

Water & Sewer
August 26, 2025
Regular Meeting Minutes

2025 SEP 17 PM 12:42
ENJOY LIFE, S.C.
TOWN CLERK

Minutes of East Lyme Water and Sewer Commission Regular Meeting - 08/26/25

Date and time: 08/26/25 7:02 PM to: 08/26/25 7:37 PM

Present: Brooke Stevens, Recording Secretary, Commission Members:, Carol Russell, Dan Cunningham, Chairman, David J. Murphy, David R. Zoller, Roger L. Spencer, David B. Bond, Ken Roberts, Absent:, Michelle Royce Williams, Lindsay Bollenbach

CC: Joe Bragaw, Director of Public Works, Joe Blanchard, Utility Engineer, Ben North, Chief Operating Officer, Attorney Timothy Bleasdale

Location: East Lyme Town Hall, Upper Conf. Room, 108 Pennsylvania Ave., Niantic, CT, 06357

Topics

1. Call to Order / Pledge of Allegiance

Note Chairman Cunningham called the Regular Meeting to order at 7:02 p.m. and noted that the Pledge was observed prior to the onset of the Public Hearing, which preceded this meeting.

2. Approval of Minutes

2-1. Regular Meeting Minutes - July 22nd, 2025

Note see attachment.

 [Minutes_of_East_Lyme_Water_and_Sewer_Commission_Regular_Meeting_07_22_25.pdf](#)

Note Mr. Murphy noted that several sentences were duplicated and that he had instructed the Recording Secretary to remove the duplicate sentences.

Decision MOTION (1)

Mr. Zoller moved to approve the Meeting Minutes of July 22nd, 2025, as modified.

Mr. Murphy seconded the motion.

Motion carried, 7-0-0.

3. Delegations

Note There was none.

4. Correspondence Log

Note see attachment.

 [Correspondence_Log.pdf](#)

Note Mr. Cunningham noted the following was received:

*Minutes from the Waterford Utility Commission.

*Agenda for the WPCA July 5th, 2025, meeting was received.

*Correspondence from Attorney Timothy Hollister of Hinckley Allen regarding requests and follow-ups.

5. Discussion and Possible Action on Sewer Capacity Allocation for 235 and 225 Flanders Rd

Note The Commission discussed potential action regarding the sewer capacity allocation for 225 & 235 Flanders Road.

Note Mr. North confirmed that the application falls below the 5,000-gallon threshold. Calculations for the requested 3,250 gallons were reviewed and deemed accurate and appropriate. Exhibit 3 (capacity worksheet) shows the town's sewer system is nearly at full capacity, leaving limited room for large new developments.

 [Exhibit 3.pdf](#)

Note Mr. North explained that this allocation request is relatively small, similar to redevelopment projects rather than large-scale new developments. The request is also administratively manageable and does not significantly impact the overall system.

Note Mr. North and the Commission discussed capacity considerations which include Court-ordered allocations, ongoing developments, and estimates of capacity available for residents and vacant properties.

Note Several Commission Members discussed how the application is consistent with current regulations and is considered feasible given the remaining sewer capacity.

Decision MOTION (2)

Mr. Bond moved to allocate 3,250 gallons per day to 283 BPR, LLC.

Mr. Spencer seconded the motion.

Motion carried, 7-0-0.

6. Discussion and Possible Action on Sewer Capacity Allocation for Calkins Rd

Note The discussion and potential vote on actual sewer capacity allocation for Calkins Road was postponed at the request of the Applicant.

Note MOTION (3)

Mr. Zoller moved to reschedule the Public Hearing to September 23, 2025, at 6:30 PM.

Mr. Spencer seconded the motion.

Note Attorney Bleasdale explained that rescheduling to the next regularly scheduled meeting ensures compliance with statutory timeframes for making a decision. The statutory deadline to make a decision is September 25, 2025, allowing flexibility if an extension is later needed.

Note Mr. Bleasdale detailed how the applicant requested that the Commission follow the standard procedure, which is for the Commission to vote to schedule a public hearing, then the hearing occurs. This ensures quorum, transparency, and consistent treatment of applicants. The Chairman and staff can set agendas, but formal votes allow other Commission Members to provide input.

Note He further explained some of the following:

*Initial submissions were considered preliminary, but for legal and procedural reasons, the Commission is treating it as a full application.

*The Applicant has since supplemented the application with additional materials, which will be reviewed prior to the public hearing.

*Staff needs time to review supplemental materials to ensure informed decision-making.

*Applicants have the right to submit additional information during the public hearing, which is standard practice.

