



# Water Pollution Control Authority

## REGULAR MEETING MAY 20, 2026 MINUTES

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

**Members Absent:** None

**Others Present:** Tom M. (WPCA Admin), Carolyn Kidney (WPCA Recording Secretary), Marshall Gaston (Fuss & O'Neill), David Stavens (Selectman)

### 1. Call to Order

Chairman Dan Parisi called the meeting to order at 6:31 PM.

### 2. Citizen's Forum (Non-Agenda Items)

No citizens spoke.

### 3. Approval of the April 15, 2026, Regular Meeting Minutes

**MOVED (KOEHLER), SECONDED (WALKER) AND PASSED UNANIMOUSLY TO APPROVE THE MINUTES OF THE APRIL 15, 2026, REGULAR MEETING.**

### 4. Old Business

#### 1. 180 West Rd. – Dollar General

Tom M. (WPCA Admin) reported that inspections of the sanitary connection work were completed satisfactorily. WPCA staff monitored the coring and connection process and confirmed the work was acceptable.

#### 2. 7 Hilltop Extension Easement

Tom M. (WPCA Admin) reported that Landmark Surveys completed the proposed easement map. The next step is forwarding the map to legal counsel for preparation of easement documents.

#### 3. 79 Windermere Ave.

Tom M. (WPCA Admin) reported that Phil (WPCA Crew Chief) inspected the sanitary main tap and connection and was satisfied with the work completed.

#### 4. 53 Wapping Wood Rd. Sewer Expansion

Tom M. (WPCA Admin) updated the Board on an existing manhole and 8-inch gravity line located on private property with no easements currently in place. Four existing homes are connected to the line, and easements will need to be obtained to provide the Town with legal access for maintenance and future development connections.

The Board discussed that the developer plans to utilize the existing manhole connection, which avoids the need to cross the roadway for installation and reduces construction costs and impacts. Temporary easements may be utilized to allow the development to proceed; however, the Town will still need to secure permanent easements for the existing sewer infrastructure.

#### **5. 5 Elm St.**

Tom M. (WPCA Admin) presented final drawings from Gardner & Petersen Associates, with revisions recommended by Fuss & O'Neill.

**MOVED (P. GILBERT), SECONDED (KOEHLER) AND PASSED UNANIMOUSLY TO APPROVE THE SEWER CONNECTION FOR 5 ELM STREET IN ACCORDANCE WITH THE REVISIONS RECOMMENDED BY FUSS & O'NEILL AND PREPARED BY GARDNER & PETERSEN ASSOCIATES, LLC DATED APRIL 30, 2026.**

#### **6. Demo/Rebuild Grinder Pump Policy**

Tom M. (WPCA Admin) presented revisions to the grinder pump policy addressing demo and re-build projects and electrical disconnect procedures.

The Board discussed future transfer of grinder pump ownership responsibilities to property owners following major rebuilds.

Consensus was reached to move the proposed policy to the June 17, 2026, Public Hearing agenda.

#### **5. New Business**

##### **1. 267 Sandy Beach Rd.**

Tom M. (WPCA Admin) informed the Board that the property owner has applied to construct a barn with a bathroom. Additional sewer flow allocation would be required before approval, and the cost of purchase is around \$13,000. Tom M. will provide further updates should the owner wants to proceed.

##### **2. Task 19 – FY27 On Call Engineering Services**

The Board reviewed a proposal from F&O in the amount of \$12,530 for Task 19, providing on-call miscellaneous engineering support services for FY27. Discussion included the current on-call engineering contract, which expires in August 2026, and the need to determine whether to pursue a contract extension or issue an RFP for future services. It was noted that the existing agreement includes two optional one-year extensions, and the matter will be placed on June's agenda for further discussion and possible action.

Tom M. (WPCA Admin) recommended approving the current proposal to avoid any lapse in engineering services.

Paul (Member) mentioned we are only at approximately 36% billed with the current FY task and asked if the funding will then roll to the next year. Marshall noted that there has been a decrease in building reviews from last year and that any of the funding allocated and not utilized in the current fiscal year, will just not be spent.

**MOVED (P. GILBERT), SECONDED (D. GILBERT) AND PASSED UNANIMOUSLY TO APPROVE TASK 19 FOR FISCAL YEAR 2027 ON CALL MISCELLANEOUS ENGINEERING SUPPORT IN THE AMOUNT OF \$12,530.00.**

#### **6. Administrative**

##### **1. Fuss & O'Neill Project Updates**

**a) Task 4E I&I Phase 5**

Marshall (F&O) updated the Board that the report compiling data from the investigation is near completion. He plans to meet with Tom M. (WPCA Admin) prior to the next meeting and have the report ready for presentation.

**b) Task 15A**

Marshall (F&O) continued work supporting Windermere Avenue improvements. Tom M. (WPCA Admin) updated that there were 8 contractors present at the mandatory pre-bid, and that the closing date is May 28<sup>th</sup>. The bid tabs and potential award recommendation will be presented in the June meeting.

**c) Task 16A**

Marshall (F&O) updated that data entry work associated with Crystal Lake flow allocation mapping is complete, and now in the QC process. Tom M. (WPCA Admin) noted that he has been working on how all the data is going to be integrated into GIS.

**d) Task 18 Crystal Lake Forcemain Sampling**

Tom M. (WPCA Admin) provided an update that all reports have been forwarded to Stafford and that this task is complete. This item will be removed from the agenda.

