



WATERFORD UTILITY COMMISSION

DATE: July 28, 2026

PLACE: 1000 Hartford Turnpike

PRESIDING: Chairman Ken Kirkman

MEMBERS PRESENT: Jerry Porter and Ray Valentini

MEMBERS ABSENT: Beth Sabilia and Ryan Boyle

ALSO PRESENT: Attorney Nicholas Kepple, Town Counsel, arrived at 6:20pm
J. Robert Tuneski, Board of Finance Liaison

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 6:02 pm

CITIZEN SESSION-

SECRETARY'S REPORT

MOTION Made by Mr. Valentini to approve the Meeting Minutes of June 23, 2026, Mr. Porter seconded.

VOTE The motion passed unanimously.

BILLING ADJUSTMENTS

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

EXPENDITURES

MOTION Made by Mr. Porter to approve the July 2026 bill lists, Mr. Valentini seconded.

VOTE The motion passed unanimously.

OLD BUSINESS

Ms. Stevens respectfully requested that the Collection's Report and Rate Study Update be tabled until Attorney Kepple arrived.

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- Financial Report

There were no financials to review because finance has not completed the year-end in time for the meeting.

- 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.

- Collection's Report

Attorney Kepple reported that all is going well with collections and reviewed what has been collected through the years.

207 Boston Post Rd-Town Auction-

This town owned property was sold in April at auction. Attorney Kepple went through the breakdown of the sale proceeds. Our department and the tax collector received partial payment to cover past due charges. A portion of the past due charges will need to be written off to bad debt as itemized in an adjustment breakdown provided by Ms. Windle.

MOTION	Made by Mr. Valentini to accept the charges identified be written off to bad debt as identified on the adjustment breakdown for this account, seconded by Mr. Porter.
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VOTE	The motion passed unanimously.
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- Rate Study Update

Attorney Kepple explained the next steps to move forward with the rate increase which includes a formal acceptance of the recommended rate increase identified in the Raftelis Rate Study and a public hearing in accordance with CT State Statute 7-255.

MOTION	Made by Mr. Valentini to accept the recommended rates as presented by Raftelis for calendar year 2027 for presentation in public hearing in accordance with state statute section 7-255, seconded by Mr. Porter.
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VOTE	The motion passed unanimously.
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MOTION	Made by Mr. Valentini to set a public meeting for the proposed rate increase for August 25, 2026 at 6:00PM at the Town Hall located at 15 Rope Ferry Road, seconded by Mr. Porter.
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VOTE	The motion passed unanimously.
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NEW BUSINESS

Route 85 Pump Station Power

Ms. Stevens gave an update on her meeting with General Dynamics/ Electric Boat regarding the power source at the pump station located on their property. Both the Town and General Dynamics/Electric Boat share the same goal: to no longer power the Utility Commission's pump station located at the old

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Crystal Mall property from the existing building and provide the station with its own separate normal and standby power sources. Options on how best to achieve this goal were discussed with General Dynamics/Electric Boat and Ms. Stevens will keep the Commission updated.

WATER

City of New London/Veolia Report.

The Veolia report was reviewed.

INTERLOCAL WATER AGREEMENT UPDATE

Dave Murphy and Scott Bighnatti from Resilient Land & Water presented an update on the progress made on the Capital Requirements Surrounding the Potential Renewal of the Waterford/New London Interlocal Water Agreement. Discussion ensued; the Commission will have a special meeting on September 2, 2026 at 6pm to review the first draft of RLW's report.

CORRESPONDENCE

- Minutes from New London
- 207 Boston Post Rd Auction Proceeds
- Letter from East Lyme-Request More Sewer Capacity
The Commission has requested that Ms. Stevens invite East Lyme to the October meeting to have a discussion surrounding their proposal to acquire additional capacity from Waterford.

PLANS REVIEW –

No plans

PERSONNEL

Sewer Tech I position is still vacant. Ms. Stevens reported that the First Selectman Brule supports the revised job description for the Compliance Enforcement Tech position, which is currently vacant. She will work with HR to advance the changes through the required channels for the final approval.

OTHER

ADJOURNMENT

With no further business before the Commission, the meeting adjourned at 8:03 p.m.

