



WATERFORD UTILITY COMMISSION

DATE: October 14, 2025

PLACE: 1000 Hartford Turnpike

PRESIDING: Chairman Ken Kirkman

MEMBERS PRESENT: Jerry Porter, Tom Dembek, and Ray Valentini

ABSENT MEMBERS: Rylan Boyle

ALSO PRESENT: J. Robert Tuneski, Board of Finance Liaison
Attorney Nicholas Kepple, Town Counsel

Staff: Jill Stevens, Director of Utilities
Shawn Matthews, Assistant Director of Utilities
Amy Windle, Office Coordinator/Recording Secretary

Chairman Kirkman called the meeting to order at 6:01 pm

CITIZEN SESSION-

None

SECRETARY'S REPORT

MOTION Made by Mr. Valentini to approve the Minutes of September 9, 2025, Mr. Dembek seconded.

VOTE The motion passed unanimously.

BILLING ADJUSTMENTS

The Commission reviewed the September adjustments. The adjustment report will be kept in the office for review.

EXPENDITURES

MOTION Made by Mr. Dembek to approve the September 2025 bill list, Mr. Valentini seconded.

VOTE The motion passed unanimously.

OLD BUSINESS

- Financial Report
The financials for August were reviewed.

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- Collection's Report

The report was reviewed. Attorney Kepple reported that all was going well. He talked about the new CT Statue regarding foreclosures.

- Director's Report

Ms. Stevens reviewed her report that provides updated information on all Utility Commission Capital and Operational projects currently funded. A copy of the Director's Report will be attached to the minutes when posted.

Mr. Matthews reviewed the Asset Management report.

- Calendar Year 2026 Meeting Schedule

Ms. Stevens proposed that the Commission meet on the fourth Tuesday of the month so financials would only be one month behind and not two. A draft of the new meeting schedule was presented with a change to January due to Ms. Stevens being away for a conference on the fourth Tuesday.

MOTION Made by Mr. Valentini to accept the new Utility Commission meeting schedule as amended for 2026, Mr. Dembek seconded.

VOTE The motion passed unanimously.

NEW BUSINESS

- Cross Country Sewer Easement Access Contract 1-Phase 1 Bid Evaluation of Bids

Mr. Barry A. Parfitt from Wright-Pierce was at the meeting to go over the bids that were received for the Cross Country Sewer Easement project. Mr. Parfitt and Ms. Stevens recommended Advance Resources LLC after an evaluation was done on the two lowest bidders.

MOTION Made by Mr. Valentini to recommend Advanced Resources LLC be awarded the contract in the amount of \$155,450.00, seconded by Mr. Dembek.

VOTE The motion passed unanimously.

WATER

City of New London/Veolia Report.

The Commission reviewed the report.

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Water Agreement Working Group Update

Bids for Engineering Services to Identify the Capital requirements of the renewal of the Interlocal Water Agreement Update are due on Thursday, October 16th. Ms. Stevens will circulate the bids to the members to review before the next meeting on October 28th.

CORRESPONDENCE

- Rate Study Proposals

Ms. Stevens went over the two proposals received from Tighe & Bond and Raftelis for a rate study to be done on wastewater rates. She explained each proposal and the pro and cons. Ms. Stevens thought that both proposals were good but preferred Raftelis. She explained her reasons why.

MOTION Made by Mr. Porter to approve and accept the proposal by Raftelis for \$24,500 for the rate study to be completed, seconded by Mr. Dembek.

PLANS REVIEW –

No plans

PERSONNEL

Sewer Tech I position is filled and waiting on a start date.

OTHER

Ms. Stevens reported on the Harvest Festival and the materials used to help raise community awareness of the importance of water and wastewater infrastructure. There were some educational games and a coloring contest. Ms. Stevens asked the Commissioners to judge the coloring pictures to award prizes.

ADJOURNMENT

With no further business before the Commission, the meeting adjourned at 7:13 p.m.

MOTION Made by Mr. Dembek to adjourn, Mr. Porter seconded.

VOTE The motion passed unanimously.

