

Water and Sewer Authority
Watertown, CT
Regular Meeting Agenda

Date: Wednesday, January 21, 2026

Time: 7:00 PM

Place: Watertown Town Hall

61 Echo Lake Rd.

Watertown, CT 06795

Planning and Zoning Conference Room

1. Call Meeting to Order
2. Roll Call
3. Minutes – Approval of Regular Meeting 12-3-2025 Minutes
4. Superintendent’s Report – December 2025
5. Public Participation
6. Correspondence/ Information
7. Old Business
 - a. Software Implementation Update
 - b. Ban/Bond Conversion 2026; Discussion and possible action on a Risk Register
 - c. Discussion and possible action on the Town Council’s usage basis for Ban/Bond repayment
 - d. Discussion on setting Rates for 2026
 - e. Berkshire Estates – consider a vote to permit City of Waterbury to provide water and sewer services to Berkshire Estates
8. New Business
 - a. Discussion and possible action on freezing the 2026 operational budget for Water & Sewer Operations
 - b. Discussion and possible action on the FY2026/2027 Sewer Operational – 015, Water Operational – 017, and Capital Budgets
 - c. Discussion and possible action on scheduling a Public Hearing for rate setting
 - d. Discussion and possible action on hiring a consultant to assist in messaging to keep ratepayers informed of future rate adjustments
9. Adjournment



TOWN OF WATERTOWN
WATER AND SEWER AUTHORITY
747 French Street
Oakville, Connecticut 06779-1099
(860) 945-5299 Fax (860) 945-5298

TO: Water and Sewer Authority Members
FROM: WSA Staff
DATE: January 21, 2026
RE: Minutes

Attached is a copy of the Minutes Status sheet. This list shows the status of the minutes of each Water and Sewer Authority meeting. Reading from the left as follows:

1. First column is the date of the meeting.
2. Second column is the type of meeting.
 - R = Regular
 - RESCH = Rescheduled
 - S = Special
 - PH = Public Hearing
 - PIM = Public Informational
3. Third column is the date the minutes went to the Authority for review and approval or, in some cases, that the meeting was cancelled.
4. Fourth column indicates whether the minutes have been filed with the Town Clerk. An "X" in this column indicates they have been filed. A blank space indicates they have not been filed because they have not been approved by the Authority.

JM
Attachment

<u>Meeting Date</u>	<u>Type</u>		<u>Minutes to WSA</u>	<u>Minutes to Town Clerk</u>
			<u>2025</u>	
12/4/2024	R	1/15/2025	X
1/15/2025	R	2/19/2025	X
2/12/2025	S	2/19/2025	X
2/19/2025	R	3/26/2025	X
3/26/2025	S	10/15/2025	X
4/9/2025	S	10/15/2025	X
6/11/2025	S	10/15/2025	X
6/18/2025	R	10/15/2025	X
7/16/2025	S	10/15/2025	X
7/23/2025	S	10/15/2025	X
7/30/2025	S	10/15/2025	X
8/13/2025	S	10/15/2025	X
8/27/2025	PH/S	10/15/2025	X
10/16/2025	S	12/3/2025	X
12/3/2025	R	1/21/2026	

WATERTOWN, CONNECTICUT
 WATER AND SEWER AUTHORITY
 REGULAR MEETING
 WEDNESDAY, DECEMBER 3, 2025

1. Call Meeting to Order

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

2. Roll Call

Members present: James Sugden, Joseph Masi, Keith Franson, Raymond Primini

Members excused: Edward Wilk, Marisa Mancini-Cavallo, Mario Mancini

Others present: Dave McMahon, Jerry Lukowski, Mark Raimo

3. Minutes – Approval of Special Meeting 10-16-2025

A motion was made by Keith Franson to accept the minutes from the Special Meeting 10-16-2025.

The motion was seconded by Joseph Masi. All in favor. Motion passes.

