



**WATERFORD UTILITY COMMISSION
SPECIAL MEETING**

DATE: May 5, 2026

PLACE: 1000 Hartford Turnpike

PRESIDING: Chairman Ken Kirkman

MEMBERS PRESENT: Jerry Porter, Beth Sabilia and Ray Valentini

MEMBERS ABSENT: Ryan Boyle

ALSO PRESENT: 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 6:25 pm

CITIZEN SESSION-

None

SEWER RATE STUDY PRESENTATION AND UPDATE

Dave Fox and Cameron Okie from Raftelis gave a detailed presentation on the sewer rate study they conducted at the Commission's request. Mr. Fox and Mr. Okie answered several questions and the study results were discussed in detail, including next steps. There was a consensus of the Commission to move forward with pursuing a sewer use rate increase. Ms. Stevens and other Commissioner members emphasized the need to educate the public about the vast nature of our wastewater system and the important service that this department provides to protect public health and the environment.

SECRETARY'S REPORT

MOTION	Made by Mr. Valentini to approve the Minutes of March 24, 2026, Ms. Sabilia seconded.
VOTE	The motion passed 3-Yes 1-Abstained
MOTION	Made by Ms. Sabilia to approve the Special Minutes of April 14, 2026, Mr. Valentini seconded.
VOTE	The motion passed unanimously.

BILLING ADJUSTMENTS

The Commission reviewed the March and April adjustments. The adjustment reports are kept in the office for review.

EXPENDITURES

MOTION Made by Ms. Sabilia to approve the March and April 2026 bill lists, Mr. Valentini seconded.

VOTE The motion passed unanimously.

Interlocal Water Agreement

MOTION Made by Ms. Sabilia to move the discussion of the Interlocal Water Agreement forward on the agenda, seconded by Mr. Valentini.

VOTE The motion passed unanimously.

David Murphy from RLW was present to give an update to the Commission. He reported there are two meetings set up to meet with Norwich Public Utilities and Groton Utilities next week.

OLD BUSINESS

- **Financial Report**

The financials for March were reviewed. Ms. Stevens gave an update on the finances and the need for a sewer rate increase. She explained that a majority of the expenditures are influenced by external factors such as treatment costs, energy costs and system repairs and maintenance costs, limiting the ability to significantly reduce costs without affecting service levels.

- **Collection's Report**

Attorney Kepple asked the Commission to reconsider being able to pursue delinquent accounts by suing for breach of contract instead of Foreclosure action.

MOTION Made by Ms. Sabilia to authorize the Town Attorney's office to reinstate its practice of pursuing referred delinquent accounts by suing in Superior Court for failure to comply with relevant Town ordinances and state law regarding sewer use programs, seconded by Mr. Valentini.

VOTE The motion passed unanimously.

- **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.

- Pioneer-Sewer AI Update
This update was tabled for next meeting.
- Policy Manual Update
This was tabled for next meeting.

NEW BUSINESS

Odor and Corrosion Control Chemicals-Evaluation of Bids

Ms. Stevens reported that one qualified bid was received: Evoqua Water Technologies. Ms. Stevens reported that the staff is happy with their services and recommends that we stay with them.

MOTION Made by Mr. Valentini to award the Odor and Control Chemicals contract to Evoqua, seconded by Ms. Sabilia.

VOTE The motion passed unanimously.

On-Call Contractors-Evaluation of Bids

Ms. Stevens reported that eight bids in total were received from contractors to be considered for minor repairs in Town. Ms. Stevens completed a value analysis of the submitted bids. Ms. Stevens made a recommendation to the Commission of the four bidders that would best serve the department and system needs.

MOTION Made by Mr. Valentini to award the bid for On-Call Contractors to B&W Paving, Prime Electric, Deedy Construction, and P&H Construction, seconded by Ms. Sabilia.

VOTE The motion passed unanimously.

Proposal for Infiltration and Inflow Analysis

Ms. Stevens explained this analysis will assist the department in its continued efforts to monitor and investigate the wastewater system and to monitor flows and identify and remove infiltration and inflow. The overall goal of the study is to reduce the amount of non-wastewater flows entering the system to provide future capacity for domestic wastewater flows and reduce costs related to the collection, conveyance and treatment of clean water. The analysis will be performed by Arcadis, one of our on-call engineering firms, and will be conducted system-wide.

WATER

City of New London/Veolia Report.

The Commission reviewed the report.

CORRESPONDENCE

- Ms. Stevens provided a draft of the Proposed Budget for FY27 for review at the next regular meeting.

- Minutes from East Lyme , Old Lyme, and New London
- Wright Pierce-Update on Contract One Project.

PLANS REVIEW –

None

PERSONNEL

Sewer Tech I position is still vacant.

