



Water Pollution Control Authority

**PUBLIC HEARING
WINDERMERE AVE. SANITARY SEWER EXTENSION
and REGULAR MEETING
January 21, 2026
MINUTES**

PUBLIC HEARING

Members Present: Dan Parisi, Chairman, Shawn Koehler, Paul Gilbert, Tom Walker, Drew Gilbert

Members Absent: None

Others Present: Tom Modzelewski (WPCA Admin), Phil Kidney (WPCA Crew Chief), Dave Stavens (Selectman), Marshall Gaston (Fuss & O'Neill), Kevin Flood (Fuss & O'Neill), Thomas Palshaw (120 Pinney St.)

Zoom Attendees: None

1. Call to Order

Chairman, Dan Parisi opened the public hearing at 6:00pm by reading the legal notice.

2. Public Hearing

A brief discussion was held regarding the project specifics.

Thomas Palshaw, 120 Pinney Street, attended on behalf of another resident from the affected area who was unable to be present. He advised the Board that there is a seven-acre parcel of land in the area that may be sold and developed in the future.

Mr. Palshaw also inquired about project timing and potential costs for residents. Tom M. (WPCA Administrator) explained that the plan is to solicit a proposal for the project through CROCG Easy IQ, review the proposed pricing, and then determine whether the Board wishes to proceed with the selected contractor or place the project out to bid. Regarding residents' costs, he noted that an additional public hearing will be held to review the benefit assessments. Benefit assessments are typically calculated by totaling the construction and construction administration costs and dividing that amount among the benefiting properties.

Shawn (Member) asked about the planned sidewalks in the area and whether laterals could be installed in manner so that future home connections would not require the sidewalks to be excavated.

3. Close Public Hearing

MOVED (KOEHLER) SECONDED (WALKER) AND PASSED UNANIMOUSLY TO CLOSE THE PUBLIC HEARING FOR THE WINDERMERE AVE. SEWER EXTENSION AT 6:12 PM.

REGULAR MEETING

Members Present: Dan Parisi, Chairman, Shawn Koehler, Paul Gilbert, Tom Walker, Drew Gilbert

Members Absent: None

Others Present: Tom Modzelewski (WPCA Admin), Phil Kidney (WPCA Crew Chief), Dave Stavens (Selectman), Marshall Gaston (Fuss & O'Neill), Kevin Flood (Fuss & O'Neill), Thomas Palshaw (120 Pinney St.)

Zoom Attendees: None

1. Call to Order

Chairman, Dan Parisi the meeting to order at 6:12 pm

2. Citizen's Forum (non-agenda items)

None

3. Approval of November 19, 2025, Regular Meeting Minutes

MOVED (P. GILBERT), SECONDED (WALKER), (PARISI and D. GILBERT ABSTAINED) AND PASSED TO APPROVE THE MINUTES OF NOVEMBER 19, 2025, REGULAR MEETING.

4. Old Business

1. Development of parcel 046-003-0002

Tom M. (WPCA Administrator) provided an update that the developer's agreement would be executed this evening by Chairman, Dan Parisi and that site work has started.

2. 7 Hilltop Extension Easement

No Update.

3. 79 Windermere Ave. & 14 Village St. Parcels

Going forward this will be on the agenda as 79 Windermere Ave. only as the parcels have been combined.

4. 53 Wappingwood Rd. Sewer Expansion

Tom M. (WPCA Admin) provided an update similar to November, that this project is reverting back to single family from the proposed 55+ community with multi-family units, each home would have an individual grinder pump in which the Town will not own. This will be a low-pressure system. He has not seen any new plans yet.

5. 70 South Rd.

Phil (WPCA Crew Chief) has completed final inspection. This item will be removed from the agenda.

6. 5 Elm St.

Tom M. (WPCA Admin) notified the Board that connection costs were provided for this property.

5. New Business

1. Welcome New Member, Drew Gilbert

Tom M. (WPCA Admin) introduced Drew and provided his background in the wastewater industry.

2. Task 15A

Task 15 covered the engineering portion of the Windermere Ave. sewer extension project. With that task completed F&O was asked to provide construction services estimate. Marshall (F&O) reviewed what is included in the task.

