



Water Pollution Control Authority

REGULAR MEETING September 16, 2026 MINUTES

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

Members Absent: Tom Walker

Others Present: Tom M. (WPCA Admin), Carolyn Kidney (WPCA Recording Secretary), Phil Kidney (WPCA Cre Chief), Marshall Gaston (Fuss & O'Neill)

Team Attendees: Michael Miller (did not speak)

1. Call To Order

Chairman, Dan Parisi called the meeting to order at 6:36 pm

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

No citizens spoke.

3. Approval of Minutes

1. July 15, 2026, Public Hearing & Regular Meeting

MOVED (P. GILBERT) SECONDED (KOEHLER) AND PASSED UNANIMOUSLY TO APPROVE THE MINUTES OF THE JULY 15, 2026, PUBLIC HEARING & REGULAR MEETING.

2. August 5, 2026, Special Meeting

MOVED (D. GILBERT) SECONDED (P. GILBERT) AND PASSED UNANIMOUSLY TO APPROVE THE MINUTES OF THE AUGUST 5, 2026, SPECIAL MEETING.

4. Old Business

1. 180 West Rd. – Dollar General

Tom M. (WPCA Admin) provided an update that they have received their CO, are open for business and billing has been activated. This item will be removed from the agenda.

2. 7 Hilltop Extension Easement

No Update.

3. 53 Wapping Wood Rd. Sewer Expansion

Tom M. (WPCA Admin) updated that prior to the meeting, the homeowners at 51 Wapping Wood formalized the required easement. The easement addresses one of the issues that led the state to deny the developer's road

encroachment permit. This will be recorded on the land records. The developer has been notified of the executed easement.

Tom M. also noted that there are additional non-WPCA-related permit issues that the developer is working to resolve. The developer's current goal is to complete the stormwater infrastructure and install the road binder course before winter, weather permitting.

4. 5 Elm St.

Phil (WPCA Crew Chief) disclosed that this property has tied into the sanitary sewer system and will complete final inspection once running water and electricity is available.

5. 267 Sandy Beach Rd

No further communication has been received; this item will be removed until further notice.

5. New Business

1. Septic Repair Waiver

The Board reviewed a proposed application form intended to document and track sanitary sewer waiver requests for septic repairs within the sewer district. It was explained that the form would provide a standardized process whereby property owners or their agents would submit an application for review, comment, and approval. Approved waivers would be maintained in the property file and recorded on the land records to create a permanent public record.

Board members discussed the benefits of recording approved waivers, particularly to provide clarity during future property transfers and to document the specific scope of any partial waivers. It was noted that maintaining a permanent record would also help ensure continuity for future staff and Board members.

The Board expressed support for the proposed form but recommended that it first be reviewed by the Town Attorney to ensure compliance with applicable bylaws and regulations. It was also noted that the document would be forwarded to North Central Health District for review before being finalized for future use.

6. Administrative

1. Fuss & O'Neill Project Updates

a) Task 4E I&I Phase 5

Tom M. (WPCA Admin) updated that the next steps are the responsibility of the WPCA, including reviewing the report, developing a plan, and determining how to proceed. With other projects expected to slow during the winter months, he would like to use that time to develop a work plan, with the goal of beginning implementation in the spring.

b) Task 15A

Marshall (F&O) informed the Board that the project is nearly complete, with only final restoration and cutback work remaining. Project oversight has primarily been handled by Phil (WPCA Crew Chief), with periodic site visits from F&O to monitor progress. This will reduce the amount of task order. The construction crew has performed well, and overall, the project has progressed smoothly.

Tom M. (WPCA Admin) mentioned that aside from one complaint received at the start of construction, there have been very few issues or concerns related to the project. The sewer line was shortened due to a conflict with an Eversource gas line. Although Eversource had information about the gas line location, delays in locating it prevented the contractor from continuing work. Rather than wait, the team decided to shorten the sewer extension since the extra length was not necessary, which also reduced project costs.

No new connections have been made yet, however #30 that was connected to Vernon has been connected to Ellington.

c) Task 14 – Crystal Lake Sewershed Assessment

Marshall (F&O) updated that they are working to have the Town's GIS and property database updated using current mapping data and collected pump station flow records. Similar to prior analyses done for the Vernon pump station, they are graphing flow data to identify seasonal highs and lows, average flows, and peak flow conditions.

Additional GIS work is underway to identify buildable land by analyzing constraints such as wetlands, water impacts, and other environmental limitations. This information will be used to estimate future development potential, and the wastewater flows that could result from that development.

