

WATERTOWN, CONNECTICUT  
 WATER AND SEWER AUTHORITY  
 REGULAR MEETING  
 WEDNESDAY, JANUARY 21, 2026

**1. Call Meeting to Order**

Chairman James Sugden calls the Regular Meeting to order at 7:00 PM.

**2. Roll Call**

**Members present:** James Sugden, Keith Franson, Joseph Masi, Mario Mancini, Marisa Mancini-Cavallo, Raymond Primini

**Members excused:** Edward Wilk

**Others present:** Jerry Lukowski, Director of Public Works, Mark Raimo, Town Manager, Attorney Paul Jessell, Town Attorney.

**3. Minutes – Approval of Regular Meeting Minutes 12/3/2025.**

A motion was made by Joseph Masi to approve the Regular Meeting minutes from 12/3/2025 as written. The motion was seconded by Keith Franson. All in favor. Motion passed.

**4. Superintendent’s Report – December 2025**

**I. Operations Water and Sewer: December 2025**

Call Before You Dig – <b>78</b>	Non-Payments – Shut-Off – <b>0</b>	Non-Payments – Turned On – <b>0</b>
Backflow Device Inspections – 15	Fats, Oil, & Grease – <b>0</b>	Water Leak Investigation – <b>4</b>
Water Service Leaks – <b>2</b>	Water Service Repairs – <b>6</b>	Water Service Inspections – <b>7</b>
Water Main Leaks – <b>2</b>	Water Main Repairs – <b>2</b>	Water Main Inspections – <b>2</b>
Fire Hydrants Flushed – <b>0</b>	Fire Hydrants Installations – <b>1</b>	Fire Hydrants Repaired – <b>0</b>
Water Service Taps – <b>0</b>	Water Service Installations – <b>1</b>	Water Main Installations – <b>0</b>
Sewer Lateral Inspections – <b>7</b>	Sewer Main Inspections – <b>1</b>	Sewer CCTV Inspections – <b>1</b>
Sewer Lateral Blockage – <b>0</b>	Sewer Lateral Repairs – <b>4</b>	Sewer Lateral Installations – <b>3</b>
Sewer Main Blockages – <b>0</b>	Sewer Main Repairs – <b>0</b>	Sewer Main Installations – <b>0</b>
Sewer Manhole Inspections – <b>12</b>	Sewer Manhole Repairs – <b>0</b>	I&I Inspections – <b>1</b>

**II. Business Administration:**

Total Customer Transactions from **December 1 – December 31**

- Broken down as: Cash – **4%** Checks – **72%** Electronic – **24%** **Total = \$429,183.62**
- Property(ies) in Tax Sale: **01 with Tax Office – August 13, 2025**

Non-Payment / Collections Shut Offs: **Shut off notices sent out September 3, 2025**

- Notices Mailed: **133** Outstanding Amount: **\$100,266.31** Monies Collected: **\$79,509.34 = 79%**

### **III. Department Position Status:**

- Temporary Administrative Position - Hiring Service Vendor – Onboard
- WSA Utility Maintainer II – Position filled
- WSA Business Analyst II – Vacant – On Hold by Town Manager
- WSA Chief Maintainer – Drafting Job Description for Union and Town Manager Approvals
- WSA Assistant Controller – Drafting Job Description for Union and Town Manager Approvals
- WSA Business Analyst I – Drafting Job Description for Union and Town Manager Approvals

### **IV. Project Status:**

- WSA & Waterbury – WWD 42” Transmission Main Repairs – Bassett Rd – Delayed to 2026 - 2027
- WSA & Waterbury – WWD Slip Lining Project - Ongoing
- Echo Lake Booster Station – 16” & 12” Main Installation Design Project – On Hold
- WSA Emergency Operations Plan – Draft Reviews – Pending Reviews by Town Manager and Emergency Management Director – 04-23-2025
- Edmunds GovTech - WSA Utility / Customer Billing Software Project – Ongoing Next Meeting Scheduled for August
- WaterWorth Utility Software Project – Ongoing
- Lead and Copper Rule – Task III – Ongoing
- SCADA Upgrade Project – Ongoing
- ArcGIS Project – Ongoing
- AMI (Automated Metering Interface) Pilot Project - Ongoing
- Water Storage Tanks – Multi-year Maintenance & Repairs Project – Bid Documents Preparation
- Bunker Hill Rd – Straits Tpke to Commercial St – 12” Main Installation Project – Ongoing Design
- Commercial St – States St to New Wood Rd – 12” Main Installation Project – Ongoing Design
- Frederick St – Frederick St D.E. to Falls Ter – 6” Main Installation Project – Ongoing Design
- CT DPH Project Applications – Applications submitted
- CT DEEP Project Applications – Application submitted for I&I (Infiltration & Inflow)

### **5. Public Participation**

Katherine Camara, 31 Cottage Pl, refers to Agenda item 8b. She states that simply putting a piece of paper insert with the quarterly bills with the updated messages wouldn't cost anything more. She states everything else is

online so she isn't sure why we would need a consultant to assist in messaging. As a rate payer, she doesn't want to be paying more money. She states that she has an issue with any members of the Commission that believe that it was okay with shortchanging the Waterbury invoices because of the statutory 18% interest accrued. She asks why the methodology to calculate the sewer usage was not reviewed during the five years of litigation with Waterbury.