MOVED (P. GILBERT) SECONDED (KOEHLER) AND PASSED UNANIMOUSLY TO APPROVE TASK 15A WINDERMERE AVE. SEWER EXTENSION CONSTRUCTION SERVICES IN THE AMOUNT OF \$46,230.00.

3. 16 Ellridge Pl. Additional Bedroom Approval

Tom M. (WPCA Admin) updated that he approved a 5th bedroom for this property. This property was reassessed accordingly, and the Resident has paid.

6. Administrative

1. Fuss & O’Neill project updates

i. Vernon Pump Station

Tom M. (WPCA Admin) and Kevin (F&O) updated that the project is complete, all notices and invoices have been executed and paid. The station is now in its warranty period, in which a couple of items have been identified.

- The generator failed to start for the weekly run test, an error code was found. This was reported and the vendor responded promptly.
- There was an issue with the MAU, which has since been rectified.

This task will be removed from the agenda. Further updates will be given under section 9.1 Pump Station Updates.

ii. Task 4E I&I Phase 5

During the November meeting Tom M. (WPCA Admin) asked F&O that task 4D be closed and any remaining funds be allocated to task 4E.

MOVED (P. GILBERT) SECONDED (KOEHLER) AND PASSED UNANIMOUSLY TO APPROVE TASK 4D AMENDMENT 1, AUTHORIZING THE REMAINING FUNDS IN THE AMOUNT OF \$7,006.63 TO BE REALLOCATED TO TASK 4E TO CONTINUE THE I&I STUDY. THIS ACTION CLOSES TASK 4D.

MOVED (KOEHLER) SECONDED (P. GILBERT) AND PASSED UNANIMOUSLY TO APPROVE TASK 4E AMENDMENT NO. 1, ACCEPTING THE REMAINING FUNDS IN THE AMOUNT OF \$7,006.63 FROM THE CLOSED TASK 4D.

Tom M. provided an update that the mainline CCTV work recently completed by Savy & Sons came in \$1,250.00 over budget due to some unforeseen circumstances.

MOVED (KOEHLER) SECONDED (P. GILBERT) AND PASSED UNANIMOUSLY TO APPROVE AN ADDITIONAL \$1,250.00 FOR MAINLINE CCTV WORK TO SAVY AND SONS, LLC.

iii. Task 15 Windermere Ave. Sewer Extension

Marshall (F&O) and Tom M. (WPCA Admin) provided an update that this task is complete. This will be removed from the agenda, and 15A added for the construction services of this project.

iv. Task 16 Data Transcription

Marshall (F&O) sent a draft copy to Tom M. (WPCA Admin.), in which Tom M. will need to review. All data that was in the 1998 Facilities plan has been captured in an excel spreadsheet with two main goals in mind. One being integration with GIS, which would enable flow allocations to be viewed, the other being easier tracking. Currently flow is tracked via pen and paper, moving to a spreadsheet will help with accuracy and provide a great tool for current and future staff.

v. Task 18

Marshall (F&O) stated another sampling was done on 12/17/2025. He received the results shortly after the new year and is working on the report.

7. Fuss & O'Neill Billing

MOVED (KOEHLER) SECONDED (P. GILBERT) AND PASSED UNANIMOUSLY TO APPROVE INVOICE 279175 FOR WORK FROM OCTOBER 18, 2025, THROUGH NOVEMBER 21, 2025, FOR TASK 15 IN THE AMOUNT OF \$9,793.18. THIS APPROVAL SUPERSEDES THE APPROVAL OF INVOICE 278643.

MOVED (P. GILBERT) SECONDED (KOEHLER) AND PASSED UNANIMOUSLY TO APPROVE INVOICE 279465 FOR WORK FROM NOVEMBER 22, 2025, THROUGH DECEMBER 26, 2025, FOR TASK 3C IN THE AMOUNT OF \$4,280.98.

MOVED (KOEHLER) SECONDED (WALKER) AND PASSED UNANIMOUSLY TO APPROVE INVOICE 279466 FOR WORK FROM NOVEMBER 22, 2025, THROUGH DECEMBER 26, 2025, FOR TASK 4E IN THE AMOUNT OF \$1,342.00.

