



WATERFORD UTILITY COMMISSION

DATE: May 26, 2026

PLACE: 1000 Hartford Turnpike

PRESIDING: Chairman Ken Kirkman

MEMBERS PRESENT: Jerry Porter, Beth Sabilia, Ryan Boyle and Ray Valentini

ALSO PRESENT: Abbas Danesh, Waterford Town Treasurer
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 6:00 pm

CITIZEN SESSION-

None

ANNUAL MEETING IN ACCORDANCE WITH POLICY 9003

Election of Chairperson-

MOTION Made by Mr. Boyle to nominate Mr. Kirkman to remain as Chairman, seconded by Mr. Porter.

VOTE The motion passed unanimously.

Election of Secretary-

MOTION Made by Ms. Sabilia to nominate Mr. Valentini to remain as Secretary, seconded by Mr. Porter.

VOTE The motion passed unanimously.

SECRETARY'S REPORT

MOTION Made by Mr. Valentini to approve the Special Meeting Minutes of May 5, 2026, Ms. Sabilia seconded.

VOTE The motion passed 4-Yes 1-Abstained.

Special Presentation-

Abbas Danesh, Waterford Town Treasurer reviewed the Cash Position and the Interest Income with the Commissioners and answered questions.

BILLING ADJUSTMENTS

The Commission reviewed the May adjustments. The adjustment reports are kept in the office for review.

EXPENDITURES

MOTION Made by Mr. Porter to approve the May 2026 bill list, Ms. Sabilia seconded.

VOTE The motion passed unanimously.

OLD BUSINESS

- Financial Report
The financials for April were reviewed. There was discussion on overtime expense and staff shortages.
- Collection's Report
Attorney Kepple reported that all is going well with collections.
- 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. He also gave a presentation on what the new Pioneer-Sewer AI Inspection software can do.

Policy Manual Update

No major updates needed. There are a few minor changes and some grammar changes needed.

NEW BUSINESS

FY26 Plastic Water Service Replacement Bid Results

Ms. Stevens reviewed the bid tabulation sheet with the Commissioners. She also explained that 21 services were identified that need to be replaced with copper pipe. Two contractors submitted bids; B&W Paving & Landscaping LLC and P&H Construction and Septic Service. Staff recommended B&W Paving & Landscaping LLC as the lowest qualified bidder.

MOTION Made by Mr. Valentini to recommend to the Board of Selectman that B& W Paving Landscaping LLC be awarded the contract for the Replacement of Plastic Water Services for the FY26 Paving Program, seconded by Mr. Boyle.

VOTE The motion passed unanimously.

WATER

City of New London/Veolia Report.

The Commission reviewed the report. Ms. Stevens reported that New London would be doing Targeted flushing on hydrants because of potential drought conditions anticipated this summer. In addition, our Water Tank Asset Management vendor, USG, will conduct a remote vehicle assessment on the Fargo Water Tank in order to conserve water in place of a full washout this year.

Water Agreement Working Group Update

Mr. Valentini reported that the two meetings with the City of Norwich and Groton Utilities went very well. Both meetings had good discussions with positive feedback.

At the June monthly meeting, RLW will be present to present their draft report and answer questions.

CORRESPONDENCE

- Minutes from Old Lyme

PLANS REVIEW –

No plans

PERSONNEL

Sewer Tech I position is still vacant. There is a potential interview being scheduled for next week for the Sewer Tech I position and there is an applicant for the Seasonal Position who may be interviewed next week as well.

OTHER

Ms. Stevens request that the approval of the FY 27 Budget be added to the agenda.

MOTION	Made by Ms. Sabilia to add FY27 Budget Approval to the agenda, seconded by Mr. Valentini.
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VOTE	The motion passed unanimously.
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There was discussion on how the amount for the treatment cost was calculated. Ms. Stevens explained her calculation at how she arrived at the number in the FY27 Budget.

MOTION	Made by Ms. Sabilia to approve the FY27 Budget as presented to the Commission, seconded by Mr. Valentini.
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VOTE	The motion passed unanimously.
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ADJOURNMENT

With no further business before the Commission, the meeting adjourned at 7:58 p.m.

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

VOTE The motion passed unanimously.

Respectfully submitted,

Amy Windle
Recording Secretary



WATERFORD UTILITY COMMISSION

Director's Report

May 26, 2026

This report summarizes the Commission's ongoing projects and operational activities as of 5/21/26

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: On May 15th we had a kickoff call with Arcadis to begin the I/I study throughout the entire system. They have been provided with access to the GIS, flow metering data, pump run times and other I/I reports and studies performed over time for historical context.

Project Background: 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. Waiting for contractor update on punchlist items. Final completion will be granted once punchlist is complete. No operational issues to report.

Project Background: This project entails an upgrade 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.

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.

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 updates since early May. 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 continues 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. 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 & FY27 CNR \$100,000
Available Balance \$265,804.18 (plus \$100,000 on July 1, 2027)

Current Project Status: Site walk completed with Maureen Fitzgerald May 5th to confirm wetlands permit conditions are being met (some site notes generated but work satisfies the permit requirements). Contractor indicated completion by end of May.

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. 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.

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, & \$100,000 CNR FY27

Available Balance: \$797,532.05 (plus \$100,000 on July 1, 2027)

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. The bid opening is May 21st, we anticipate a Commission recommendation to award this contract will be submitted to the BOS for their next regular meeting.

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 lines 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 was on-site April 9, 2026 and completed measurements and photos. Mystic Air Quality was on site with Haley Ward on May 4, 2026 and collected asbestos samples in the station. Haley Ward is in the process of preparing draft demolition plans for the removal of equipment and materials inside the station, which should be submitted by early June.

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.

Sewer Development & Maintenance Fund Projects

9. **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: The Domain setup is complete, Historian setup is complete, NAS backup setup is complete, SCADA2 and all redundant VMS are setup and working across town (complete), SMS alarming is setup and in testing, the entire new SCADA system is up and running in parallel as of 5/18. WP returning to site Thursday 5/21 to address minor issues, Jeff R (Waterford IT) to set up some network equipment for remote access which should be completed next week or the following week. Once remote access is setup WP will make another site visit to test remote access, provide training, and address any addition issues Waterford might have.

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.

10. 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: Meet with Wright Pierce 5/19/2026 to discuss our comments on the water & wastewater specs and details. Wright Pierce will be addressing our comments and providing draft for wastewater specs for Waterford /New London review. We anticipate one more working session with New London for the wastewater specifications and a final workshop with Wright Pierce, Waterford, and New London to confirm the changes made by Wright Pierce 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. 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

Respectfully Submitted,

Jill N. Stevens
Director of Utilities