4. Superintendent’s Report – October 2025

I. Operations Water and Sewer: October 2025

Call Before You Dig – 128	Non-Payments – Shut-Off – 11	Non-Payments – Turned On – 10
Backflow Device Inspections – 4	Fats, Oil, & Grease – 0	Water Leak Investigation – 2
Water Service Leaks – 2	Water Service Repairs – 2	Water Service Inspections – 8
Water Main Leaks – 1	Water Main Repairs – 1	Water Main Inspections – 1
Fire Hydrants Flushed – 5	Fire Hydrants Installations – 0	Fire Hydrants Repaired – 0
Water Service Taps – 1	Water Service Installations – 8	Water Main Installations – 0
Sewer Lateral Inspections – 2	Sewer Main Inspections – 3	Sewer CCTV Inspections – 0
Sewer Lateral Blockage – 0	Sewer Lateral Repairs – 0	Sewer Lateral Installations – 2
Sewer Main Blockages – 0	Sewer Main Repairs – 0	Sewer Main Installations – 0
Sewer Manhole Inspections – 3	Sewer Manhole Repairs – 0	I&I Inspections – 0

II. Business Administration:

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

- Broken down as: Cash – **6%** Checks – **69%** Electronic – **25%** = **\$498,382.96**
- 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 – Vacant – External Applications Received – Interviews to be scheduled

July – August 2025

- 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:

- Proposed Rates & Fees Increases – Ongoing
- Fern Hill WPS – New Vertical Turbine 60HP Pump Project – Lead Pump since 05-22-2025
 - First Month Electric Bill Savings was \$3,300.00
- Waterbury To Demolish Old Chemical Building on Bassett Rd – On Hold Pending Completion of 42” Slip Lining Project
- 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

Richard Rozanski, 35 Reynolds St., requests to have the meeting packets available to the public via the Town’s website. He asks to have an explanation as to why the WSA are asking to rescind the

appropriations on the Agenda under Old Business. He would like to know what the timeline is for the public to start paying for the BAN.

Michael Jedd Sr, 79 Oak Dr., would like to know how the ratepayers will be paying for the BAN, would they be getting quarterly statements or would they just be given a number and told what to pay. He asks if the WSA has an outside accounting firm.

Frankie Popilowski, 35 Chestnut Ave., asked why the WSA scheduled their meeting at the same time as another Town meeting. She asks how old the meters have to be before they need to be changed out.

Mr. McMahon states that they follow PURA guidelines.

Katherine Camara, 31 Cottage Pl., states that she would also like to have the packets available to the public for each meeting. She asks why we have to worry about paying the \$935,094.44 interest if we already have \$3.4 million. She asks if someone makes the payment on their water and sewer portion of their bill, but cannot make the payment on the bond portion, will their water be shut off due to nonpayment.

Catherine Dinsmore, 35 Reynolds St., asks if the Board has any idea when they will have some answers for the public about the rate increases.

6. Correspondence/ Information

- a. Document from Mark Raimo, Town Manager, "Transmittal of Updated Billing and Revenue Impact Schedule and General Obligation BAN Settlement Details", dated November 17, 2025.

Mr. McMahon reads specific items in the internal memo from the Town Managers that were formulated for discussion at the WSA meeting.

A conversation ensued amongst the council, Town Manager, Mark Raimo, and Public Works Director Jerry Lukowski regarding the Agenda item presented.

7. Old Business

- a. Rescind appropriation request for \$18,924.00 from 013.40625.460.0000.0000 Water Fund Extension to 018.50529.077.2572.9018 3R (Repair, Replace & Rehab Reserve) that was voted and approved by the WSA Board at the 04-09-2025 Special Meeting.

A motion was made by Joseph Masi to approve the rescind appropriation request for \$18,924.00 from 013.40625.460.0000.0000 Water Fund Extension to 018.50529.077.2572.9018 3R (Repair, Replace & Rehab Reserve) that was voted and approved by the WSA Board at the 04-09-2025 Special Meeting. The motion was seconded by Raymond Primini. All in favor. Motion passes.

- b. Rescind appropriation request for \$99,331.00 from 013.50523.121.2458.9013 Sylvan Lake / Dinunzio Rd to 018.50529.077.2572.9018 3R (Repair, Replace, & Rehab Reserve) that was voted and approved by the WSA Board at the 04-09-2025 Special Meeting.

A motion was made by Joseph Masi to approve the rescind appropriation request for \$99,331.00 from 013.50523.121.2458.9013 Sylvan Lake / Dinunzio Rd to 018.50529.077.2572.9018 3R (Repair, Replace, & Rehab Reserve) that was voted and approved by the WSA Board at the 04-09-2025 Special Meeting. The motion was seconded by Keith Franson. All in favor. Motion passes.