*If substantial questions remain unresolved, the Commission can grant extensions to allow Applicants to respond.

Note Commissioners were reminded not to prejudge the application before the public hearing. The discussion emphasized focusing on procedural issues rather than deliberating on the merits of the application.

Decision MOTION (3) Vote:
Motion carried, 7-0-0.

7. Discussion and Possible Action on Supplemental Sewer Assessments

Decision MOTION (4)
Mr. Roberts moved to approve the supplemental sewer assessments as recommended by Staff.
Mr. Zoller seconded the motion.
Motion carried, 7-0-0.

8. Discussion on Sewer Capacity Allocation for 194, 200, 206 Pennsylvania Ave

Decision MOTION (5)
Mr. Murphy moved to schedule a Public Hearing for September 23, 2025, at 6:30 PM, immediately following the other scheduled Public Hearing.
Mr. Zoller seconded the motion.
Motion carried, 7-0-0.

9. Billing Adjustments/Disputes

Note No billing adjustments were reported or addressed at this meeting.

10. Approval of Bills

Note There were none.

11. Finance Director Report

Note Mr. Gervais was not in attendance.

 [Additional Water Fund Report.pdf](#)

Note Staff highlighted the following with the Commission:

*Original revenue projection for FY 2025 was 98.5% of budgeted revenue.

*Updated figures show 101.5% of budgeted revenue collected, exceeding projections.

*Delinquent payments from prior fiscal year are still being collected, totaling approximately \$257,000, contributing to the current fiscal year's revenue.

*Expense tracking is generally on target.

*Bonds and principal/interest payments are not yet posted to the water budget, and Finance is continuing to work on these entries

Note Mr. North noted that the water budget is in solid condition.

12. Project Updates

Note There were none.

13. Chairman's Report

Note Mr. Cunningham reported the following:

*In terms of ADA building improvements work is progressing in compliance with the DOJ mandate and construction is set to continue immediately following the meeting.

*A new motor has been ordered for the Boston Whaler stored on Grand Street

The boat should be ready in 2–3 weeks and will provide support as private boats are removed for the season.

*Modifications to the moratorium language will be presented at the BOS meeting on Wednesday, the 3rd.

14. Staff Updates

14-1. Water Department Monthly Report

Note Mr. North imparted some of the following:

*July and August are peak demand months with ~56 million gallons used.

*Peak day- 2.385 million gallons (below the 2.5 threshold where capacity becomes strained).

*The New London agreement is currently suspended; no water is being transferred but emergency support remains available if needed.

Note *Well 4 pump replacement (March) improved output.

*Well 5 has returned online.

*Well 2A now tied into the system, reducing reliance on Bride Brook.

*Despite reduced rainfall, the system performance remains stable due to infrastructure improvements.

*Rainfall would still be beneficial.

Note Mr. North and Mr. Blanchard added some the following remarks:

*A new irrigation metering system with a separate rate structure is being introduced.

*Billing is \$150 annually (split into \$75 per six months).

*They've been Discussing on whether to move to quarterly billing to improve cash flow and help customers manage payments.

*New utility billing software allows for automation and credit card billing.

*Initial delinquent notices ~400 customers.

*After door-tag notices reduced to ~200.

*Final shutoffs applied to ~50 accounts, many of which are vacant properties.

*No shutoffs on Fridays or at tenant occupied homes.

*Payments via credit card and lockbox options help reduce shutoffs.

Note The Commission briefly discussed adding a door-tag fee to offset the staff workload (200 manual tags were recently issued).

14-2. Sewer Department Monthly Report

Note Mr. North shared the following:

*Sewer flow is trending lower, partially due to dry weather and lower groundwater levels.

* The current average is ~900,000 gallons/day including state facilities (town usage averages ~763,000).

*Since the Commission recently approved a \$200,000 inflow and infiltration (I/I) study, fieldwork will begin in spring (wet season is optimal for assessments).

15. Future Agenda Items

15-1. Sewer Capacity Subcommittee

Note Mr. North shared how he, Mr. Blanchard, and their staff are compiling updated sewer allocation data and digitizing records back to 1990. Data will be reviewed by the Capacity Subcommittee in the coming months to better identify available capacity for properties tied into the system.

15-2. Capital Projects Subcommittee

Note Mr. Cunningham noted that this item will be focused on this fall.

16. Adjournment

Decision MOTION (6)

Mr. Murphy moved to adjourn the August 26th, 2025, Water & Sewer Commission Regular Meeting at 7:37 p.m.

Ms. Russell seconded the motion.

Motion carried, 7-0-0.

Note Respectfully Submitted,
Brooke Stevens, Recording Secretary