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

VOTE The motion passed unanimously.

Respectfully submitted,

Amy Windle
Recording Secretary



WATERFORD UTILITY COMMISSION

Director's Report

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This report summarizes the Commission's ongoing projects and operational activities as of 7/24/26

Current Capital and Capital Non-Recurring Funded Projects

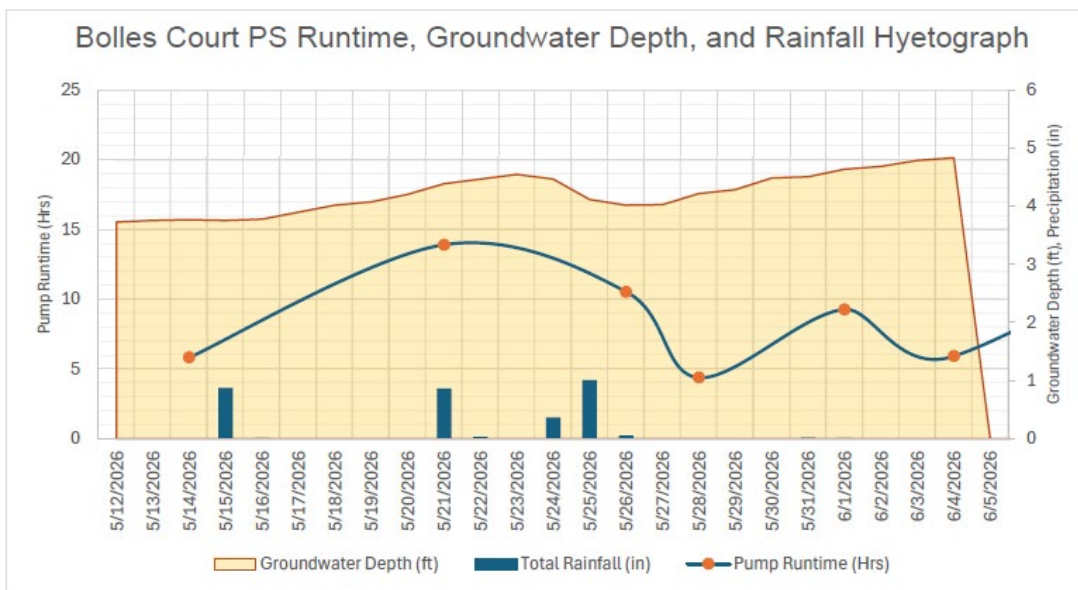
1. Inflow and Infiltration Mitigation and Control

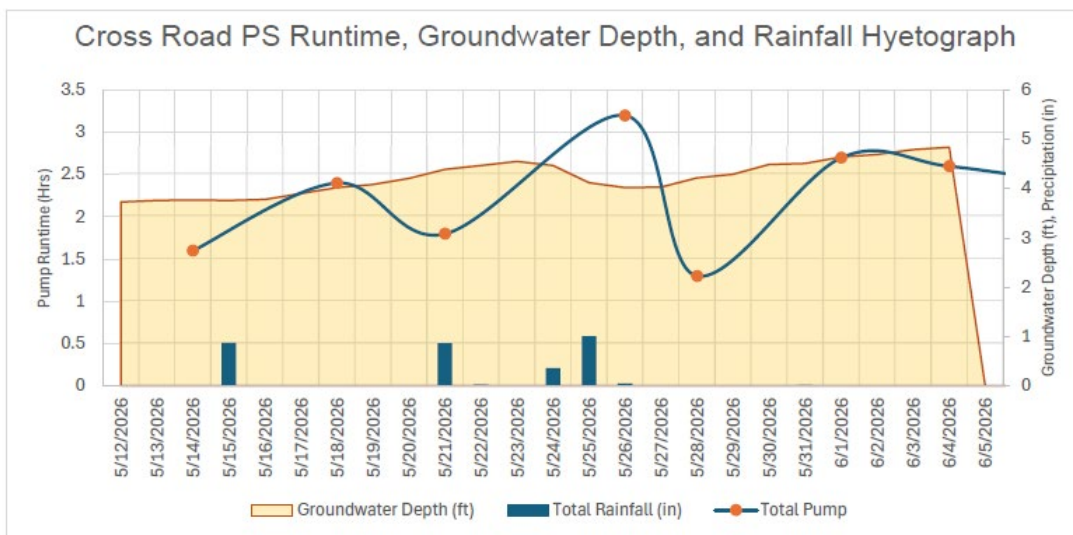
FY 19 Capital Non-Recurring Expenditure Fund L.I. #20531-57685

