

Water and Sewer Authority
Watertown, CT
Regular Meeting Agenda

Date: Wednesday, May 20, 2026

Time: 7:00 PM

Place: Watertown Town Hall
61 Echo Lake Rd.
Watertown, CT 06795
Town Council Chambers

1. Call Meeting to Order
2. Roll Call
3. Minutes – March 18, 2026
4. Superintendent’s Report – March 2026 and April 2026
 - a. Software Update
 - b. Additional Updates
5. Public Participation – (Read Statement)
6. Correspondence/ Information
 - a. Memo dated April 8, 2026, from Town Manager Re: Project Prioritization
 - b. Memo dated April 8, 2026, from Town Manager Re: Budget Adjustments
 - c. Memo dated May 1, 2026, from Town Manager Re: Transfer of Funds
 - d. Memo dated May 9, 2026, from the Town Manager Re: Overview and Explanation of Municipal Enterprise Funds and Pooled Cash Management
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.
 - 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.

c. **Update on Ratepayer Communication and Messaging**

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

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.

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

f. **Discussion and possible action on the review of the Water & Sewer Authority Policy Manual and the establishment of a process for its periodic review and update. (Standing Item)**

8. New Business

a. **Discussion and Possible Action** regarding an Updated Town of Watertown Water and Sewer Rate Study Draft Report, prepared by NewGen Strategies & Solutions, including review of proposed water and sewer rate structures, financial projections, operational impacts, debt service considerations, and related recommendations for the Watertown Water & Sewer Authority.

b. **Discussion and possible action on FY 2026/2027 Budget Adjustments – Administrative Reimbursement, Audit Services, and Water Costs**

c. **Discussion and possible action** consider appropriating up to \$970,000 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 needed to support operational line items for Sewage Disposal - 015.50344.074.0000.9015 and Utilities Water - 017.50324.075.0000.9017.

d. **Discussion and Possible Action** regarding the results of Assistant Superintendent candidate interviews and consideration of the organizational and operational model for the Superintendent position within the Watertown Water & Sewer Authority, including review of leadership structure, operational oversight responsibilities, administrative functions, and potential organizational adjustments.

e. **Discussion and Possible Action** regarding Berkshire Drive Water and Sewer Service Billing Structure, Including Waterbury Bulk Meter Billing to the Watertown Water & Sewer Authority and Subsequent Billing Arrangement Between the Authority and Lovley Development.

9. Adjournment