MOVED (KOEHLER) SECONDED (WALKER) AND PASSED UNANIMOUSLY TO APPROVE INVOICE 279473 FOR WORK FROM NOVEMBER 22, 2025, THROUGH DECEMBER 26, 2025, FOR TASK 15 IN THE AMOUNT OF \$3,199.07.

MOVED (P. GILBERT) SECONDED (WALKER) AND PASSED UNANIMOUSLY TO APPROVE INVOICE 279478 FOR WORK FROM NOVEMBER 22, 2025, THROUGH DECEMBER 26, 2025, FOR TASK 16 IN THE AMOUNT OF \$1,342.00.

MOVED (KOEHLER) SECONDED (P. GILBERT) AND PASSED UNANIMOUSLY TO APPROVE INVOICE 279479 FOR WORK FROM NOVEMBER 22, 2025, THROUGH DECEMBER 26, 2025, FOR TASK 17 IN THE AMOUNT OF \$306.50.

8. Other Administrative Topics

1. Budget

Tom M. (WPCA Admin) presented the end-of-month report and collection rate, as well as the current stance of the operating budget. He also provided the final audited figures of each district for fiscal year 2024-25. Crystal Lake

finished the year positive \$51,672.00 and Hockanum positive \$ 488,886.00, the large amount in Hockanum is largely due to interest from investment earnings.

2. User Insurance Updates

Tom M. disclosed that the mailings for non-sewer users will be going out this month, and the sewer user mailings will follow in February. He also shared with the Board, a communication from HomeServe containing a quick start guide and tool kit, via email.

3. Generator Quotes/Valve Pit Repairs

Tom M. is awaiting a revised quote from both Tower and Kinsley for the High School pump station generator.

He also presented a quote from Modern Mechanical for replacement of a plug valve that won't shut off and a check valve that won't seat at the Crystal Lake pump station. The quote for one side is \$17,600.00 and both sides will need to be done. Tom m. and Phil (WPCA Crew Chief) are sourcing 2 additional quotes, but the project may need to go out to bid. This may also turn into an emergent situation in the meantime, as currently no pump can be isolated, should work need to be done. This was not budgeted for so a reserve transfer may be needed.

4. Asset Management Proposal

No update.

5. Rate Study

Tom M. stated that the study is on track. Waterworth has requested some additional information concerning consumption for those who are connected to public water. Carolyn, Public Works Administrative Assistant, is working with the Tax and Revenue Collector and Connecticut Water to get clearance on disclosing the information.

a) Capital Reserve Policy and Rate Stabilization Policy

Tom M. presented a draft of a proposed capital reserve policy and rate stabilization policy. He has asked the Board to review for discussion in the upcoming months.

6. Stafford Quarterly Billing

Tom M. disclosed that the Stafford billing was received in the amount of \$22,793.78 and has been submitted for processing. Shawn (Member) asked for the amount of the previous quarter, which was \$ 24,845.02.

9. Design, Construction & Maintenance Reports

1. Pump Station Updates

Phil (WPCA Crew Chief) provided an update that when the generator is called to run at the Vernon Pump Station, the lights in the station do not work. Phil will be contacting The Associated Construction Company to resolve this, as the station is under warranty.

Phil also mentioned he has been in touch with Xylem, the vendor which works with County Pure for bioxide dosing, and it appears that Country Pure is working on installing a new system to help alleviate the continuous high H₂S levels that contribute to mat build up, in the bubbler. He does anticipate the matting to be worse in the warmer months.

2. Overtime Report

Phil reported 9 hours for 3 separate grinder pump calls.

3. Other

None.

10. Misc. Communications

1. February Meeting

Tom M. (WPCA Admin) disclosed that he will be out of the country for the February meeting and has offered to Zoom in and prepare both Phil (WPCA Crew Chief) and Carolyn (DPW Administrative Assistant) for the meeting. The Board has decided to cancel the meeting as there is not anything pressing happening.

2. Seasonal Use Update

Tom M. updated that there have been 6 submissions to date.

Adjournment

MOVED (KOEHLER) SECONDED (P. GLIBERT) AND PASSED UNANIMOUSLY TO ADJOURN THE REGULAR MEETING OF THE WATER POLLUTION CONTROL AUTHORITY AT 7:00 PM.

Respectfully submitted:



Carolyn Kidney, Administrative Assistant II, DPW