Respectfully submitted,

Amy Windle
Recording Secretary



WATERFORD UTILITY COMMISSION

Director's Report

October 14, 2025

This report summarizes the Commission's ongoing projects and operational activities as of 10/9/25

Current Capital and Capital Non-Recurring Funded Projects

1. Inflow and Infiltration Mitigation and Control

FY 19 Capital Non-Recurring Expenditure Fund L.I. #20531-57685

Original Appropriation: \$388,303.00 Available Balance: \$235,865.56

This is an ongoing project to identify sources of Inflow and Infiltration within the Richards Grove Sewer Basin.

Current Project Status: Richards Grove SSES – an updated memo was submitted including additional CCTV footage review (2025 CCTV video) and further analysis with the recent flow metering data and water usage data and was included in your packets at the August meeting.

Waterford crew continues to install manhole dishes within the wastewater basin as time permits, flow monitoring will be conducted again after all manhole dishes have been installed to determine if surface runoff is the majority source of the inflow.

Project Background: The Richards Grove Road Wastewater Basin Inflow & Infiltration (I&I) evaluation being conducted by Wright-Pierce Engineers for the amount of \$27,500.00. This project consists of conducting I&I evaluations and a Sewer System Evaluation Study (SSES). This drainage area has been identified as one of the larger contributors of I&I to our Collection System. This area possesses approximately 5 miles of 8-inch diameter gravity sewer piping and serves primarily residential users. The current flows received and conveyed by the Richards Grove Pump Station are greater than the capacity of the pump station, triggering the potential need for a capacity upgrade if the I&I sources cannot be identified and mitigated. The I&I mitigation and control program is an ongoing project. Our staff routinely conducts pipeline and manhole assessments with the use of our CCTV and Jet Rodding apparatus. Deficiencies are located, graded and catalogued based upon severity. Corrective repairs are typically conducted during springtime utilizing robotic trenchless technology.

2. Old Norwich Road Wastewater Pump Station Rehabilitation

There are two CNR designations totaling \$1,299,369 in L.I. # 20531-57816.

Available CNR Balance: \$35,595.91 (including encumbrances)

In addition, available ARPA funds have been increased to \$1,341,316 per finance as of June 4, 2025.

Original ARPA funds available were in the amount of \$1,020,041.

Current Project Status: The station is currently on by-pass and construction continues. A change order for \$19,277.45 was processed to replace the transformer vault per Eversource's requirements, there are two allowances in the awarded bid for Utilities and unforeseen site conditions that total \$15,000 which will be used to cover most of this change order.

Project Background: This project entails an upgrades needed to replace aging equipment at the Old Norwich Road pump station. The upgrades include the replacement of the three sewage pumps and associated piping and valves and the installation of a new bypass pumping connection. Comprehensive upgrades will also be performed for the electrical systems including replacement of conduit and wiring and the electrical distribution and pump control systems. The ventilation system will also be replaced. Painting and minor architectural improvements will be performed to replace the exterior doors, louvers, trim and roof. Competitive bid results for this project were received on August 10, 2023. The lowest bid received was from Holzner Construction in the amount of \$2,113,850.00 The Notice to Proceed for Holzner was executed on January 16, 2024. A Contract Administration proposal from Wright-Pierce was executed 1/19/2024 in the amount of \$55,800.00 an anticipated completion date was expected about November 2025, however the contractor has provided an updated final completion date of **2/11/2026**.

3. **Control Panel Retrofit**

FY22 Capital Improvement Fund L.I. # 33122-55894

Original Appropriation: \$30,000.00 Available Balance: \$0 – line closed

Current Project Status: No change on this project in the last 30 days, this project will resume when we move into the build phase on the SCADA project.

Project Background: This project entails replacing the existing pump control panels, which are obsolete and unsupported with current control technology. This work will ensue upon completion of upgrades currently being conducted at 10 of the lift stations, which are identified within this report and are being funded with ARPA funds.

4. **Gorman-Rupp Pump Station Controls**

This is an ARPA allocation project in the amount of \$163,750.00. L.I. # 23531-55013

Current Project Status: No change on this project in the last 30 days due to staffing shortages.

Project History: To date Shore Road, Dock Road, Richards Grove Road, Old Barry Road, Quaker Hill Center, Oil Mill, Oswegatchie Rd and Niantic River Road stations are complete. Ridgewood Ave station, is the last station for this project and is nearly complete, all that remains is some work on the dry side in the station, this work will resume now that the safety consultant has completed his evaluations and additional gear has been procured.

