

EAST LYME WATER AND SEWER COMMISSION  
SEWER CAPACITY SUBCOMMITTEE  
Special Meeting Minutes

Date and Time: November 5, 2025 at 3:00 p.m.

Present: Subcommittee members; Lindsay Bollenbach, Carol Russell, David Zoller  
Staff; Ben North – Chief Operating Officer, Joe Bragaw – Director of Public Works, Heather  
Larson– Water & Sewer Admin  
Other: Timothy Bleasdale – Town Attornies Office

Location: East Lyme Town Hall, Conference Room 1,  
108 Pennsylvania Avenue, Niantic, CT 06357

1. **CALL TO ORDER/PLEDGE** - Introductions were made around the table. Attendees observed the Pledge of Allegiance.

2. **DEVELOP A TIMELINE OF DELIVERABLES TO THE BOS AND OTHERS REGARDING SEWER CAPACITY ANNUAL UPDATE**

Joe Bragaw discussed what needed to be done over the foreseeable future (see attached notes). He asked the committee how often we should meet and the committee members agreed that every other month would be appropriate at this point. Therefore, we were going to schedule another subcommittee meeting for mid January before the January full Commission Meeting.

3. **DISCUSSION ON PENDING SEWER CAPACITY REQUESTS TO NEW LONDON, WATERFORD, AND STATE OF CONNECTICUT**

Ben North stated that Letters of request to New London and Waterford were mailed to both towns with only verbal declines conveyed to date. Staff was going to work on securing written responses from New London and Waterford.

With regards to State, Ben North is working on scheduling a meeting with the State in the coming months.

4. **DISCUSSION ON CREATION OF A REQUEST FOR PROPOSAL (RFP) FOR SEWER CAPACITY REPORT**

Ben North is working on a RFP with Weston & Sampson. The goal is to finalize the rfp by the next subcommittee meeting.

As part of a Sewer Capacity Report, the committee proposed possibly sending a “letter of intent to hook-up” to homeowners and including a decision deadline. Carol Russell spoke of the Water Pollution Authority’s responsibility and asked that committee be mindful of high-risk areas when determining properties. We need to determine if sewer assessments have been paid for properties yet to hook up. Attorney Bleasdale will get legal clarification on sending letters to homeowners.

5. **DISCUSSION ON POINT O WOODS AGREEMENT**

Committee reviewed State agreement concerning Point of Woods. Attorney Bleasdale clarified that capacity was on-loan for specific site and would return to State if not used. East Lyme is just a pass thru.

6. **ADJOURNMENT**

Motion to adjourn made by Dave Zoller and seconded by Lindsay Bollenbach. Motion passed 3-0. The meeting adjourned at 4:10 p.m.

Submitted by Heather Larson, Water and Sewer Administrative Assistant

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# **SEWER CAPACITY SUBCOMMITTEE**

Joe Bragaw notes – 11/4/25

- We need to report back to the BOS by 10/31/26 per the BOS public hearing meeting minutes of 9/3/25. Working backwards, the last BOS meeting of Oct 2026 is 10/21/26
- Because of this, we need to look at a lot of different fronts to be ready for the BOS update in 10/26. Things to look at are as follows;

## **INCREASING CAPACITY**

- Continue to work with NL & Waterford about moving forward a study for plant expansion – Ben is currently working with NL & Waterford reps on putting together a RFP
- This process could take years, probably won't be down before 10/26 and is difficult for EL to move any faster
- A Plant expansion could cost anywhere from \$50-100M which would be a \$7.5-15M contribution from EL (very costly)

## **FIND MORE EXISTING CAPACITY**

- we should meet with the State on;
  - Their extra capacity (whether it is Corrections for the prison, Military for Camp Nett and/or the CTDEEP with regards to Rocky Neck)
  - The State contributing 15% of their % of EL's total capacity – this might be difficult for them to agree to but is worth asking
  - Maybe with DEEP on helping with permitting for expansion of NL Plant
- Verify with NL & Waterford that they can or can't provide additional capacity to EL

## **LOOK AT OUR CAPACITY**

- Have a report done by an independent party on our capacity calculations – need to put together a scope of services – use Weston & Sampson
- We need to look at all vacant or un-hooked up properties in the sewer shed (Joe Blanchard is working on this now)
  - see if they have paid a sewer assessment
  - what is the use and how much capacity we should actually reserve for these properties.
  - Maybe we need to send a letter telling these property owners they need to hook up within a certain period of time or they lose their right to tie in
  - Ultimately come up with a much more accurate
- Move forward with the I&I study to try to reduce our flows whereby increasing our capacity
  - funded with the \$2M sewer bond
  - working with Tighe & Bond on scope of services
  - installing additional flow meters in strategic locations in system to better understand our flows