- c. Rescind appropriation request for \$72,419.00 from 013.50523.121.2912.9013 Beardsley St 220' – 6" Main to 018.50529.077.2572.9018 3R (Repair, Replace, & Rehab Reserve) that was voted and approved by the WSA Board at the 04-09-2025 Special Meeting.

A motion was made by Joseph Masi to approve the rescind appropriation request for \$72,419.00 from 013.50523.121.2912.9013 Beardsley St 220' – 6" Main to 018.50529.077.2572.9018 3R (Repair, Replace, & Rehab Reserve) that was voted and approved by the WSA Board at the 04-09-2025 Special Meeting. The motion was seconded by Keith Franson. All in favor. Motion passes.

- d. Rescind appropriation request from \$10,174.00 from 013.50523.121.2767.9013 Concord / Winnemaug Water Ext. to 018.50529.077.2572.9018 3R (Repair, Replace, & Rehab Reserve) that was voted and approved by the WSA Board at the 04-09-2025 Special Meeting.

A motion was made by Joseph Masi to approve the rescind appropriation request from \$10,174.00 from 013.50523.121.2767.9013 Concord / Winnemaug Water Ext. to 018.50529.077.2572.9018 3R (Repair, Replace, & Rehab Reserve) that was voted and approved by the WSA Board at the 04-09-2025 Special Meeting. The motion was seconded by Keith Franson. All in favor. Motion passes.

- e. Rescind appropriation request totaling \$363,848.00 for the purpose of the Expedited Procurement of Materials & Equipment, Construction & Installation and Engineering work for the Echo Lake Booster Station (CT DPH SRF 25-06) involving the WWD 42" Transmission Main that was voted and approved by the WSA Board at the 04-09-2025 Special Meeting.

A motion was made by Joseph Masi to approve the rescind appropriation request totaling \$363,848.00 for the purpose of the Expedited Procurement of Materials & Equipment, Construction & Installation and Engineering work for the Echo Lake Booster Station (CT DPH SRF 25-06) involving the WWD 42" Transmission Main that was voted and approved by the

WSA Board at the 04-09-2025 Special Meeting. The motion was seconded by Keith Franson. All in favor. Motion passes.

- f. Revision to the \$80,000.00 Appropriation for the Bunker Hill Water Pump Station – Pump#1 Emergency Repairs and Replacement that was voted and approved by the WSA Board at the 10-16-2025 Special Meeting.
- i. Request approval to clarify the original motion from 018.50529.077.3105.9018 Emergency Water Pump, whereas the correct line-item is **018 Water Fund** to 018.50529.077.2866.9018 Bunker Hill Booster Pump Station.

A motion was made by Joseph Masi to approve to clarify the original motion from 018.50529.077.3105.9018 Emergency Water Pump, whereas the correct line-item is **018 Water Fund** to 018.50529.077.2866.9018 Bunker Hill Booster Pump Station. The motion was seconded by Keith Franson. All in favor. Motion passes.

8. New Business

- a. Discussion and possible action of the Town Council’s usage basis for BAN / BOND repayment

A motion was made by Joseph Masi to send a correspondence to the Watertown Town Council to re-evaluate the impact of the usage-based methodology for the next Town Council meeting. The motion was seconded by Keith Franson. All in favor. Motion passes.

- b. Discussion and possible action regarding the methodology for allocating and funding the \$935,094.44 BAN payment due in October 2026.
- c. Discussion and possible action on the proposed rate adjustments to the current water quantity rate of \$4.59 per 1,000 gallons and the current sewer quantity rate of \$6.09 per 1,000 gallons, pursuant to Connecticut General Statutes §§ 7-239 and 7-255. These adjustments include ongoing evaluation of revenue to ensure that sufficient funds are available for the October 2026 BAN payment.
- d. Discussion and possible action on scheduling a Public Hearing.
- e. Discussion and possible action on a billing messaging campaign to keep rate payers informed of the future rate adjustments.

A conversation ensued amongst the council regarding Agenda items New Business a.-e.

A motion was made by Joseph Masi to schedule a Special Meeting for 12-17-2025 for discussion and action on scheduling a Public Hearing. The motion was seconded by Keith Franson. All in favor. Motion passes.