Project Background: Utility Commission staff is performing the installation of equipment, conduits and wiring. A scope of services change order was executed that directs the contractor to supply 18 cellular amplifiers and associated equipment in lieu of providing broadband to 5 stations. Utility Commission staff will be installing the amplifiers during the process of the controls upgrades. This project is ongoing.

5. **Pump Station Exterior Improvements**

FY22&23 Capital Improvement Fund L.I. # 33123-55895

Original Appropriations: \$ 100,000.00 (50K ea. L.I.) Available Balance: \$16,719.48

Current Project Status: The crew continues regular exterior maintenance work at all the stations including landscape upkeep. We have identified four stations that need new roofs, and have taken precedence over a new driveway at Cross Road. Due to staffing shortages this project has been delayed until next year.

Project History: To date under these two L.I.#s, roof replacements have occurred at Shore Road, Dock Road, Bolles Ct, Waterford Village, Sea Side, Niantic River Rd, Mago Pt and Evergreen Ave stations. The

exterior siding was replaced at the Waterford Village and Bolles Ct stations. Siding repairs were conducted at Stoney Brook Station. A new asphalt driveway was installed at the East Neck pump station.

6. **Contract #1 Sewer Easement Access Project**

Capital Improvement Fund L.I. # 33123-55019 & FY26 CNR L.I. # 20531-57894

Original Appropriation: \$250,000.00 Available Balance \$142,000.00

Additional Designation: FY26 CNR \$200,000

Current Project Status: Bids were opened on September 19, a total of 4 bids were received. Wright Pierce completed their bid evaluation and have provided their recommendation to the Commission. Additionally, this project was included in the First Selectman's FY26 CIP plan; our requests to have the additional funds appropriated were approved at the September 9th Board of Selectmen meeting, September 10th Board of Finance meeting, and October 6th RTM meeting, funds will be available on October 21st.

Project Background: Contract #1 was the Town's very first sewer construction project, which began in 1970. This project entailed the installation of approximately 13,000 linear feet of sewer main. A Special Appropriation in the amount of \$250,000 for engineering services was appropriated for the Contract #1 Sewer Main Access project in 2023. Survey work to identify the Contract #1 easement area, manholes, intersecting property lines, and other utilities within the easement area commenced in October of 2023 and was completed in the spring of 2024. The final design package (drawings and specifications) to be used for contractor bid solicitation and construction for Phase One of the restoration project was approved by the Utility Commission at the November 2024 meeting. Phase one encompasses the southern section of the interceptor beginning at the intersection of Great Neck Road and Rope Ferry Road to the end of the interceptor at Evergreen Avenue Pump Station. Phase two which encompasses the northern section of the interceptor from Boston Post Road to Great Neck Road requires the acquisition of additional easements to gain access to the interceptor during restoration and for the Utility Commission staff in the future. Splitting the project into two Phases allows restoration work to begin while easements are procured, so that once Phase one is complete easements will be in place and Phase two can begin shortly thereafter.

7. **Plastic Water Service Line Replacement Program**

CNR Appropriation L.I. # 20531-57881

Original Appropriations: \$550,000.00+\$181,300.00 = \$731,300.00

Additional Designations: \$200,000 total in FY24 & FY25 (\$100K in each year), \$500,000 in FY26 GFB

Available Balance: \$84,988.24

Current Project Status: A request to appropriate the \$200,000 currently designated for this project in both FY24 and FY25's CIP plans as well as a request to appropriate the \$500,000 identified in the First Selectman's plan to utilize the General Fund Balance in support of DPW's FY26 paving plan to enable the Utility Commission to stay one full year ahead of DPW was approved at the September 9th Board of Selectmen meeting, September 10th Board of Finance meeting, and October 6th RTM meeting, funds will be available on October 21st

In FY26 the DPW's updated paving plan has identified several roads scheduled to be repaved, within these roads lie approximately 376 water services, of those approximately 165 may need to be replaced, as the material type is unconfirmed. The WUC maintenance crew completed material type identification on DPW's FY26 paving program roads in District 3. Three additional roads have been added to the FY25 paving program one plastic service was identified on North Phillips Road, New London / Veolia Water agreed to replace this line for us using our agreed upon reactive replacement rate. We are moving to the roads impacted by Eversource in Quaker Hill next to determine material types and plan for replacements, as we continue our goal to remain one full year ahead of DPW's paving program.