Tom M. (WPCA Admin) reiterated that the primary objective is to understand:

How much sewer capacity currently exists.

How much capacity remains available for future growth.

What future flows could be generated from undeveloped properties.

Whether any sewer service area expansions may be feasible without exceeding permitted limits.

A key consideration is the intermunicipal agreement with Stafford, which reserves a portion of system capacity for potential future development in Stafford. While the exact available capacity has not yet been calculated, the agreement specifies a designated flow allocation and identifies areas that could potentially receive that capacity.

The analysis is still in progress because the team must complete the buildable-land review and refine the flow calculations. Current flow data may not be fully accurate due to a check valve issue at the pump station, which has skewed measured flows. As a result, the consultant is currently using average flow data while the system performance issues are being evaluated.

Overall, the project is intended to provide an updated understanding of existing sewer capacity, future development opportunities, and long-term planning needs for the pump station and collection system.

7. Fuss & O'Neill Billing

July:

MOVED (P. GILBERT) SECONDED (KOEHLER) AND PASSED UNANIMOUSLY TO APPROVE INVOICE 286030 FOR WORK FROM JUNE 30, 2026, THROUGH JULY 24, 2026, FOR TASK 15A IN THE AMOUNT OF \$2,694.91

MOVED (D. GILBERT) SECONDED (KOEHLER) AND PASSED UNANIMOUSLY TO APPROVE INVOICE 286027 FOR WORK FROM JUNE 30, 2026, THROUGH JULY 24, 2026, FOR TASK 19 IN THE AMOUNT OF \$724.50

August:

MOVED (P. GILBERT) SECONDED (KOEHLER) AND PASSED UNANIMOUSLY TO APPROVE INVOICE 286654 FOR WORK FROM JULY 25, 2026, THROUGH AUGUST 21, 2026, FOR TASK 14 IN THE AMOUNT OF \$598.50

MOVED (P. GILBERT) SECONDED (D. GILBERT) AND PASSED UNANIMOUSLY TO APPROVE INVOICE 286650 FOR WORK FROM JULY 25, 2026, THROUGH AUGUST 21, 2026, FOR TASK 15A IN THE AMOUNT OF \$2,156.62

Paul (Member) asked Marshall what the main source of costs for task 15A are. Marshal (F&O) stated that it covers some inspections and shop drawing reviews.

MOVED (KOEHLER) SECONDED (P. GILBERT) AND PASSED UNANIMOUSLY TO APPROVE INVOICE 286651 FOR WORK FROM JULY 25, 2026, THROUGH AUGUST 21, 2026, FOR TASK 19 IN THE AMOUNT OF \$283.50

8. Other Administrative Topics

1. Budget

Tom M. (WPCA Admin) updated that the October Bills had not gone out yet so the current rate of collection for the new fiscal year appears low. The current collections only represent past due invoices.

2. Rate Study

Tom M. (WPCA Admin) discussed the status of the ongoing user fee structure review being conducted by the Town's consultant. He reported that the consultant was retained more than a year ago and was provided with clear expectations regarding the required deliverables. The proposal received during the summer did not meet those expectations.

Following discussions with the consultant, Tom M. requested that the work be continued and declined to pay an additional invoice until the originally agreed-upon deliverable is received. The consultant acknowledged the concerns and agreed to continue working on the project without additional payment at this time, stating that their priority is to provide a satisfactory final product.

The consultant is currently developing revised user fee structure options for the WPCA's consideration. Tom M. expressed hope that revised recommendations will be available during the winter as any changes to the user fee structure will require a public hearing and possible code amendments, making it important that the final recommendations are well-developed before being presented for consideration.

a) Capital Reserve and Rate Stabilization Policy

No update.

3. User Insurance Updates

Tom M. (WPCA Admin) provided that as of the end of July there are 13 Customers, with 32 accounts in place. A job was completed with a customer savings of \$4,200.00

4. Generator Quotes / Valve Pit Repairs

Tom M. (WPCA Admin) reported that the generator replacement project remains on schedule, with delivery anticipated around November. Once a confirmed delivery date is received, the Town will coordinate with the electrician, generator installer, and Eversource to schedule pre-construction activities. Due to the complexity of the

work, the project involves more than a standard generator replacement and will require careful coordination among all parties.