- f. Discussion and consideration for approval of a FY24-25 customer refund resulting from an excess payment on a closed assessment account due to an electronic payment error.

Mr. McMahon explains that a customer made a payment via e-check not realizing it was on a closed account. The refund could not be done through the system due to the type of payment. WSA needs approval from the Board to issue the refund.

A motion was made by Joseph Masi to approve the refund of overpayment in the amount of \$3,496.94 on customers closed account. The motion was seconded by Keith Franson. All in favor. Motion passes.

- g. Discussion and recommendations for WSA FY26-27 Budget and Capitol Budget

Mr. McMahon states he will have to defer the discussion on the WSA FY26-27 Budget and Capitol Budget.

Mr. Masi would like to add an item to the Agenda. He would like to recommend the Board discuss conducting a forensic audit of the WSA.

A motion was made by Joseph Masi to add Agenda Item to discuss conducting a forensic audit of the WSA. The motion was seconded by Keith Franson. All in favor. Motion passes.

A discussion ensued amongst the council members and Town Manager regarding the scope of the forensic audit.

9. Adjournment

A motion was made by Keith Franson to adjourn the Regular Meeting at 8:22 PM. The motion was seconded by Joseph Masi. All in favor. Motion passes.

Respectfully submitted,
Keith Franson, Secretary
Water and Sewer Authority

Approved: _____



**TOWN OF WATERTOWN
WATER AND SEWER AUTHORITY**
747 French Street
Oakville, Connecticut 06779-1099
Main Office (860) 945-5299

Date: January 21, 2025

To: Mark A. Raimo, Town Manager

Re: **Superintendent's Report – December 2025**

I. Operations Water and Sewer: December 2025

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

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
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- Bunker Hill Rd – Straits Tpke to Commercial St – 12” Main Installation Project – Ongoing Design
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- CT DPH Project Applications – Applications submitted
- CT DEEP Project Applications – Application submitted for I&I (Infiltration & Inflow)



TOWN OF WATERTOWN
WATER AND SEWER AUTHORITY
747 French Street
Oakville, Connecticut 06779-1099
(860) 945-5299 Fax (860) 945-5298

Public Comment Statement

"At this time, the Authority will accept public comment. Public comment is an opportunity for residents to provide testimony and input for the Authority's consideration as part of its decision-making process. Members of the Authority may consider this testimony during discussion and deliberation; however, the Authority will not respond to questions or engage in dialogue during public comment. The meeting and agenda are intended for the Authority to conduct its official business.

Public comment shall be limited to matters within the Authority's jurisdiction. There shall be no direct public comment regarding individual staff members. Comments related to staff concerns should be directed through appropriate administrative channels outside of this meeting."

Watertown Water and Sewer Authority

Risk Register

FY 2026/2027 – BAN Interest and Bond Conversion

Purpose: Internal risk tracking and mitigation management

Status: Working document – to be updated regularly

Reporting Frequency: Quarterly (minimum), monthly during Q2–Q4 FY 26/27

Risk Register

Risk ID	Risk Description	Risk Category	Likelihood	Impact	Risk Rating	Mitigation Actions	Responsible Owner	Monitoring / Notes
R-01	BAN interest payment due October 2026 exceeds available cash flow	Financial / Debt	Medium	High	High	<ul style="list-style-type: none"> • Confirm final interest calculation early • Identify multiple funding sources (budget, reserves, surplus) • Avoid reliance on single offset • Monitor bond market conditions • Reduce principal prior to issuance where possible • Maintain flexibility on timing 	Finance Director / WSA Treasurer	Interest identified as fixed
R-02	Bond conversion occurs at higher-than-anticipated interest rates	Financial / Market	Medium	Medium	Medium	<ul style="list-style-type: none"> • Implement temporary budget restraint • Track discretionary 	Finance Director	Market review prior to issuance
R-03	Insufficient surplus or unused operating funds available for debt reduction	Financial / Budget	Medium	Medium	Medium	<ul style="list-style-type: none"> • Implement temporary budget restraint • Track discretionary 	TM-Superintendent / WSA Chair	Monthly budget variance review