Project Background: There are approximately 7900 water services in Town, many of which are plastic and have exceeded their useful life resulting in unaccounted for water loss and degradation to the Town roads. The goal of this program is to replace the aging plastic water services with copper line prior to DPW paving the roads. Since the start of this cooperative project with DPW 806 water service lines have been investigated, of those 229 water service lines were found to be plastic and replaced totaling 5,218 linear feet. Service line replacement costs are on average \$4100 each depending upon the service line length and location, typically we are finding about 30 percent of the unconfirmed service material types are plastic and require replacement.

8. **Wiemes & Marilyn Road Ejector Pump Replacement**

CNR Appropriation L.I. # 20531-57890

Original Appropriation: \$19,800.00 Available Balance: \$0 – line closed

Current Project Status: This project is completed. Wright Piece submitted their final memos for Waterford review and comment; copies of the memos were included in your August packets.

Project Background: Wiemes Ct and Marilyn Rd pump stations were designed in 1981. These stations are known as Pneumatic Ejectors. The station itself is a steel cylinder 9' in diameter buried about 18 feet below ground and accessed via a manway. The station houses the pots, compressors and control panel. The stations have exceeded their design life and do not operate efficiently. An engineering study was warranted to fully evaluate the stations structural integrity and plan for the station's replacement. In addition, considerations for permanent stand by power were be evaluated, as portable generators have to be mobilized in the event of need. Wright-Pierce provided a fee proposal for \$19,800 to complete the needed engineering study, a formalized task order was been requested and executed earlier this year.

9. **Bartlett Corners Booster Station Decommissioning**

CNR Designation L.I. #20531-57896 Original Designation: \$166,950

Current Project Status: This project was included in the First Selectman's FY26 CIP plan; our request to have the designated funds appropriated was approved at the September 9th Board of Selectmen meeting, September 10th Board of Finance meeting, and October 6th RTM meeting, funds will be available on October 21st.

Project Background: In 2006, the Town constructed water system improvements that enhanced water pressures and fire flows to the Quaker Hill area of Waterford. Included in this project were a new 2500 gpm capacity water booster pumping station near the intersection of Old Colchester and Old Norwich Roads, and a 1.5 million gallon pre-cast, pre-stressed concrete water storage tank constructed on Rogers Hill. From 1977 up to 2006, the Bartlett Corners Hydro-pneumatic Station served a small high service area on a hill in the northeast corner of Waterford consisting of approximately 20 residential customers on Lathrop Road, Lower Bartlett Road, Upper Bartlett Road, Pepperidge Road and South Bartlett Road. Once the new Quaker Hill water system improvements were activated in 2006, the Bartlett Corners Station was inactivated however not fully decommissioned. In 2009 a decommissioning report was prepared which identified costs of \$105,000 to properly decommission the station. This project has been identified within previous CIPs. Utilizing the Engineering News Record's Construction Costs Index inflation factor of 1.59 from 11/2009 to 11/2024, the current decommissioning costs estimate is \$166,950.

10. **Water Tank Asset Management Program**

CNR Designation L.I. # 20531-57895 Original Designation: \$46,222

Current Project Status: This project was included in the First Selectman's FY26 CIP plan; our request to have the designated funds appropriated was approved at the September 9th Board of Selectmen meeting, September 10th Board of Finance meeting, and October 6th RTM meeting, funds will be available on October 21st.

