

WATERTOWN, CONNECTICUT
WATER AND SEWER AUTHORITY
REGULAR MEETING
SEPTEMBER 16, 2026

1. Call Meeting to Order

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

2. Roll Call

Members present: Keith Franson, Raymond Primini, Thomas Claire, Joseph Masi, Adam Simonsen, James Sugden

Members excused: Marisa Mancini Cavallo

Others present: Jerry Lukowski, Mark Raimo

3. Public Participation

Katherine Camara, 31 Cottage Pl, requested a copy of the demand letters once they are finalized and mailed. She noted that the letters are currently in draft form and stated that they would also submit a formal Freedom of Information request through the appropriate portal. She requested that a copy be provided by email when the demand letters are released.

4. Executive Session – Pending Claim/Demand Letters

a. Discussion in executive session concerning strategy and negotiations with respect to pending claims, including proposed demand letters and potential claims involving the City of Waterbury and the Watertown Fire District.

A motion was made by Joseph Masi to enter into Executive Session. The motion was seconded by Thomas Claire. All in favor. Motion passes.

Those entering into Executive Session include members of the WSA, Jerry Lukowski, Public Works Director, Mark Raimo, Town Manager, and Attorney's Daniel Canavan and Jennifer Morgan.

5. Minutes

- a. Approval of Regular Meeting Minutes May 20, 2026
- b. Approval of Regular Meeting Minutes June 17, 2026
- c. Approval of Special Meeting Minutes July 15, 2026
- d. Approval of Special Meeting Minutes July 29, 2026
- e. Approval of Special Meeting Minutes August 19, 2026
- f. Approval of Special Meeting Minutes August 26, 2026
- g. Approval of Public Hearing Minutes August 26, 2026

A motion was made by Thomas Claire to approve the Meeting minutes 5a. – 5g. as presented, with Thomas Claire abstaining from the minutes of the meetings he did not attend. The motion was seconded by Keith Franson. All in favor. Motion passes.

6. Superintendent's Report

Mr. Lukowski provided updates on ongoing projects, including the Bunker Hill pump station, Buckingham paving, ISO flow testing, and Town paving operations. The Superintendent also reported on the Department's response to recent Waterbury water main breaks and ongoing cybersecurity measures. The Board discussed the status of contamination near Bunker Hill and Stra Pike, the Superintendent recruitment process, and revisiting the position's salary. The Board also agreed to schedule an executive-session briefing regarding cybersecurity and physical security.

7. Correspondence/Information

The Board received a letter from resident Paul Matasavage regarding changes to the winter quarter process. The letter was added to the record, and the Board will consider placing the matter on a future agenda for further discussion.

8. 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 discussed the 2026 BAN-to-Bond Conversion Risk Register. It was noted that the item is largely outdated as the conversion process has progressed and most items on the risk register have been addressed. The Board will discuss at its next meeting whether the item should remain as a standing agenda item.

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.

The Board reviewed the monthly operating budgets for the Sewer and Water Enterprise Funds. The Town Manager reported that financials are being reconciled monthly and are current. Staff are working with Finance and the auditor to develop a clear financial report for the Board, including available funds and potential funds applicable to the BAN-to-Bond conversion. The updated information is expected to be presented in October.

9. New Business

- a. Discussion and possible action to authorize the Water & Sewer Authority to proceed with the proposed demand letters to the City of Waterbury and the Watertown Fire District, subject to final review by legal counsel, and to forward the matter to the Town Council for consideration and endorsement prior to transmission of the letters.

A motion was made by Adam Simonsen to approve a demand letter to the City of Waterbury for Town Council consideration, requesting correction of the sewer rate being charged and that the rate be consistent with Waterbury ordinances, subject to final review by legal counsel. The motion was seconded by Joseph Masi. All in favor. Motion passes.

A motion was made by Adam Simonsen to approve a demand letter to the Watertown Fire District for Town Council consideration, requesting payment of monies owed to the Watertown Water and Sewer Authority for sewer treatment under the contract between the parties, subject to final review by legal counsel. The motion was seconded by Joseph Masi. All in favor. Motion passes.

- b. Election of Vice Chairman

The Board discussed the election of a Vice Chair. Keith Franson was nominated but declined the nomination.

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

10. Adjournment

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

Respectfully submitted,
Keith Franson, Secretary
Water and Sewer Authority

Approved by: _____