



Water Pollution Control Authority

REGULAR MEETING APRIL 15, 2026 MINUTES

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

Members Absent: Drew Gilbert

Others Present: Tom Modzelewski (WPCA Admin), Phil Kidney (WPCA Crew Chief), Marshall Gaston (Fuss & O'Neill), Paula Thompson and Diane Derwin (38 Aborn Rd.)

Zoom Attendees: Lori Burstein (First Selectman), Mike *Technical Difficulties prevented us from speaking with them.

Zoom Attendees: None

1. Call to Order

Chairman, Dan Parisi called the meeting to order at 6:45pm

MOVED (KOEHLER) SECONDED (WALKER) AND PASSED UNANIMOUSLY TO ADD TASK 16 A TRANSCRIPTION SERVICES FOR CRYSTAL LAKE TO THE AGENDA UNDER NEW BUSINESS SECTION 5.2.

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

Paula Thompson and Diane Derwin, of 38 Aborn Road, were present to request that their property be considered for the reduced seasonal rate. They explained that they missed the application deadline due to a recent move and issues with receiving their mail. This matter will be discussed further under Section 8.3, Other Administrative Topics – April Billing.

Tom M. (WPCA Admin) read a memo on behalf of Joseph and Robert Burns of 8 East Shore Road. In October 2025, the Burns' were billed \$230 by the Ellington Tax Collector via a third-party vendor, QDS, and paid the bill upon receipt. In the recent April billing the Burns' were billed \$581 after receiving an approval of a seasonal reduction. Included with the bill was a letter stating that a billing error had occurred in October, and they were required to pay an outstanding balance of \$309. The October billing should have been \$539, and the April billing with the approved seasonal rate should have been \$272. This explains the \$309 difference. This item will be discussed further under section 8.3 Other Administrative Topics – April Billing.

3. Approval of March 18, 2026, Regular Meeting Minutes

MOVED (P. GILBERT), SECONDED (KOEHLER) AND PASSED UNANIMOUSLY TO APPROVE THE MINUTES OF MARCH 18, 2026, REGULAR MEETING.

4. Old Business

1. **180 West Rd. – Dollar General**

Phil (WPCA Crew Chief) updated that the sewer is ran to the manhole, but it is not tied in yet.

2. 7 Hilltop Extension Easement

Tom M. (WPCA) Admin provided an update that he has requested Rachel Dearborn to draft an easement map. If this is not something she is able to do, Tom M. will reach out to the Town Engineers to do so.

3. 79 Windermere Ave.

Phil (WPCA Crew Chief) updated that the sewer is ran to the manhole, but the building is not connected yet.

4. 53 Wapping Wood Rd. Sewer Expansion

No Update

5. 5 Elm St.

Phil (WPCA Crew Chief) stated that this property is still in the building process, no sewer work had begun.

6. Demo/Rebuild Grinder Pump Policy

The Attorney approved policy was presented.

- Paul (Member) requested that whenever the Policy states the “Town” it should read “Ellington WPCA”.
- Shawn (Member) would like the removal of the WPCA equipment section to be clearer, especially with the electrical piece.

5. New Business

1. 37 Grand Blvd. Refund

Tom M. (WPCA Admin) presented that an overpayment was made on sewer tax for 37 Grand Blvd.

MOVED (KOEHLER) SECONDED (WALKER) AND PASSED UNANIMOUSLY TO APPROVE A REFUND IN THE AMOUNT OF \$459.01 FOR AN OVERPAYMENT ON SEWER TAX FOR 37 GRAND BLVD.

2. Task 16A Transcription Services for Crystal Lake

Marshall (F&O) and Tom M. (WPCA Administration) reviewed the work proposed under this task. With the Hockanum District data now digitized, Tom M. expressed interest in completing the same process for the Crystal Lake District. Digitizing this information will support the long-term goal of incorporating flow allocation data as a GIS layer for all parcels within the sewer district, improving accessibility and planning capabilities.

MOVED (P. GILBERT) SECONDED (KOEHLER) AND PASSED UNANIMOUSLY TO APPROVE TASK 16 A TRANSCRIPTION SERVICES FOR CRYSTAL LAKE IN THE AMOUNT OF \$3,600.00.