Project Background: The Town of Waterford owns three water storage tanks, the 750,000 gallon Fargo Tank, the 300,000 gallon Vauxhall tank and the 1.25 Million gallon Rogers Hill tank. In 2024 the Fargo Road Tank refurbishment project was completed; prior to this renovation, the Fargo Road water tank had its original coat of paint, which had far exceeded its useful life expectancy by approximately 10 years. This work was necessary to preserve the Town's significant investment in its infrastructure and to extend the life of its asset. A Water Tank Management Program for these valuable assets would preserve the significant investment the Town has made in water storage tanks by guaranteeing routine inspections and maintenance of the water storage tanks does not fall behind, thus improving the reliability of the system. A sustainable water tank management solution also makes budgeting easier as initial repair costs can be spread out over a few years if necessary and all future interior and exterior renovation costs are included. Our intent is to initiate a funding schedule that would enroll the three water storage tanks in a Tank Asset Management program progressively, beginning with Fargo Road in FY26, this tank will not require any Upfront Renovation costs to enroll in the program, only annual Maintenance plan costs.

Sewer Development & Maintenance Fund Projects

11. SCADA System Upgrade Design/Build

L.I. # 24431-57766 Approved Task Order: \$147,600.00 + \$19,200 change order in March: \$166,800

Current Project Status:

As of 10/1/2025

- Completion of electrical design (60%++) with QA review.
- Issue of electrical design
- INST tech memo and Visio diagram due 2-3 weeks.

Our electrical contractor reviewed the required changes needed to move the SCADA system to the data closet in the main building, a proposal totaling \$12,977 was received on 10/6/2025. There is a three week lead time on procurement of the panel.

Project Background: The current SCADA (Supervisory Control and Data Acquisition) system has experienced multiple failures over the past several months, which has necessitated calling in the entire crew to canvas the pumps stations on at least one occasion while the system was brought back online; additionally two different software programs used to operate the system are no longer supported and the hardware has exceeded its useful life. The Commission has entered into a design-build contract with Wright Pierce, our on-call engineering firm, to replace the failing system. The new system platform will be Ignition, a software system found and piloted by one of our current Maintenance Operators and presented to the Commission over the past few years. Additionally the communication between stations to the maintenance shop/Municipal Complex will be accomplished over a closed zero-tunnel cellular network with radio redundancy. The Commission approved the proposal from Wright-Pierce for this project in August of 2024, the cellular network work is outside of this proposal and is being handled by Utility Commission staff. An amendment was discussed at the December meeting with a representative from Wright-Pierce and involved avoiding duplicative efforts in terms of IT infrastructure/resources that the Town could provide the Commission, including options for fiber connectivity, data storage, and virtualized hosts. A final amendment to the scope of the project was received on March 26, 2025 after much discussion, an addition to the scope was made to host a documentation management portal for ease of management for all Utility Commission documentation moving forward. The total cost for the change of scope is an additional \$19,200 to their original approved task order and a timeline extension of 6-8 weeks as a result of the agreed upon scope changes. The changes to the scope will net long term savings to the Commission over the life of the SCADA system due to the elimination of the \$2,000 monthly cost for a separate fiber internet connection which over an anticipated 7 year life of the system equates to a cost savings of over \$150,000 in internet connection fees alone, amongst other reoccurring costs for data storage and back up.

12. Water and Wastewater Standards and Specifications Update

L.I. # 24431-52121 Approved Task Order: \$36,800.00

Current Project Status: No updates on this project at this time. Waterford sent the draft standards and specs to New London for their initial comments on May 13, 2025. Due to staffing shortages and some reorganization in New London this cooperative project is on hold.

Project Background: The current Water and Wastewater Standard and Specifications the Utility Commission uses are significantly outdated and require updating. This project is being cost-shared with the City of New London.

Utility Commission Operational Projects

- All wastewater collection system components and equipment are operational with the exception of the following components:
 - Harvey Ave Update: pump repair is complete delivery will be coordinated with retrieval of pump one at Evergreen.
 - Evergreen Pump One: The pump is making a ticking noise and is still has a percentage of the warranty left, WUC staff removed the suction elbow and verified that there were no foreign objects lodged in the pump. The pump will be pulled when the Harvey Ave pump is delivered so it can be inspected and repaired if needed.
 - Oil Mill Generator: The station is operational with a rental standby generator in place, the signed contract was sent to our Cummins rep on August 13th to initiate the replacement of the generator. Lead time is 20-25 weeks, no new updates at this time as we continue to wait for delivery.
- Asset Management update: Assistant Director to provide an update.
- Municipal Waterworks Meetings: a meeting is scheduled for October 16th

Respectfully Submitted,

Jill N. Stevens

Director of Utilities