Risk ID	Risk Description	Risk Category	Likelihood	Impact	Risk Rating	Mitigation Actions	Responsible Owner	Monitoring / Notes
R-04	Overuse of reserves reduces liquidity below prudent levels	Financial / Liquidity	Low-Medium	High	Medium	<ul style="list-style-type: none"> spending monthly Require approval for nonessential expenses Establish minimum reserve threshold Limit reserve use to one-time obligations Require Board approval for reserve drawdowns Exclude anticipated payments from base budget Track receivable status formally Apply funds only upon receipt 	Finance Director	Reserve balance reported quarterly
R-05	Delay or non-payment of amounts owed by Watertown Fire District	Intergovernmental	Medium-High	Medium	Medium-High	<ul style="list-style-type: none"> Do not assume recovery in planning Treat recovery as one-time offset if received Model rate impacts early 	Superintendent / Legal Counsel	Status update each quarter
R-06	Litigation recovery does not materialize or is delayed beyond bond issuance	Legal / Financial	Medium	Medium	Medium	<ul style="list-style-type: none"> Discuss incremental adjustments Clearly separate debt-related costs Adopt debt transition year designation Document funding strategy and controls 	Legal Counsel / Finance Director	Legal status briefings as needed
R-07	Rate adjustments required but delayed	Revenue / Policy	Medium	Medium	Medium		Superintendent / WSA Authority	Rate review schedule
R-08	Lack of formal policy direction during debt transition year	Governance	Low-Medium	Medium	Medium		WSA Authority	Policy adoption tracked

Risk ID	Risk Description	Risk Category	Likelihood	Impact	Risk Rating	Mitigation Actions	Responsible Owner	Monitoring / Notes
R-09	Inadequate documentation of debt-related decisions	Governance / Compliance	Low	Medium	Low-Medium	<ul style="list-style-type: none"> Maintain written resolutions and memos Centralize documentation for audit/FOIA 	Superintendent	Annual documentation review
R-10	Communication gaps lead to stakeholder confusion or mistrust	Reputational	Low-Medium	Medium	Medium	<ul style="list-style-type: none"> Develop clear internal and external messaging Separate technical and public communications 	Superintendent / WSA	As-needed updates




TOWN OF WATERTOWN CONNECTICUT

OFFICE OF THE TOWN MANAGER

Watertown Town Hall • 61 Echo Lake Road • Watertown, CT 06795

Tel: 860.945.5255 • Fax: 860.945.4974 • www.watertownct.org

MEMORANDUM

To: Watertown Water and Sewer Authority Members
From: Mark A. Raimo, Town Manager 
Date: January 14, 2026
Subject: **Request for Consideration: Temporary Budget Freeze
Fiscal Year 2025–2026**

Purpose

To maintain fiscal stability and support responsible financial management for the remainder of Fiscal Year 2025–2026, the Town Manager respectfully requests that the Watertown Water and Sewer Authority (“Authority”) consider authorizing a temporary budget freeze.

Requested Action

That the Watertown Water and Sewer Authority authorize a temporary freeze of its budget effective **January 21, 2026, through June 30, 2026**, during which discretionary and non-essential expenditures would be restricted and subject to additional approval. This measure would be temporary in nature and would not amend the Authority’s adopted budget or long-term financial policies.

Scope

The requested budget freeze would apply to all Authority departments, programs, and personnel, including operating, capital, and professional service expenditures, unless specifically identified as essential.

Expenditures

Essential Expenditures

The following expenditures would continue as necessary and within the adopted budget:

- Payroll and employee benefits
- Emergency repairs and response
- Operations required to maintain water and sewer service
- Expenditures required by law, regulation, contract, or debt obligation

Non-Essential Expenditures

All other expenditures—including discretionary purchases, non-urgent services, equipment, training, travel, and deferred maintenance—would be considered non-essential during this period.

Water and Sewer Authority

January 15, 2026

Request for Consideration – Temporary Budget Freeze for FY 25-26

Page 2

Approval Process

If approved by the Authority, all non-essential expenditures during the freeze period would require prior written approval from either the Public Works Director or the Town Manager. Requests would be expected to demonstrate operational necessity and explain why the expenditure cannot reasonably be deferred until after June 30, 2026.

Oversight and Compliance

Department Heads and Managers would be responsible for ensuring compliance. The Finance function would be authorized to delay or deny payment of expenditures that do not align with the parameters established by the Authority.

Duration

This request applies to the period from **January 21, 2026, through June 30, 2026**, unless modified or rescinded by action of the Authority.



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