Account Receivables Clerk position has been filled, our new hire started on May 4.

There are two positions posted for seasonal help. These positions will help the maintenance department with lawn care and other seasonal duties at the 28 pump stations.

OTHER

ADJOURNMENT

With no further business before the Commission, the meeting adjourned at 8:50 p.m.

MOTION Made by Mr. Valentini to adjourn, Ms. Sabilia seconded.

VOTE The motion passed unanimously.

Respectfully submitted,

Amy Windle
Recording Secretary



WATERFORD UTILITY COMMISSION

Director's Report

April 24, 2026

This report summarizes the Commission's ongoing projects and operational activities as of 4/24/26

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 Waterford Wastewater Collection and Conveyance System

Current Project Status: We have completed the installation of manhole dishes within the wastewater basin where surface run off was observed flowing into vented manhole covers. A proposal in the amount of \$62,000 is included in your meeting packets for an I/I study throughout the entire system resulting in a technical memorandum summarizing the results and a prioritization plan for future SSES investigations from one of our new engineering consultants, Arcadis.

Project Background: The Richards Grove Road Wastewater Basin Inflow & Infiltration (I&I) evaluation being conducted by Wright-Pierce Engineers for \$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.

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 upgraded pump station is in operation and substantially complete as of March 27, 2026. A punchlist has been provided to the contractor, we anticipate most if not all outstanding items to be complete by the end of May along with a full submittal of O&M final copies.

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 to this project in the last 30 days, this project will resume when as we complete the build phase on the SCADA project, the first station to be worked on will be Graniteville.

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: Some progress has been made at Ridgewood Ave, after replacing the pumps in early December, we are installing the remaining screens and completing the electrical work in conjunction with the SCADA project. The station will be placed on by-pass during the day and returned to normal operation at night for two days to complete the remaining electrical work that requires de-energizing of the pumps. This work requires the use of the Vac truck which has been tied up on the plastic water service project, which is now complete for the season. The truck needs to be used to clean a few of the big stations wet wells before we can resume this project.

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: No change to this project this month. 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 the summer of 2026.

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 & Additional Designation: FY26 CNR \$200,000

Available Balance \$279,341.68

Current Project Status: Advanced Resources began construction on December 10, 2025, site work in progress, final clean-up is underway and the contractor indicated completion by end of May. A construction field report is included in your packets from the most recent site visit.

A task order for a not to exceed fee of \$41,000 was received and signed on March 20, 2026 for the final design drawings and bid services to complete Phase 2. This will enable us to go out to bid for the remainder of the interceptor in the near future. A kickoff meeting was held on April 10th for phase two.

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. Contract #1, 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 each year), & \$500,000 in FY26 GFB

Available Balance: \$781,471.53

Current Project Status: The WUC maintenance crew has completed all material identification on the roads identified by DPW's current paving plan for this season. Bid documents are being finalized with the 21 verified services that need to be replaced in advance 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.

8. **Bartlett Corners Booster Station Decommissioning**

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

Available Balance: \$166,950

Current Project Status: Haley Ward's task order for a lump sum of \$22,705 was signed on March 24, 2026 a project kick off meeting and site visit was held on April 9, 2026.

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. 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.

9. **Water Tank Asset Management Program**

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

Available Balance: \$2,726.00

Current Project Status: This project is complete for this year, the Commission will be updated as routine inspections are performed and inspection reports provided. The project will be removed from this report after this month.

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 preserves 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.

Sewer Development & Maintenance Fund Projects

10. SCADA System Upgrade Design/Build

L.I. # 24431-57766 Approved Task Order: \$147,600.00 + \$19,200 change order 3/2025: \$166,800

Current Project Status:

The project continues to make forward progress and will enter into production the week of May 5th. Verizon completed their IP addressing changes and have sent a group of 10 SIM cards for testing.

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.

11. Water and Wastewater Standards and Specifications Update

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

Available Balance: \$23,035.74

Current Project Status: Three working sessions with Waterford and New London staff were held on 12/9/25 and 1/7/26 & 3/25/26 to review the W-P draft standards and specifications provided. A meeting with Wright Pierce to review the results (redlines) of the working sessions will take place in May to incorporate into the next draft of standards and specifications. We anticipate one or two more working sessions with New London to confirm the changes and provide any additional feedback before accepting the new standards and specifications to be published.

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.

Other Utility Commission Updates

- Flow metering – EST continues to support the inter-municipal flow meters, the first monthly report was received for data logged in March with the exception of the Mago Point meter, this is a duplicate meter, East Lyme's pump station flow meter can be used in place of this meter until the data is available.

Respectfully Submitted,

Jill N. Stevens
Director of Utilities