

WATERTOWN, CONNECTICUT
 WATERTOWN WATER AND SEWER AUTHORITY
 REGULAR MEETING
 WEDNESDAY, MARCH 18, 2026

1. Call Meeting to Order

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

2. Roll Call

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

Members excused: Edward Wilk

Others present: Jerry Lukowski, Mark Raimo

3. Minutes

A motion was made by Keith Franson to accept the minutes from the Regular Meeting on 2/18/2026 as presented. The motion was seconded by Joseph Masi. All in favor. Motion passes.

4. Superintendent’s Report – February 2026

- a. Software Update
 - Staff continues implementation of administrative software
- b. Waterbury Billing
 - No response received from the City of Waterbury regarding prior billing discrepancies.
 - Next step is to send a formal letter to the Mayor requesting intervention.
- c. Additional Updates

I. Operations Water and Sewer: February 2026

Call Before You Dig – 41	Non-Payments – Shut-Off – 0	Non-Payments – Turned On – 0
Backflow Device Inspections – 0	Fats, Oil, & Grease – 1	Water Leak Investigation – 4
Water Service Leaks – 0	Water Service Repairs – 0	Water Service Inspections – 1
Water Main Leaks – 0	Water Main Repairs – 3	Water Main Inspections – 0
Fire Hydrants Flushed – 3	Fire Hydrants Installations – 1	Fire Hydrants Repaired – 1
Water Service Taps – 0	Water Service Installations – 1	Water Main Installations – 0
Sewer Lateral Inspections – 0	Sewer Main Inspections – 0	Sewer CCTV Inspections – 0
Sewer Lateral Blockage – 0	Sewer Lateral Repairs – 0	Sewer Lateral Installations – 0
Sewer Main Blockages – 0	Sewer Main Repairs – 0	Sewer Main Installations – 0
Sewer Manhole Inspections – 2	Sewer Manhole Repairs – 1	I&I Inspections – 0

II. Business Administration:

Total Customer Transactions from **February 1 – February 28**

- Broken down as: Cash – **4%** Checks – **77%** Electronic – **19%** **Total = \$690,726.39**

Non-Payment / Collections Shut Offs: **Delinquent Notices sent to Residential Customers Jan. 2026**

- Notices Mailed: **155** Outstanding Amount: **\$120,919.19** Monies Collected: **\$37,204.99 = 30%**

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

Chairman Sugden reads the Public Participation Statement included in the meeting packet.

Richard Rozanski, 33 Reynolds St., inquired about the Waterbury billing issue and the Authority's next steps

6. Correspondence/Information – None

7. Old Business

a. **BAN/BOND Conversion 2026 – Risk Register (Standing Item)**

Discussion and possible action regarding the 2026 BAN-to-bond conversion, including review and maintenance of the associated risk register as a standing agenda item to support ongoing monitoring, mitigation, and decision-making.

The Board reviews the standing risk register. It was reported that approximately \$3.4 million remains in a high-yield account with projected interest earnings between \$80,000-\$100,000.

b. **Monthly Review of Operational Budgets (Standing Item) – Fund 015 (Sewer) and Fund 017 (Water)**

Review of monthly operating budget performance for the Sewer (Fund 015) and Water (Fund 017) enterprise funds to monitor compliance with the operational budget freeze implemented in January 2026, identify variances, and confirm adherence to spending controls.

Mr. Raimo reports the operational budget freeze has resulted in increased reserves. Significant future expenditures remain, including bond-related costs and administrative charges.

c. **Update Ratepayer Communication and Messaging**

Discussion and update on messaging strategies to keep ratepayers informed regarding potential rate adjustments, including timing, scope, and coordination of internal and external communications.

The WSA Board, Jerry Lukowski, and Mark Raimo discussed the proposed communication strategy.

Mr. Raimo spoke about developing a 90–120-day outreach plan. He spoke about the creation of website resources, newsletters and informational materials, which were included in the meeting packet.

d. **Rate-Setting Discussion for 2026 (Standing Item)**

Ongoing discussion regarding the establishment of 2026 rates. This item will remain on the agenda as standing old business while the Authority continues to develop, review, and refine the information necessary to evaluate and, if appropriate, implement a rate

increase.

The Authority discussed the future rate-setting and concluded that additional financial data is required. The consideration of external cost factors including potential supplier rate increases is necessary.

8. New Business

- a. **Discussion and possible action** on ranking Connecticut Department of Public Health-Drinking Water State Revolving Fund (CT DPH DWSRF) Projects and their eligibility ranking.

Mr. Raimo and Mr. Lukowski discussed the projects with the Board. Direction was given to formalize ranking the projects. The Board agreed on ranking the top three projects as 1. Carvel Meter Vault Relocation. 2. Lead Service Line Compliance and 3. Security System Improvements.

- b. **Discussion and possible action** on the review of the Water and Sewer Authority Policy Manual and the establishment of a process for its periodic review and update.

Mr. Raimo stated the WSA Policy Manual is currently not available in digital format. A comprehensive review of the manual will be conducted over time, and the incoming Assistant Superintendent will assist in the efforts.

- c. **Discussion and possible action** to consider appropriating \$1,000,000 from the Special

Fund to cover Water & Sewer costs exceeding the originally budgeted amount to ensure all obligations can be paid. The appropriation will be split as such: 75% Sewer, 25% Water.

A motion was made by Joseph Masi to appropriate \$1,000,000 from the Special Fund to cover Water & Sewer costs exceeding the originally budgeted amount to ensure all obligations can be paid. The motion was seconded by Keith Franson. All in favor. Motion passes.

- d. **Discussion and possible action** regarding notice from City of Waterbury of proposed water rate increases, including an increase in the commodity rate from \$2.65 per CCF to \$3.60 per CCF (plus any applicable additional fees), and an increase in the quarterly meter charge to \$124 per quarter, and consideration of the potential financial and operational impacts to the Watertown Water & Sewer Authority and its ratepayers.

The Board reviewed notice of proposed rate increases in the City of Waterbury and discussed the potential impacts and the need for public communication and budget adjustments.

- e. **Discussion and possible action** on setting a Special Meeting in April 2026.

The Board discussed setting a Special Meeting for April 15, 2026 subject to member availability.

9. Adjournment

A motion was made by Keith Franson to adjourn the meeting at 7:51 PM. The motion was seconded by Joseph Masi. All in favor. Motion passes.

Respectfully Submitted,
Keith Franson, Secretary
Water and Sewer Authority

Approved by: _____

DRAFT