

# MINUTES

**Joint Meeting of the Representative Advisory Board to the Southeastern Connecticut Water Authority and the and the Southeastern Connecticut Water Authority  
Electronic Virtual Meeting held via Zoom on  
October 19, 2023**

The joint meeting of the Representative Advisory Board (RAB) to the Southeastern Connecticut Water Authority, and the Southeastern Connecticut Water Authority, was called to order at 7:05 pm by Advisory Board Chairman Barry Weiner. It was determined by SCWA General Manager and Acting RAB Secretary, Josh Cansler, that the requisite number of members present constituted a quorum. Chairman Barry Weiner concurred.

Advisory Board members in attendance were: Chairman Barry Weiner, New London; Carol Russell, East Lyme; Martin Artale, City of Groton; Mike Macina and Robert Boissevain, North Stonington; Christopher Seery, Norwich; and Leslie Hotary, Salem.

SWCA Board members in attendance were: Authority Chairman Edward Monahan and Treasurer Paul Eccard.

Chairman Barry Weiner offered a period for public comment. There were no customers or citizens in the meeting wishing to speak.

A motion was made by Mr. Macina, and seconded by Ms. Russell, to accept the minutes from the past three quarterly meetings (January 19, 2023, April 20, 2023, and July 20, 2023). The January and April meeting minutes were not accepted at the April and July meetings due to a lack of a quorum at those meetings. The motion was carried unanimously, with Ms. Russell abstaining from accepting the April meeting minutes since she was unable to attend.

RAB Chairman Weiner proposed that Authority Chairman Monahan dispense with reading his SCWA Chairman's Report out loud since the RAB members had received the report well in advance of the meeting and had presumably already read it. Chairman Weiner asked if there were any questions regarding Chairman Monahan's Report. He also asked General Manager Cansler if he had anything new to add to the report. Mr. Cansler said the only update he had to the report was that he had received approval of the plans and specifications for the Seven Oaks/Montville Interconnection Project from the State Department of Health (DPH) that same day.

Mr. Cansler also discussed the 2024 Authority Meeting Schedule (paragraph II.C) attached to the Chairman's Report. He said that the Authority had approved their proposed meeting dates at the last Authority meeting. He added that the Authority had also concurred with the proposed RAB meeting dates for 2024, but that the RAB needed to vote on approval of the proposed RAB meeting dates as well.

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Mr. Macina made a motion to accept the Chairman's Report as presented. His motion, seconded by Mr. Seery, was approved unanimously by all members present. Mr. Macina made a second motion to approve the 2024 RAB meeting schedule as presented. His motion, seconded by Ms. Russell, was also approved unanimously by all members present.

Chairman Weiner indicated he did not have anything to report as RAB Chairman, however he did want to make everyone aware that New London just approved a \$35 million contract to complete New London's Lead Service Line Inventory.

There was no report from the Appointments Committee. Mr. Cansler stated that members needed to be appointed to the Nominating Committee prior to the January Meeting. He explained that the Nominating Committee is responsible for nominating officers (Chair, Vice-Chair, Secretary) for the RAB for the next calendar year. The RAB will vote for the 2024 officers at the RAB January Quarterly meeting. Mr. Cansler said he would send out an email to all of the RAB members requesting volunteers for the Nominating Committee, as well as other Committee vacancies.

There were no reports from the rest of the Representative Advisory Board members, and there was no New Business.

A motion was made by Mr. Seery, and seconded by Ms. Russell, to adjourn the meeting at 7:20 p.m. The motion carried unanimously. The next meeting is scheduled for January 18, 2024, at 7:00 pm, with location to be determined.

Respectfully submitted,  
Josh Cansler  
SCWA General Manager/RAB Acting-Secretary

***Note: The Minutes presented here are currently considered "Draft Minutes" until approved by the Representative Advisory Board Committee at their next scheduled meeting in January 2024.***

# **Attachment 1 to Minutes of the October 19, 2023 RAB Meeting:**

## **Southeastern Connecticut Water Authority Chairman's Report to the Representative Advisory Board**

**October 19, 2023**

### **I. Operational Activities**

#### **A. Oakdale Heights Subdivision (Montville)**

Last December the Oakdale Heights Homeowners Association (HOA), which represents the 219-home subdivision in Montville, expressed interest in turning over full-time operation of the water system to SCWA. A formal agreement for SCWA to take over ownership and operation of the Oakdale Heights system was signed by SCWA and the HOA in July. The signed agreement was submitted along with a formal Request for Transfer of Water Lands Application to the State Department of Public Health (DPH) in early August, and as of October 16<sup>th</sup> has not been approved. The Sanitary Survey inspection, which is conducted by the DPH every three years, was completed on September 29, 2023 with representatives of both Oakdale Heights and SCWA present.

