



**WATERFORD UTILITY COMMISSION
Special Meeting**

DATE: September 2, 2026

PLACE: 1000 Hartford Turnpike

PRESIDING: Chairman Ken Kirkman

MEMBERS PRESENT: Jerry Porter (via telephone), 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
Dave Murphy and Scott Bighnatti from Resilient Land & Water

Chairman Kirkman called the meeting to order at 6:05 pm

CITIZEN SESSION- None

SECRETARY'S REPORT

MOTION Made by Mr. Valentini to approve the Meeting Minutes of July 28, 2026 and August 25, 2026, Ms. Sabilia seconded.

VOTE The motion passed unanimously.

BILLING ADJUSTMENTS

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

EXPENDITURES

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

VOTE The motion passed unanimously.

OLD BUSINESS

- Financial Report

The financial reports for June were reviewed. July reports will be presented at the next meeting.

- Collection's Report

Attorney Kepple reported that he and his staff had a meeting with Ms. Stevens and her staff to go over accounts that have large balances that have been a challenge to collect from or their payment plan is not helping their balance to go down.

Attorney Kepple will be working on a report of an approach of how to proceed on collecting on these accounts for next 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.

- Rate Study Update

There was discussion regarding the Public Hearing.

MOTION Made by Mr. Valentini, Pursuant to CT State Statute 7-255, to accept the Raftelis recommended quarterly rates to take effect on January 1, 2027, as follows: Tier I, Facility Service Charge of \$43.20 per quarter per Equivalent Dwelling Unit (EDU) and Tier II, Consumption Charge of \$5.81 per one hundred (100) cubic feet (CF) as presented at the August 25, 2026 Public Hearing and forward to the RTM for approval as required by Waterford Code of Ordinances 13.08.020, Ms. Sabilia seconded.

VOTE The motion passed unanimously.

NEW BUSINESS

Bartlett Corners Booster Station Decommissioning Update

Ms. Stevens requested to table the discussion until the next meeting as the plans and bid specifications did not arrive in sufficient time for staff review and comment prior to discussion with the Commission.

INTERLOCAL WATER AGREEMENT UPDATE

Dave Murphy and Scott Bighnatti from Resilient Land & Water presented an update on their progress with the Engineering Services to Identify the Capital Requirements surrounding the potential renewal of the Waterford/New London Interlocal Water Agreement.

Ms. Sabilia left the meeting at 7:13 PM

CORRESPONDENCE

- Anthony's Abatement, LLC-Asbestos Pipe Removal Quote
- Letter from resident at 10 Hardwick Rd
- Letter from resident at 28 Monroe Street
- The New London Day-Legal Notice for Public Hearing
- Attorney Kepple-Response to 28 Monroe Street
- Langan Engineering-Bloomingtondale Watermain Memo
- Old Lyme-June 23,2026 Minutes
- East Lyme-July 28, 2026 Minutes
- City of New London-August 27, 2026 Agenda & Meeting Packet

PLANS REVIEW –

No plans

PERSONNEL

Sewer Tech I position is still vacant. Ms. Stevens reported that the updated job description for the Compliance Enforcement Tech is with Human Resources and the Union representative. The updated job description will need to go to the Personnel Review Board for the final approval.

OTHER

ADJOURNMENT

With no further business before the Commission, the meeting adjourned at 7:23 p.m.

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

VOTE The motion passed unanimously.

Respectfully submitted,

Amy Windle
Recording Secretary



WATERFORD UTILITY COMMISSION

Director's Report

September 2, 2026

This report summarizes the Commission's ongoing projects and operational activities as of 8/31/26

Current Capital and Capital Non-Recurring Funded Projects

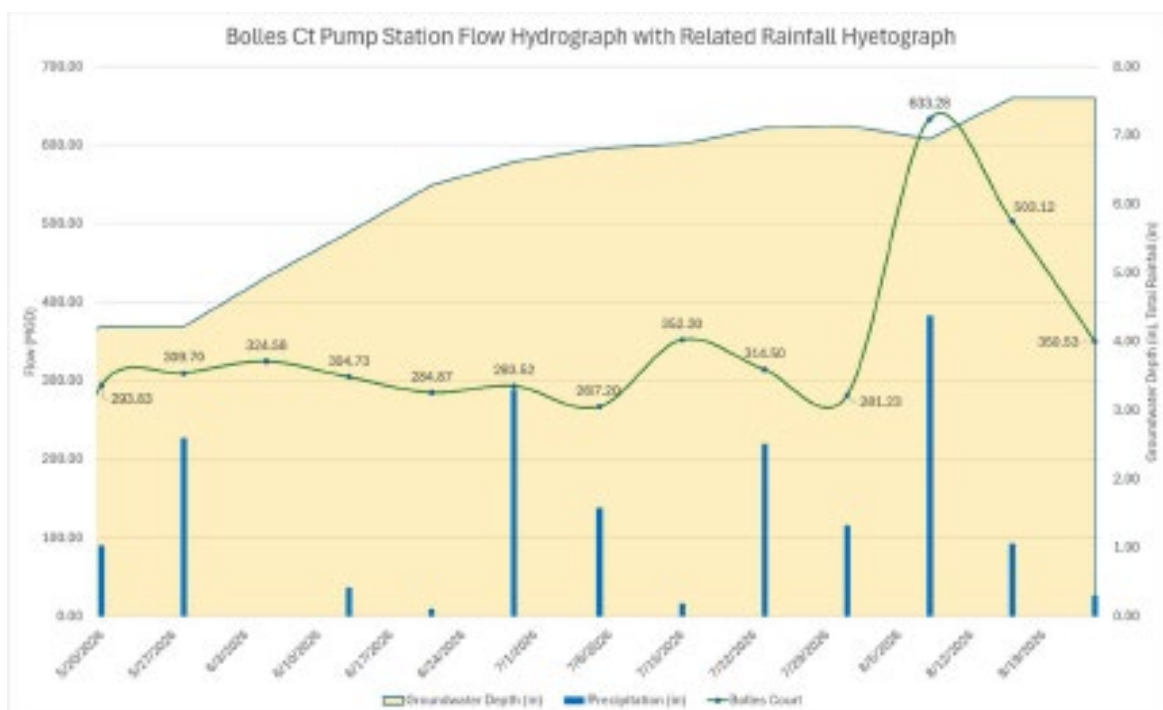
1. Inflow and Infiltration Mitigation and Control

