



Water Pollution Control Authority

REGULAR MEETING October 21, 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), Phil Kidney (WPCA Crew Chief), Marshall Gaston (Fuss & O'Neill), Dee and Bob Romejko (10 Gem Dr,)

Team Attendees: Michael Miller (did not speak)

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 Minutes

1. September 16, 2026, Regular Meeting

MOVED (P. GILBERT) SECONDED (KOEHLER) AND PASSED UNANIMOUSLY TO APPROVE THE MINUTES OF THE SEPTEMBER 16, 2026, PUBLIC HEARING & REGULAR MEETING.

4. Old Business

1. 7 Hilltop Extension Easement

No significant update; easement negotiations continue.

2. 53 Wapping Wood Rd. Sewer Expansion

Marshall (F&O) disclosed that construction is progressing well. Tom M. (WPCA Admin) updated that staff is continuing inspections and reviewing contractor submittals. Paving is expected to be completed before winter.

3. 5 Elm St.

The property is connected and final inspection is complete. Discussion deferred to later agenda item regarding sewer billing commencement.

4. Septic Repair Waiver

Tom M. (WPCA Admin) discussed that legal counsel recommended future code revisions to formalize hardship waivers. A condensed one-page application was prepared. Item will return to the agenda during spring code amendments.

5. New Business

1. 10 Gem Dr.

Dee and Bob Romejko were present to request sewer billing relief after an irrigation hose leak caused approximately 30,000 gallons of water usage that did not enter the sewer system. After discussion the Authority unanimously approved deducting 30,000 gallons from the sewer billing calculation and directed staff to issue a revised bill.

MOVED (P. GILBERT) SECONDED (KOEHLER) AND PASSED UNANIMOUSLY TO DEDUCT 30,000 GALLONS OF USAGE FROM THE OCTOBER 2026 SEWER USE BILLING FOR 10 GEM DRIVE.

6. Administrative

1. Fuss & O'Neill Project Updates

a) Task 15 A- Windermere Ave. Sewer Expansion CA

Marshall (F&O) and Tom M. (WPCA Admin) provided updates that restoration work nearing completion. Final paving is anticipated in November and a change order for additional paving work is expected.

1. Application for Payment #1

The payment application is under review pending revised record drawings.

b) Task 14 – Crystal Lake Sewershed Assessment

Marshall (F&O) informed the group that GIS and database work continues. Staff is reviewing parcels not connected to the sewer district to assist with future planning.

7. Fuss & O'Neill Billing

MOVED (P. GILBERT) SECONDED (WALKER) AND PASSED UNANIMOUSLY TO APPROVE INVOICE 287620 FOR WORK FROM AUGUST 22, 2026, THROUGH SEPTEMBER 25, 2026, FOR TASK 14 IN THE AMOUNT OF \$11,284.00

MOVED (P. GILBERT) SECONDED (KOEHLER) AND PASSED UNANIMOUSLY TO APPROVE INVOICE 287763 FOR WORK FROM AUGUST 22, 2026, THROUGH SEPTEMBER 25, 2026, FOR TASK 15A IN THE AMOUNT OF \$3,763.56

MOVED (KOEHLER) SECONDED (P. GILBERT) AND PASSED UNANIMOUSLY TO APPROVE INVOICE 287761 FOR WORK FROM AUGUST 22, 2026, THROUGH SEPTEMBER 25, 2026, FOR TASK 19 IN THE AMOUNT OF \$1,545.00

8. Other Administrative Topics

1. Budget

Tom M. (WPCA Admin) reviewed the collection report through the end of September, the bills went out in October, so no collection is reported.

2. Rate Study

a) Capital Reserve and Rate Stabilization Policy

This topic remains on hold pending consultant recommendations.

b) Revised Billing Dates

Tom M. (WPCA Admin) disclosed that there has been a request from both the Tax and Finance Departments to move the sewer billing dates to November 1 and May 1 to accommodate Connecticut Water reporting schedules. Currently the report from Connecticut Water is received only days before the bills need to go out, allowing very limited time for review. Changing the billing dates would allow sufficient time for quality control. Should the consultant working on the rate study help to figure out a more economical billing structure that eliminates the need to rely on Connecticut Water reports, the billing dates would not need to be changed.

3. User Insurance Updates

Tom M. (WPCA Admin) disclosed that User insurance program remains quiet with 25 plans and one claim.

4. Generator Quotes / Valve Pit Repairs

Tom M. (WPCA Admin) provided an update that the generator installation coordination continues pending contractor scheduling. He is in receipt of an invoice for the Generator, but not the product and has reached out to the vendor to further discuss.

Crystal Lake valve pit equipment remains on extended lead time. The project is estimated to start in early Spring.

5. Data Transcription

No update.

6. New Developments and Requests

- a) 130 Windermere
- b) 51 Cider Mill

Potential future sewer connections at 130 Windermere and proposed development at 51 Cider Mill. Both are in the very early stages of planning.

7. Task 4E – I&I Phase 5 Repairs

Tom M. (WPCA Admin) reviewed recommended I&I Phase 5 repairs and established priorities for CCTV inspections, debris removal, manhole maintenance, and visible leak repairs.

9. Design, Construction & Maintenance Reports

1. Pump Station Updates

Phil Kidney (WPCA Crew Chief) reported a Pump replacement completed at Ketchbrook pump station. The new pump is running half the amount of the old. A second pump replacement is planned; he will have to order one and will keep the pulled pump as a spare.

2. Overtime Report

Phil reported 2 after-hours service calls for grinder pumps.

3. Other

Tom M. (WPCA Admin) reviewed the quarterly maintenance goals, including wet well cleaning, pump replacement, I&I Report follow up items, and improvements to the Center Pump Station building.

10. Misc. Communications

Tom M. (WPCA Admin) discussed what triggers the start of sewer usage billing. Currently we start billing when a CO is issued. However, a significant amount of time can take place between final sewer inspections and issuance of a CO and with the sewer being connected and usable, this is resulting in unbilled usage periods. To prevent this Tom M. suggest we start billing usage at the time of final sewer inspection.

MOVED (KOEHLER) SECONDED (D. GILBERT) AND PASSED UNANIMOUSLY TO COMMENCE SEWER USAGE BILLING AT TIME OF FINAL SEWER INSPECTION SUBJECT TO VERIFICATION OF EXISTING CODE LANGUAGE AND ANY REQUIRED AMENDMENTS.

Adjournment

MOVED (KOEHLER) SECONDED (P. GILBERT) AND PASSED UNANIMOUSLY TO ADJOURN THE REGULAR MEETING OF THE WATER POLLUTION CONTROL AUTHORITY AT 7:18 PM.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Carolyn Kidney".

Carolyn Kidney

WPCA Recording Secretary