6. Administrative

1. Fuss & O’Neill project updates

a) Task 3C Vernon Pump Station Upgrade

There was a small amount of closeout work completed by F&O. This task will likely be removed from the agenda as no further work is expected.

b) Task 4E I&I Phase 5

Marshall (F&O) and Phil (WPCA Crew Chief) provided an overview of some of the initial findings during the recent 4-night I&I study. The trunkline is flowing consistently and appears to be in good shape. There was a significant increase

in flow found near Cumberland Farms and CCTV work may be suggested in this area. F&O is still compiling the data and will be providing a report of recommendations as they have in the past.

c) Task 15 A

Tom M. (WPCA Administration) provided an update that the Local Traffic Authority has approved the road closure required for the project; however, approval from the Town of Vernon is still pending. A revised proposal from Gordian was reviewed, which no longer included the traffic control item.

At the Board's request, Tom M. obtained a cost estimate from local contractor Barber Utilities. After reviewing and comparing the costs, the Board determined that the project should be publicly bid rather than awarded through the CRCOG EZ-IQ program. Tom M. is preparing the bid advertisement, which is expected to be issued sometime next week.

d) Task 18

Marshall (F&O) and Tom M. (WPCA Administration) reviewed the findings and reported that the most significant cause of tuberculation in the Stafford gravity line is the presence of certain microorganisms, specifically iron bacteria. The recommended corrective action is to clean and line the pipes with an epoxy coating. In addition, a chemical dosing system will be considered as part of the future pump station upgrade.

7. Fuss & O'Neill Billing

MOVED (KOEHLER) SECONDED (P. GILBERT) AND PASSED UNANIMOUSLY TO APPROVE INVOICE 281727 FOR WORK FROM FEBRUARY 21, 2026, THROUGH MARCH 27, 2026, FOR TASK 3C IN THE AMOUNT OF \$117.25

MOVED (P. GILBERT) SECONDED (KOEHLER) AND PASSED UNANIMOUSLY TO APPROVE INVOICE 281790 FOR WORK FROM FEBRUARY 21, 2026, THROUGH MARCH 27, 2026, FOR TASK 4E IN THE AMOUNT OF \$2,345.00

MOVED (P. GILBERT) SECONDED (WALKER) AND PASSED UNANIMOUSLY TO APPROVE INVOICE 281726 FOR WORK FROM FEBRUARY 21, 2026, THROUGH MARCH 27, 2026, FOR TASK 15A IN THE AMOUNT OF \$306.50

MOVED (P. GILBERT) SECONDED (KOEHLER) AND PASSED UNANIMOUSLY TO APPROVE INVOICE 281728 FOR WORK FROM, FEBRUARY 21, 2026, THROUGH MARCH 27, 2026, FOR TASK 17 IN THE AMOUNT OF \$519.25

MOVED (P. GILBERT) SECONDED (WALKER) AND PASSED UNANIMOUSLY TO APPROVE INVOICE 281729 FOR WORK FROM FEBRUARY 21, 2026, THROUGH MARCH 27, 2026, FOR TASK 18 IN THE AMOUNT OF \$1,079.00

8. Other Administrative Topics

1. Budget

Tom M. (WPCA Administration) reviewed the end-of-month collection report and the current status of the operating budget. He also provided a proposed date for the annual public hearing. The hearing is currently scheduled to take place at the Public Works office, but the location may be changed if needed to accommodate a larger attendance.

MOVED (P. GILBERT) SECONDED (KOEHLER) AND PASSED UNANIMOUSLY TO SET THE DATE OF THE ANNUAL PUBLIC HEARING FOR SEWER USER FEES AND POLICY/CODE CHANGES AS JUNE 17TH, 2026 AT 6:00PM. LOCATION TO BE DETERMINED.

2. Rate Study

Tom M. (WPCA Admin) has a meeting with the consultants on Friday April 17th, to hear what will be proposed for a new rate structure.

Carolina Feliz, Tax and Revenue Collector, has requested to shift the billing dates by one month—from April 1 and October 1 to May 1 and November 1. This request is due to delays in receiving reports from CT Water, which impacts on the ability to process bills on time.

The proposed change depends on the WPCA continuing to base billing on CT Water data. If a new rate structure is adopted that eliminates the need for this data, a change in billing dates may no longer be necessary.

a) Capital Reserve and Rate Stabilization Policy

This will be discussed further in the next meeting.