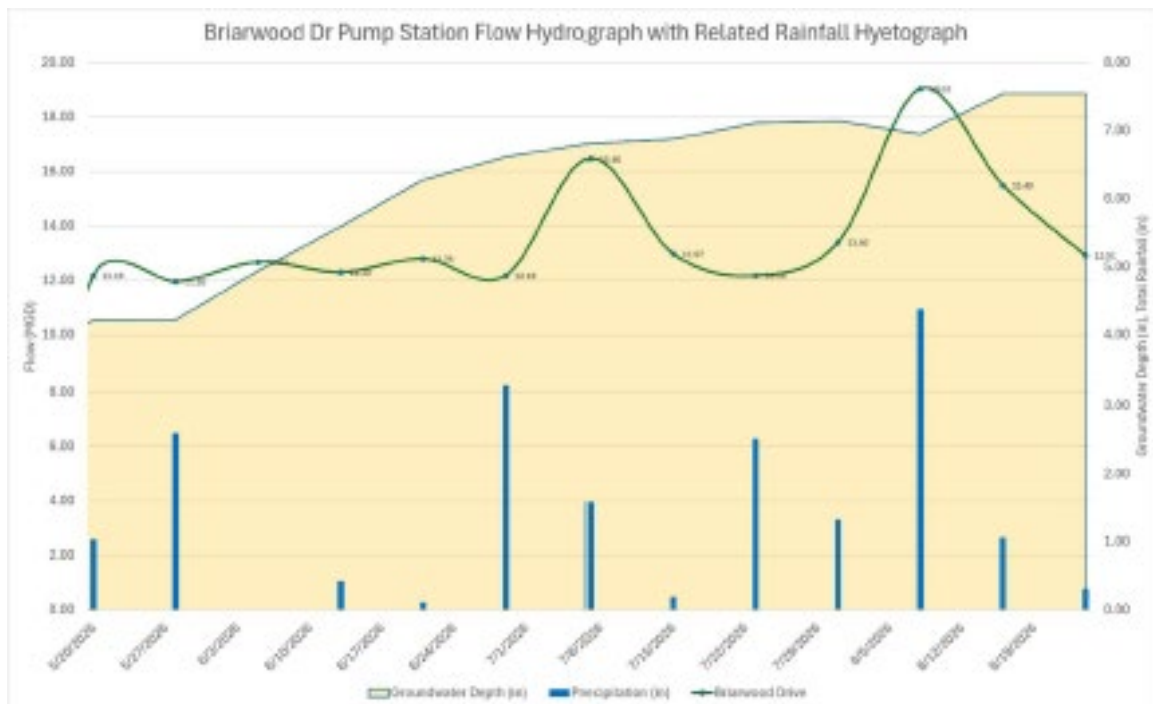
FY 19 Capital Non-Recurring Expenditure Fund L.I. #20531-57685

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 July 21st update Arcadis has proceeded to incorporate data collected by the Town that has been uploaded into ArcGIS online into our method of analysis. Arcadis uses three types of data to analyze the changes in flow as a response to environmental conditions. Rainfall data is being utilized from the CoCoRaH weather station, CT-NL-60, located on Yorkshire Drive in Waterford, and groundwater data is being used from the USGS groundwater monitoring well, Ct-mb 32, located in Marlborough, CT. Flow data is being calculated for each pump station using pump runtime data collected every 3-4 days and estimating the total flow based on the design flow rates for each pump station. This data is being evaluated at each station for the impact of rainfall and groundwater at each location. This method compares weekly flow data to environmental data (rainfall and groundwater) on a weekly basis to demonstrate the impact precipitation and groundwater have on each station. Updated examples are provided below following the July status update.





Next steps for the project are to 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 which is anticipated to be held in mid-September. We have reviewed the historical I/I reports and are preparing data for a comprehensive comparison with previous flow data. The project is on a schedule with the plan being to submit a drafted report of our findings and recommendations by the end of September.

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. **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 \$242,958.66

Current Project Status: Contract One Phase Two design: 90% submittal drawings were received and are under review with staff, easement acquisition pending with legal to proceed to bidding. A request to appropriate the FY27 designated funds was approved at the June 30, 2026 BOS special meeting, the July 15, 2026 BOF meeting and the August 3, 2026 RTM meeting.

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 linier 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 2 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 allowed restoration work to begin while easements are procured. 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.

3. **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.

4. **Bartlett Corners Booster Station Decommissioning**

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

Available Balance: \$156,950

Current Project Status: Haley Ward has indicated they will provide the Commission with preliminary plans, technical specifications and a budget estimate in time for the 9/2/26 meeting. As of today, 8/31/2026, documentation is still pending.

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.

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 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. This work is scheduled for September.

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, the July 15, 2026 BOF meeting and the August 3, 2026 RTM meeting.

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. **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: No change from July report. 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.

8. **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.

9. **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.

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 working on 90% submittal documents, we expect to have them in September for review. We anticipate 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