

WATERTOWN, CONNECTICUT
WATER AND SEWER AUTHORITY
REGULAR MEETING
JULY 19, 2023

1. **Call Meeting to Order**

Chairman James Sugden called the Regular Meeting to order at 7:01 P.M.

2. **Roll Call**

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

Members excused: Mario Mancini, Edward Wilk

Others present: Dave McMahon

3. **Public Participation**

None.

4. **Minutes**

A **motion** was made by Joseph Masi to accept the meeting minutes from the June 21, 2023 Regular Meeting, as written. The motion was **seconded** by Keith Franson. In favor: Keith Franson, Marisa Mancini-Cavallo, Joseph Masi, James Sugden. Abstain: Michael Garrassino. Motion passes.

5. **Correspondence/ Information**

None.

6. **Assistant Superintendent's Report**

I. **Operations Water:**

- a. Service Repairs - 1
- b. Water Main Repairs - 1
- c. Fire Hydrants - 6
- d. Water Service Taps - 0
- e. Water Service Inspections – 3 (1 repair, 2 new)
- f. Water Main Inspections - 1

II. **Operations Sewer:**

- a. Sewer Lateral / Connection Blockages - 0
- b. Sewer Main Blockages - 0
- c. Sewer Lateral Repairs - 1
- d. Sewer Main Repairs - 0
- e. Sewer Inspections – 3 (1 repair, 2 new)
- f. Sewer CCTV Inspections - 0

III. Business Administration:

- a. Total Customer Transactions – June 1 – June 30 – 1,418
Broken down as:
 - Cash – 15%
 - Checks – 50%
 - Automated Payments – 35%
- b. IVR Delinquent reminder & shut off date - 53
- c. Total amount collected from Shut Off list through June - \$74,480 (see attached)

IV. Project Status:

- a. Lead and Copper Rule –Submission Due By 2024 Rule - Ongoing
- b. Large User – Proposed Meter Program
- c. Frederick St – 6” Water Main – Status
- d. Bunker Hill – 12” Water Main Extension - Status

Mr. McMahon reports that June was a busy month. On the Water Operations side, there was one service repair, one water main repair, six fire hydrants were replaced, one water main inspection and three water service inspections. On the Sewer Operations side, there was one sewer lateral repair and three sewer inspections. The Business Administration side of the WSA has been busy collecting delinquent payments from customers who received shut off notices. He states that the department has been using IVR robo calls, marking out curb stops and door hanger notices on top of the original shut off notice, to give customer the heads up that they are delinquent and going to be shut off for nonpayment. He states that the department is doing quite well with collecting payments and not shutting customers water off. Mr. McMahon reports that the department hired an intern starting 7/21/23 to assist the staff with the Lead and Copper Rule. The inventory is due by October of 2024. Mr. McMahon met with Crystal Rock and Theraplant, two of the large users. He would like to replace the combo meters because they inaccurate causing the businesses to not be billed accordingly. Legal is working on the Frederick St. – 6” Water Main. WSA is working with the homeowner on Falls Ter. Regarding maple trees on her property that are going to eventually going to impact the sewer line and the storm line. They are working with her on clearing the trees out of the easement. The Town Manager, Legal and Developers are working with the Bunker Hill – 12” Water Main Extension.

7. Old Business

- a. Proposal to remediate the omitted WSA Rates Adopted on Oct. 20, 2010

Mr. McMahon states that he would like to table this discussion until the next meeting.

A **motion** was made by Joseph Masi to table the discussion on the Proposal to remediate the omitted WSA Rates Adopted Oct. 20, 2010 to the next meeting. The motion was **seconded** by Keith Franson. All in favor. Motion passes.

8. **New Business**

None.

9. **Fund Transfers/ Appropriations**

None.

10. **Adjournment**

A **motion** was made by Joseph Masi to adjourn the meeting at 7:28 P.M. The motion was **seconded** by Keith Franson. All in favor. Motion passes.

Respectfully Submitted,
Keith Franson, Secretary
Water and Sewer Authority

Approved: _____