**7. Fuss & O'Neill Billing**

**MOVED (P. GILBERT), SECONDED (WALKER) AND PASSED UNANIMOUSLY TO APPROVE INVOICE 282982 FOR WORK FROM MARCH 28, 2026, THROUGH APRIL 24, 2026, FOR TASK 4E IN THE AMOUNT OF \$28,397.79.**

**MOVED (P. GILBERT), SECONDED (KOEHLER) AND PASSED UNANIMOUSLY TO APPROVE INVOICE 282586 FOR WORK FROM MARCH 28, 2026, THROUGH APRIL 24, 2026, FOR TASK 15A IN THE AMOUNT OF \$305.00.**

**MOVED (KOEHLER), SECONDED (P. GILBERT) AND PASSED UNANIMOUSLY TO APPROVE INVOICE 282596 FOR WORK FROM MARCH 28, 2026, THROUGH APRIL 24, 2026, FOR TASK 16A IN THE AMOUNT OF \$349.50.**

**MOVED (D. GILBERT), SECONDED (WALKER) AND PASSED UNANIMOUSLY TO APPROVE INVOICE 282972 FOR WORK FROM MARCH 28, 2026, THROUGH APRIL 24, 2026, FOR TASK 17 IN THE AMOUNT OF \$488.00.**

**MOVED (KOEHLER), SECONDED (P. GILBERT) AND PASSED UNANIMOUSLY TO APPROVE INVOICE 282958 FOR WORK FROM MARCH 28, 2026, THROUGH APRIL 24, 2026, FOR TASK 18 IN THE AMOUNT OF \$382.00.**

**8. Other Administrative Topics**

**1. Budget**

Tom M. (WPCA Admin) presented the final proposed FY27 budget. Adjustments were made to move funding toward I&I work. The Board agreed to proceed to the June public hearing.

**a) Rate Study / Capital Reserve and Rate Stabilization Policy**

Tom M. (WPCA Admin) stated that the rate study requires additional review before implementation and recommended delaying any rate changes until next fiscal year. This also places the Capital Reserve and Rate Stabilization Policy on hold.

**3. User Insurance Updates**

Tom M. (WPCA Admin) reported that 55 plans and 24 customers have enrolled in the user insurance program.

#### **4. Generator Quotes / Valve Pit Repairs**

Tom M. (WPCA Admin) provided an update on the high school generator project, noting that procurement is ongoing and the project remains generally on schedule with anticipated completion between July and August. Coordination efforts continue with Eversource, the project electrician, and the generator supplier to ensure all components and utility work align with the installation timeline. A temporary standby generator will be utilized to maintain operations during the transition period.

Tom M. (WPCA Admin) also presented a proposal from Savy & Sons for the repairs at the Crystal Lake Pump Station and discussed bypass pumping requirements.

**MOVED (P. GILBERT), SECONDED (D. GILBERT) AND PASSED UNANIMOUSLY TO APPROVE THE SAVY & SONS PROPOSAL FOR VARIOUS VAULT REPAIRS AT THE CRYSTAL LAKE PUMP STATION UTILIZING CT DAS CONTRACT 23PSX0243 IN THE AMOUNT OF \$88,734.63.**

**MOVED (KOEHLER), SECONDED (D. GILBERT) AND PASSED UNANIMOUSLY TO AUTHORIZE THE WPCA ADMINISTRATOR TO APPROVE A BYPASS PUMPING SERVICES ESTIMATE FOR THE CRYSTAL LAKE VAULT REPAIR PROJECT IN AN AMOUNT NOT TO EXCEED \$20,000.00.**

#### **5. Data Transcription**

This item was discussed under item 6.1.a.

### **9. Design, Construction & Maintenance Reports**

#### **1. Pump Station Updates**

Tom M. (WPCA Admin) reported ongoing investigation into recurring high school alarm events, with potential causes including improper material being discharged into the system and reduced flow conditions at a previously identified manhole with significant solids buildup. Staff continue to monitor the situation, with no emergency responses required to date.

At the Vernon Pump Station, electrical issues affecting system lighting remain under review, with the Town electrician coordinating with vendors and manufacturer engineering teams to identify the root cause, potentially related to transformer or generator components.

At Meadowbrook Pump Station, excessive pump run times were noted, with a possible need for pump replacement, although a spare unit is available. Additionally, a bioxide pump issue at Meadowbrook was repaired.

#### **2. Overtime Report**

Tom M. (WPCA Admin) reported approximately 10 hours of overtime associated with Dollar General inspection work.

#### **3. Other**

Tom M. (WPCA Admin) reviewed quarterly WPCA operational goals, including completion and documentation of 50 manhole inspections, completion of five days of sewer flushing, and CCTV inspection of one entire neighborhood. These efforts are intended to improve system documentation, support infiltration and inflow (I&I) investigations, and enhance GIS accuracy for future utility locating and maintenance work.

Paul (Member) inquired about the FOG program. Tom M. reported that the FOG (grease) program is working well overall and is being managed effectively by Phil (WPCA Crew Chief), including routine inspections and follow-ups. Some businesses are not always staying on top of required maintenance, but the town addresses issues when they arise. Overall, the program is functioning adequately, with some potential for improvement in how it is managed going forward.

## **10. Misc. Communications**

### **1. Fleet Update**

Tom M. (WPCA Admin) reported that the new crane truck is expected to arrive in mid-June.

### **2. CDS Update**

Tom M. (WPCA Admin) provided an update that the Town was not awarded congressional directed spending for the Moser and Farmstead Clay main replacement project. The project has been recommended for resubmission in the next funding cycle, and it has also been submitted under a separate state congressional directed spending program.

## **Adjournment**

**MOVED (KOEHLER), SECONDED (P. GILBERT) AND PASSED UNANIMOUSLY TO ADJOURN THE REGULAR MEETING OF THE WATER POLLUTION CONTROL AUTHORITY AT 7:26 PM.**

**Respectfully submitted,**



**Carolyn Kidney**

**Administrative Assistant II, DPW**