Regarding the valve pit replacement project, Tom M. acknowledged that, following Board approval of the proposal in May, the necessary purchase order was inadvertently not processed, resulting in a delay in ordering the replacement valves. The proposal has now been signed, a bid waiver has been secured, and the purchase order request has been submitted. Because the valves have an estimated 26-week lead time, installation is now expected to occur in approximately March. Tom M. noted that there was a \$500.00 increase due to the delay, but due to a good working relationship with the contractor, it will not be charged.

Tom M. also reported that a recent pre-construction meeting was held with the contractor and engineering consultant to discuss upcoming work at the Crystal Lake Pump Station. During the valve replacement project, the station will be temporarily bypassed, creating an opportunity to thoroughly clean and inspect the wet well. The Town emphasized the importance of conducting a comprehensive inspection to avoid unforeseen conditions and change orders similar to those experienced on previous projects.

The proposed work plan includes:

- Temporary bypass pumping by the contractor using tanker trucks as needed.
- Complete cleaning and pressure washing of the wet well.
- Confined-space entry and detailed inspection by the engineering consultant once the structure has been fully cleaned.
- Documentation of existing conditions, including consideration of video recording and photographic documentation, to provide a clear record for future reference and project planning.

Staff stated that the objective is to ensure all existing conditions are fully identified before construction begins so the project can be completed efficiently and avoid unexpected costs.

During discussion of current pump station operations, it was noted that the existing check valve issue continues to affect system performance, causing some pumped flow to reverse back into the system when the valve does not close properly. This condition reinforces the need for the planned repairs and upgrades.

5. Data Transcription

The goal of this project is to add a layer on GIS that details the flow amount allocated to the parcels within the sewer district. Tom M. (WPCA Admin) is hoping to get this completed over the Winter.

6. New Developments and Requests

Tom M. (WPCA Admin) provided an update on potential development activity within the sewer service area. Discussion included a proposed apartment complex at 35 Windermere Avenue, which remains in the conceptual stage. He noted that no formal application has been submitted, and no approvals have been granted at this time. The project team and property ownership were briefly discussed, further noting that additional information will be reviewed as the project progresses.

Tom M. also reported on a preliminary proposal for a residential subdivision on Sandy Beach Road consisting of approximately 25 homes. The development is in the early planning stages and could have future implications for sewer service and system capacity. Discussion focused on the location of the property, its proximity to existing sewer infrastructure, and the potential feasibility of connecting to the sewer district. Any future connection would be subject to further engineering review and regulatory approvals.

7. New Reappointment Procedure

Tom M. (WPCA Admin) informed the Board of changes to the Town's appointment and reappointment procedures resulting from a review of municipal practices by Town leadership. Under the revised process, board members seeking reappointment at the end of their terms will be required to submit a Statement of Interest form rather than being automatically reappointed if no response is received. Staff noted that this approach is consistent with the Town's established appointment procedures and will apply to all members whose terms are expiring.

Tom M. thanked members for their continued service and encouraged those interested in remaining on the WPCA to submit the required documentation when their terms expire. It was noted that the appointment process may include review and recommendations by local political committees when applicable, consistent with Town Charter and appointment procedures.

At the Board's request, Tom M. reviewed current term expiration dates for members and indicated that reminders and the necessary forms would be provided in advance of expiration dates. It was also noted that term information is publicly available on the Town's website.

Discussion also included the possibility of appointing alternate members to the Board. It was explained that alternates may participate in meetings and serve in place of absent members for voting purposes when needed. The Board noted that it has not had alternates in recent years and acknowledged the challenges many boards face in recruiting and retaining volunteers.

Further discussed was that attendance requirements established in Town policies have recently received increased attention and may be considered as part of future appointment and reappointment decisions.

9. Design, Construction & Maintenance Reports

1. Pump Station Updates

Phil (WPCA Crew Chief) updated that he will be swapping a pump out at Ketchbrook pump station. This is due to it having longer running times than the other. He does have a new pump in stock. Once installed, the performance of the replacement pump will be compared to the existing unit to evaluate efficiency and operating conditions.

2. Overtime Report

Phil report 3 emergency call ins. They were all for grinder pumps in the Crystal Lake district and a result of bad floats.

3. Other

None.

10. Misc. Communications

Discussion was had regarding recent State requirements related to middle housing and affordable housing development and the potential impacts on the Town's commercial corridor and sewer infrastructure. Tom M. (WPCA Admin) reported that Planning staff had completed a preliminary review of properties that could be affected by the new regulations, which require municipalities to allow certain types of mixed-use and residential development.

No action was taken. The discussion was informational and focused on long-term planning considerations related to housing development, regulatory requirements, and sewer system capacity.

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

WPCA Recording Secretary