

WATERTOWN, CONNECTICUT
WATER AND SEWER AUTHORITY
REGULAR MEETING
WEDNESDAY, OCTOBER 21, 2026

1. Call Meeting to Order

Secretary Keith Franson calls the Regular Meeting to order at 7:00 PM.

2. Roll Call

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

Members excused: James Sugden

Others present: Jerry Lukowski

3. Public Participation

Mr. Franson reads the Public Participation Statement and opens the meeting to the Public.

Nick Rinaldi, Georgetown Dr., expressed concern regarding changes to the sewer rate calculation methodology, noting that their quarterly sewer bill increased significantly. He questioned the reason for the change, stating that outdoor water usage does not enter the sewer system, and expressed concern that the change may be related to costs associated with the Town's dispute with the City of Waterbury.

Katherine Camara, Cottage Pl., questioned whether the Town Manager's monthly stipend complies with the Town Charter. She also requested clarification regarding the interest calculations and the \$1.3 million I&I claim against the City of Waterbury, including the timeframe covered. She emphasized the need for transparency and communication with residents.

4. Minutes

a. Approval of Regular Meeting Minutes September 16, 2026

A motion was made by Joseph Masi to approve the Regular Meeting minutes from 9/16/2026 as presented. The motion was seconded by Thomas Claire. All in favor. Motion passes.

5. Superintendents Report

Mr. Lukowski presented the Superintendent's Report as follows:

- **Bunker Hill Pump Station:** Second pump startup targeted for November 10; first pump inspection and safety procedures are being addressed.
- **Buckingham Street:** Manhole replacements planned following paving, with a \$1,800 stipend per manhole.
- **Cybersecurity:** Continued focus on PLC security, passwords, and protecting operational systems.
- **Sanitary Survey:** Georgetown Tank repairs completed, and the Scoville Tank flapper valve replaced.
- **Emergency Response Plan:** Updates underway; due to the Department of Public Health by December 31.
- **Operations:** 177 Call Before You Dig requests, no water main leaks, one service leak, and six shutoffs.
- **Staffing:** Initial phone screening planned for the sole superintendent applicant, with emphasis on administrative and fiscal management skills.

6. Correspondence/Information –

The Board received correspondence from a resident regarding concerns he also addressed during public participation. The letter was acknowledged and entered into the record.

7. Old Business

- a. BAN/Bond Conversion 2026 – Risk Register (Standing Item)
 - a. 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 town issued \$30.66 million in Series A bonds on October 13 to finance the sewer judgment, receiving a winning interest rate of 4.51%. The funds are expected to be received within the following week. The Board requested confirmation of repayment dates and a review of debt service projections to ensure they align with the water and sewer rate model assumptions.

- b. Monthly Review of Operational Budgets (Standing Item) – Fund 015 (Sewer) and Fund 017 (Water)
 - a. Review of monthly operating budget performance for the Sewer (Fund 015) and Water (Fund 017) enterprise funds.

Staff reviewed the Fund 15 (Sewer) and Fund 17 (Water) operating budgets. The Board emphasized the need for regular budget-to-actual reporting, including appropriated amounts, expenditures, and remaining balances, to monitor financial trends and support oversight.

- c. 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 Board discussed the need to update the department's operations manual, noting that staff capacity is limited while the superintendent position remains vacant. A qualified, properly licensed superintendent is needed to lead the review and implementation, along with staff training. The Board also emphasized the importance of competitive compensation to attract the right candidate. Meanwhile, ongoing construction and development continue to place significant demands on administrative and field staff.

8. New Business

- a. Discussion and possible action on 2027 WSA Regular Monthly Meeting Schedule

The Board reviewed the proposed meeting calendar, which includes eight meetings scheduled primarily for the third Wednesday of each month. Special Meetings may be called as needed.

A motion was made by Joseph Masi to accept the 2027 WSA Regular Monthly Meeting Schedule. The motion was seconded by Adam Simonsen. All in favor. Motion passes.

9. Adjournment

A motion was made by Joseph Masi to adjourn the meeting at 7:40 PM. The motion was seconded by Adam Simonsen. All in favor. Motion passes.

Respectfully Submitted,
Keith Franson, Secretary
Water and Sewer Authority

Approved by: _____