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: Since the June 16th update, Arcadis has continued to develop a methodology for assessing pump station runtime data and calculating flows to represent fluctuations between dry and wet weather periods. Due to limited data, they are continuing to download and update runtime data as it is being collected by town employees that is stored in the ArcGIS online platform. Below are two examples illustrating the responses to precipitation showing system increases in pump station runtimes as a result of precipitation and I/I entering these areas.





Next steps for the project are to continue to download pump station runtime data, groundwater data, and precipitation data and integrate it into our calculations; conducting a site visit and meeting with existing Town employees to understand problem areas for the Town and incorporate our findings into a prioritization plan.

It is anticipated that the site visit will be conducted in mid-August and that preliminary I/I results and findings will be available at that time. The project is on schedule and budget with a draft prioritization plan being submitted by the end of August.

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. No operational issues to report. Some items for Contractor to still address on punch list. Additional work has been approved in wet well to replace existing switches for motors. Contractor indicated materials will take into September to receive and work can be completed in couple days once material received.

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. 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 \$153228.37 (plus \$100,000 designated as of July 1, 2027)

Current Project Status: Contract One Phase Two design: Preliminary drawings provided for comment. Virtual meeting held on July 14th to discuss. Will address comments and prepare updated drawings and specs by July 28. A request to appropriate the FY27 designated funds was approved at the June 30, 2026 BOS special meeting and the July 15, 2026 BOF meeting; this request has moved on to the August 3, 2026 agenda for final approval.

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.

4. **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: \$794,950.72 (plus \$100,000 designated as of July 1, 2027)

Current Project Status: The contractor has completed their work in Quaker Hill, this project is complete for this paving season. Utility Commission staff will continue to work with DPW to complete plastic water service line replacements in advance of DPW's paving plan, service line material identification efforts will continue all year as time permits.

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.

5. **Bartlett Corners Booster Station Decommissioning**

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

Available Balance: \$156,950

Current Project Status: Haley Ward is attempting to find estimates for removal of the transite pipe for the Commission to make a determination regarding whether the pipe is abandoned in place or removed. Please see the following information provided by Haley Ward for discussion:

"I will continue to branch out and try and get a budgetary quote, but if I had to guess, here are the additional costs associated with removing the pipe vs. leaving it in place:

- Saw cut and remove sections of sidewalk and pavement- \$ 2500
- Excavate and remove piping- \$ 7,500
- Hazardous waste disposal of transite pipe- \$ 10,000 - \$ 20,000
- Restore pavement and concrete sidewalk- \$ 5000

ESTIMATED COST RANGE- \$ 25,000 to \$ 35,000

If the Commission could discuss this cost range and express a direction as to remove it or leave it in place, we could finalize the documents while still pursuing a more exact disposal number."

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.

6. **Water Tank Asset Management Program**

CNR Appropriation L.I. # 20531-57026 Original Designation: FY27 \$45,671.00

Current Project Status: A request to appropriate the FY27 designated funds was approved at the June 30, 2026 BOS special meeting and the July 15, 2026 BOF meeting; this request has moved on to the August 3, 2026 agenda for final approval.

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.

7. **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 as we complete the cellular network deployment for SCADA, 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.

8. **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 & cellular network deployment. 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 that had 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.

9. 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 driveway at Old Barry Road is in need of repair, it's unlikely to survive another season of plowing; we have asked our on-call contractor to complete this work for us, which will use the balance of this line.

Sewer Development & Maintenance Fund Projects**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: Wright Pierce is addressing our comments and providing draft for wastewater specs for Waterford /New London review. A list of questions was received from Wright Pierce, staff are reviewing and crafting a response. 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