3. April Billing Update

Tom M. (WPCA Admin) brought to the Boards attention that there was an issue with the April Sewer User bills. 187 bills went out incorrectly. The Town uses a third-party vendor, QDS, to process the bills, and they had used old data to calculate the bills. The Town and WPCA are working diligently with QDS to ensure this does not happen again, QDS is also covering the costs for their error.

Earlier in the meeting Paula Thompson and Diane Derwin of 38 Aborn Rd. were present to request that their property be considered for the reduced seasonal rate. After some brief discussion the following motion was made.

MOVED (KOEHLER) SECONDED (WALKER) AND PASSED UNANIMOUSLY TO APPROVE THE SEASONAL RATE FOR 38 ABORN RD FOR THE APRIL 2026 BILLING. THIS IS BEING APPROVED DUE TO AN ISSUE WITH RECEIVING MAIL BECAUSE OF A RECENT MOVE.

During the citizens forum portion of the meeting, Tom M. (WPCA Admin) presented a memo on behalf of the Burns' who have a home at 8 East Shore Rd. It was further discussed that Joe & Robert have been in Town over 50 years and have always paid their bills in a timely manner. They are both on fixed incomes and do not understand why they must pay for the "Town's" mistake. It was also mentioned that there is not much use in their cottage even in the summer months.

MOVED (KOEHLER) SECONDED (WALKER) AND PASSED UNANIMOUSLY TO APPROVE A SEASONAL REDUCTION FOR THE OCTOBER 2025 BILLING FOR 8 EAST SHORE RD. MAKING THE AMOUNT DUE FOR THE APRIL 30, 2026, BILLING \$314.00

4. User Insurance updates

Tom M. (WPCA) Admin stated that he has reached out to the vendor for a report of how many residents have signed up for the program to date, he will have that information for the next meeting.

5. Generator Quates/Valve Pit Repairs

Tom M. (WPCA Admin) reported that all preparations are complete for the procurement of a generator for the High School pump station. While a delivery date has not yet been confirmed, he is actively coordinating with the Town Electrician and Eversource to complete the necessary power upgrades to the pump station in advance of the installation.

Tom M. revisited the three quotes received for the valve repairs at the Crystal Lake Pump Station. While two of the quotes were lower in price, they did not include replacement of the existing components with equivalent items currently installed at the station. The higher-priced quote from Savy & Sons, however, proposes replacing the existing equipment with like-for-like components.

Given the technical nature of the work and the importance of ensuring the pump station operates properly and reliably, the Board agreed that the proposal from Savy & Sons represents the best option.

Tom M. will verify whether Savy & Sons is available through a State Contract or cooperative purchasing agreement for this type of work. If they are not, the project will most likely need to be formally advertised and put out to bid.

It was also mentioned that the bypass is not included in any quotes and will be the responsibility of the WPCA. It was recommended that Phil (WPCA Crew Chief) check the depth on the manholes that will be used and reach out to local pump truck vendors to make sure the truck will be able to handle the bypass.

6. Data Transcription

This item was discussed under New Business, item 2, but will stay on the agenda here for continued discussion.

7. Stafford Quarterly Bill

Tom M. (WPCA Admin) provided that the invoice was received, and processed for payment in the amount of \$28,829.05

9. Design, Construction & Maintenance Reports

1. Pump Station Updates

Phil, WPCA Crew Chief, reported that all facilities are operating well, apart from the Ketchbrook Pump Station. One of the pumps is experiencing high run times and needs replacement. Phil noted that a spare pump is currently on hand and available for installation.

2. Overtime Report

Phil reported:

- 61 hours of overtime for the I&I Study.

3. Other

None.

10. Misc. Communications

Tom M. (WPCA Admin) updated that the new truck was due to be delivered this month. He has received communication that the Factory will not paint the truck the color that was requested due to it being a GM color and the truck being a Ford. The dealer that the truck is being purchased has a cab and chassis in white and they are going to paint the truck the requested color themselves.

Adjournment

**MOVED (P. GILBERT) SECONDED (KOEHLER) AND PASSED UNANIMOUSLY TO ADJOURN THE
REGULAR MEETING OF THE WATER POLLUTION CONTROL AUTHORITY AT 8:08 PM.**

Respectfully submitted:

A handwritten signature in blue ink that reads "Carolyn Kidney". The signature is written in a cursive, flowing style.

Carolyn Kidney, Administrative Assistant II, DPW