

WATERTOWN, CONNECTICUT  
WATER AND SEWER AUTHORITY  
REGULAR MEETING  
WEDNESDAY, JUNE 17, 2026

1. Call Meeting to Order

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

2. Roll Call

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

Members excused: Adam Simonsen

Others present: Jerry Lukowski, Paul Jessell, Town Attorney

3. Minutes - None

4. Superintendent's Report – May 2026

- a. The Town of Watertown has been awarded a State Grant-in-Aid in the amount of **\$750,000** to support Lead Service Line Compliance efforts. This funding will assist the Town in meeting state and federal requirements while continuing to protect public health and improve water infrastructure. Thank you to Town staff for their hard work in preparing and supporting this grant application, and a special thank you to Representative Joe Polletta for his advocacy and assistance in securing this important funding for our community.
- b. Additional Updates

Mr. Lukowski reported the following:

- Reported that the Town was awarded a **\$750,000 State Grant-in-Aid** to support the Lead Service Line Compliance Program and thanked Town staff and Representative Joe Polletta for their assistance in securing the funding.
- Provided an update on improvements at the Bunker Hill Pump Station, including installation of a new pump, electrical upgrades, and SCADA improvements.
- Reported that the annual water system flushing program is substantially complete.
- Updated the Authority on recent maintenance activities at the Straits Turnpike and Fern Hill sewer pump stations.
- Reported that quarterly water quality sampling has been completed and that work is underway on the annual Consumer Confidence Report, Risk and Resilience Assessment, and Emergency Response Plan update.
- Provided a staffing update, noting that the Assistant Water Superintendent position has been reposted and an administrative staff member has returned from medical leave.

- Reported that the utility payment mailbox will be relocated inside the building to improve security and protect customer payments.
5. Public Participation – (Read Statement)

Chairman Sugden reads the Public Participation Statement.

Katherine Camara, 31 Cottage Pl, commented on the Assistant Water Superintendent position and suggested consideration be given to separating the Superintendent of Public Works and Water Superintendent roles. Additional comments were made regarding the pending litigation with the City of Waterbury/Watertown Fire District, the Town Attorney RFP process, transparency related to utility finances and bond proceeds, and the importance of providing additional information to ratepayers.

6. Correspondence/ Information

- a. Letter from the Town Manager: Town Council Action on BAN/Bond Conversion and Updated Rate Study Request, Old Business Item a. Dated June 10, 2026
- b. Letter from the Town Manager: FY 2025-2026 Financial Projection Summary, Old Business Item c. Dated June 10, 2026
- c. Follow Us Scan The QR Code: Old Business Item d.
- d. Letter from Lauren Dayton, Administrative Assistant, Town Manager's Office: New Town of Watertown Website Now Live

The Authority received the correspondence and informational items included in the meeting packet. The Superintendent noted that the Town Council approved proceeding with Option 1 for the 2026 BAN-to-bond conversion using a level principal repayment structure. The financial projection summary was acknowledged, and members were informed of the Town's updated website and expanded communication platforms, including the use of a QR code linking to Water and Sewer information on the Town's website and social media.

7. Old 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.

The Authority discussed the updated Water and Sewer rate study draft prepared by NewGen Strategies & Solutions. The review included proposed rate structures, financial projections, and operational and service-related impacts. NewGen participated in the discussion to review the report and respond to questions from the Authority.

**b. 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 Authority reviewed the 2026 BAN-to-bond conversion risk register as a standing item. The discussion focused on ongoing monitoring and maintenance of identified risks to support mitigation efforts and informed decision-making related to the conversion process.

**c. 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.

The Authority reviewed the monthly operational budget reports for the Sewer (Fund 015) and Water (Fund 017) enterprise funds as a standing agenda item. The reports included updated financial information as of June 11, covering a 12-month period, and were presented for ongoing monitoring of budget performance.

**d. 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.

The Authority discussed ongoing ratepayer communication efforts, including the use of QR codes to direct users to the Town's website and social media platforms for Water and Sewer information. The item was noted as part of continuing standing agenda topics.

e. **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 received an update on the 2026 rate-setting discussion following input from the consultant. It was noted that additional information is needed, and a special meeting will be scheduled to continue the review and consider next steps.

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)**

The Authority discussed the Water and Sewer Policy Manual and the establishment of a process for periodic review and updates. The Superintendent noted that related items are being addressed through ongoing priorities, including risk resilience and emergency action planning. The item remains under review as a standing agenda topic.

8. New Business

- a. **Executive Session** – Discussion of strategy regarding pending claims in the dispute involving the City of Waterbury/Watertown Fire District. Members of the Water and Sewer Authority, the Superintendent of Public Works and the Town Attorney will be invited to participate in the discussion.

A motion was made by Joseph Masi to enter into Executive Session. Those entering into Executive Session include the WSA Board Members, Jerry Lukowski, and Paul Jessell, Town Attorney. The motion was seconded by Keith Franson. All in favor. Motion passes.

- b. **Discussion and possible action** regarding funding strategies related to potential litigation involving the City of Waterbury/Watertown Fire District.

The Authority noted discussion regarding funding strategies related to potential litigation involving the City of Waterbury and the Watertown Fire District. No additional discussion or action was taken.

9. Adjournment

A motion was made by Joseph Masi to adjourn the meeting at 8:30 PM. The motion was seconded by Keith Franson. All in favor. Motion passes.

Respectfully Submitted,  
Keith Franson, Secretary  
Water and Sewer Authority

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

DRAFT