town Clerk's office for that specific meeting.

b. Proposal to Amend Water and Sewer Rates Adopted on October 20, 2010 pg. 3 Item #10

Mr. McMahan is proposing to add to the current language from pg. 3 Item #10 of the Water and Sewer Rates and Fees that a Hydrant Water Flow Test Application and Tracking Document must

be completed prior to scheduled hydrant flow test is performed. There will also be a non-Refundable fee of \$200 per Hydrant Flow Application. He states the original document needed to be improved.

After discussing the Application Fees, the Board decides to table the topic for a future meeting in order to do more research on the topic.

c. 486 Straits Tpke (CT RTE #63) Property

Mr. McMahon would like to install a 12" main. He would not like to dig up the intersection of Bunker Hill Rd. to Commercial St. He states that the site has not been developed yet. He is working with Paul Jessell to talk with the developer. He would like to add an additional ten feet easement to run the 12" main that would save the town money and tie in the system. He states that if there is a water main break in a certain area, there is no redundancy to isolate the break and keep the water on for customers.

d. Frederick St./ Falls Ter – Proposed 6" Water Main

e. Georgetown Dr. ROW

Mr. McMahon states the developer wants to put in two lots, both Waterbury residents, but they cannot connect because the houses are too close to each other. There is no way for them to get the water and sewer from the Waterbury system, even though they are residents of Waterbury. WSA has a 30-50 ft. stub of 6" water main and sewer line of sanitary sewer going in that same right of way. Waterbury wants to utilize it.

f. Elena Dr. – 6" Water Main – 1,100' – From Straits Tpke to connect Evelyn St.

Mr. McMahon states there are currently only 3 houses on Elena Dr. with water service on a cul-de-sac with 10 houses. There is an additional 500' to tie into Evelyn St. By connecting the 1,100', the remaining houses would be able to hook up to water but would have to pay an assessment. Sewer connection would have to be reviewed.

g. 145 Concord Dr.

9. **Fund Transfers/ Appropriations**

None.

10. **Adjournment**

A **motion** was made by Keith Franson to adjourn the meeting at 8:28 P.M. The motion was **seconded** by Joseph Masi. All in favor. Motion passes.

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Respectfully Submitted,  
Keith Franson, Secretary  
Water and Sewer Authority

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