#### **B. Seven Oaks/Montville Interconnection Project**

This project will complete the interconnection between Seven Oaks and Montville divisions. The Pre-bid Construction Package, which includes the initial plans and specifications, was submitted to the State Department of Public Health (DPH) Drinking Water Section (DWS) in March 2023. On October 3<sup>rd</sup> SCWA was informed that the project was forwarded to the Chief of the DPH Drinking Water Section for final approval. Because the approval process is taking so long this project will be pushed back into the spring of 2024.

#### **C. Upgrades at the Ledyard Pump Station and Spicer Hill Booster Station**

This project includes installation of variable frequency pumps (VFDs) at the Ledyard Pump Station and the Spicer Hill Booster Station, which is part of the Ledyard distribution system. This project also includes the elimination of the hydropneumatic pressure tanks at both stations, which is a top priority for DPH. Unfortunately, because the recent Tower Division water main replacement project cost significantly more than estimated, SCWA is delaying this project until more Capital Funds are available.

### **II. Administrative Activities**

#### **A. 2023 Bond Anticipation Note (BAN)**

Based on the long-term capital financing plan approved in 2020, the 2022 BAN (Bond Anticipation Note) was rolled over into another BAN this year, and most likely will roll over again next year before the BAN is rolled into a Bond that SCWA will begin to pay off. This will roughly align our payment schedule with the expiration of the 2007 Bond that SCWA is currently paying off, while enabling the Authority to do some small projects. The bid opening for the BAN was on Sep 20<sup>th</sup>, and the closing was on Oct 13<sup>th</sup>.

#### **B. Fiscal Year 2022 Annual Audit**

Hoyt, Filippetti & Malaghan, LLC conducted their initial audit visit of SCWA during the first week of October. They will present their audit findings to the Representative Advisory Board (RAB) Finance Committee and the Authority prior to the January 2024 RAB meeting. They will have a representative available to answer questions during the Finance Committee's presentation to the rest of the RAB that same evening.

### **C. 2024 Authority Meeting Schedule**

*(Attachment – 2024 SCWA Meeting Schedule)*

Attached are the proposed Authority Board and Representative Advisory Board (RAB) meeting dates for 2024. Authority meetings are generally held on the second Monday of each month, unless the Monday conflicts with a holiday. The RAB schedule will remain the same; quarterly meetings on the third Thursdays of January, April, July, and October.

### **D. Lead Service Line Inventory**

The National Primary Drinking Water Regulations for Lead and Copper, which went into effect in 2021, requires all public water systems to develop a lead service line (LSL) inventory that identifies all materials used to construct or repair all service lines connected to a public water distribution system. Last fall the EPA released their guidance for developing the LSL inventory. This LSL inventory must be completed and submitted by October 16, 2024. DPH finally sent the final inventory template out in August and intends to conduct training sessions on how to properly complete the LSL inventory template this fall. In the meantime, SCWA staff are currently researching and inputting data into the spreadsheet.

## **III. Planning Activities**

### **A. PFAS (Per- and Polyfluoroalkyl Substances)**

In March the EPA announced their draft regulations regarding PFAS (Per- and Polyfluoroalkyl Substances), which included draft maximum contaminant levels (MCLs) for 6 different PFAS in drinking water. The review and comment period for these draft PFAS regulations ended May 30, 2023. The final EPA regulations are expected to be announced early next year.

### **B. Proposed New Development - Salem**

This past summer the General Manager participated with DPH and CLA Engineers to discuss a proposed new 24-unit condominium development in Salem. Because this development is large enough to qualify as a separate community water system, and Salem is in the SCWA exclusive service area (ESA), DPH is expecting SCWA to take the water system over once the development is complete. CLA Engineers said the goal is to complete construction and start selling the units by the end of 2024. This development will be located just off of Route 85/Hartford-New London Turnpike, approximately one mile south of the traffic circle.

### **C. Regional Considerations**

**1) Water Utility Coordinating Committee (WUCC):** The Eastern Connecticut Water Utility Coordinating Committee (WUCC) and the Statewide WUCC both last met on November 16, 2022. A meeting of the Eastern WUCC scheduled for July 19, 2023, at the Southeastern CT Council of Governments (SCCOG) office in Norwich, was cancelled.

**2) SCWA Interaction with the WPC and CWWA:** The General Manager is a member of the CT Water Planning Council Advisory Group (WPCAG), which meets monthly. He also represents SCWA as a member of the Connecticut Water Works Association (CWWA) Legislative Affairs Committee.

Edward C. Monahan, Chairman  
Southeastern Connecticut Water Authority