Chairman Sugden states that he would like to entertain adding to the Agenda.

A motion was made by Keith Franson to enter into Executive Session to discuss the possible billing discrepancies between the town of Watertown and the city of Waterbury. Those entering into Executive Session. Those entering into Executive Session include members of the WSA Board, Town Manager Mark Raimo, Public Works Director Jerry Lukowski, Town Attorney Paul Jessell, and three Attorney's from Waterbury. The motion was seconded by Joseph Masi. All in favor. Motion passed.

**6. Correspondence/ Information – None**

**7. Old Business**

a. Software Implementation Update

Mr. Raimo states that the Edmonds software implementation is moving forward. A full upload was done during January, and everything appeared to have gone well. They are still working on the Waterworth software.

b. Ban/Bond Conversion 2026; Discussion and possible action on a Risk Register

Mr. Raimo states that he put together the Risk Register to monitor and keep staff accountable during the Ban/Bond conversion process. He states it is a draft that can be added to or changed.

c. Discussion and possible action on the Town Council's usage basis for Ban/Bond repayment

A motion was made to table the discussion and possible action on the Town Council's usage basis for the Ban/Bond repayment. The motion was seconded by Keith Franson. All in favor. Motion passes.

d. Discussion on setting Rates for 2026

Mr. Raimo states that after pulling the information on revenue and the budget, he thinks they should continue to work with New Gen.

e. Berkshire Estates – consider a vote to permit City of Waterbury to provide water and sewer services to Berkshire Estates

Mr. Jessell explains that there is no water and sewer connection near Berkshire Estates development, which is in Watertown. The City of Waterbury has the means to provide water and sewer. He states that since there is no contract, Waterbury just needs approval from the WSA.

The WSA Board discusses the matter with Mr. Jessell.

A motion was made to permit the City of Waterbury to provide water and sewer services to Berkshire Estates. The motion was seconded by Ray Primini. All in favor. Motion passes.

## 8. New Business

- a. Discussion and possible action on freezing the 2026 operational budget for Water & Sewer Operations

Mr. Raimo explains that it takes about three to six months to generate revenue. He is not sure if enough will be generated to pay WSA's portion of the BAN. With freezing the budget, any money left over could be used towards the BAN payment.

Mr. Masi reads the Resolution as follows:



### RESOLUTION

#### **WATERTOWN WATER AND SEWER AUTHORITY TEMPORARY BUDGET FREEZE – FY 2025–2026**

**WHEREAS**, it is the desire of the Watertown Water and Sewer Authority to support fiscal stability and responsible financial management for the payers and users of the Watertown Water and Sewer Authority;

**NOW THEREFORE BE IT RESOLVED**, that the Watertown Water and Sewer Authority hereby authorizes a temporary budget freeze effective January 21, 2026 and shall remain in effect through June 30, 2026 unless modified or rescinded by the Authority; and

**FURTHER RESOLVED**, that during this period all discretionary and non-essential expenditures shall be restricted and require prior written approval from either the Public Works Director or the Town Manager; and

**FURTHER RESOLVED**, that essential expenditures—including payroll and benefits, emergency repairs, operations necessary to maintain water and sewer service, and expenditures required by law, regulation, contract, or debt obligations shall continue within the adopted budget; and

**FURTHER RESOLVED**, that the Finance Director is authorized to delay or deny payment of expenditures not in compliance with this resolution.

At a meeting held on \_\_\_\_\_ the foregoing resolution was moved for adoption by \_\_\_\_\_ and seconded by \_\_\_\_\_.

Motion passed/failed.

\_\_\_\_\_  
Keith Franson, Secretary

\_\_\_\_\_  
James Sugden, Chair

A motion was made by Joseph Masi to approve the Watertown Water and Sewer Temporary Budget Freeze FY2025-2026. The motion was seconded by Keith Franson. All in favor. Motion passes.

- b. Discussion and possible action on the FY2026/2027 Sewer Operational – 015, Water Operational – 017, and Capital Budgets

Mr. Raimo and the WSA Board members go into discussion about the FY2026/2027 Sewer Operational and Water Operational and Capital Budgets.

A motion was made by Joseph Masi to approve the FY2627 Sewer operation budget fund 015 and fund 017 Water operation budget with the understanding that personnel benefits line items may be adjusted as final cost information becomes available. Any material changed to revisions, revenues, or expenses including adjustments related to debt services shall be reported back to the Authority for review and approval as those figures are finalized. The motion was seconded by Raymond Primini. All in favor. Motion passes.

- c. Discussion and possible action on scheduling a Public Hearing for rate setting

Mr. Masi moves to table the item until there is further information.

- d. Discussion and possible action on hiring a consultant to assist in messaging to keep ratepayers informed of future rate adjustments

Mr. Raimo states that the WSA staff might not have the knowledge or the time available to be able to get the messaging out to the residents, it would be best to hire a consultant to assist to be able to get the correct information out to the public.

Ms. Mancini-Cavallo suggests that before hiring a consultant, the WSA staff should have the option to try, considering the budget freeze.

Mr. Raimo agrees to give the WSA staff the opportunity, but at some point it would be beneficial to hire a consultant.

## 9. Adjournment

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

Respectfully submitted,  
Keith Franson, Secretary  
Water and Sewer Authority

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