

APPROVED

4/15/25

TOWN OF WALLINGFORD
PUBLIC UTILITIES COMMISSION
WALLINGFORD ELECTRIC DIVISION
100 JOHN STREET
WALLINGFORD, CT 06492

Tuesday, March 18, 2025

6:00 P.M.

MINUTES

PRESENT: Chairman Robert Beaumont; Commissioners Dr. Joel Rinebold and Laurence Zabrowski (via teleconference); Director Richard Hendershot; Electric Division General Manager Jake Arborio; Electric Division Business Office Manager Marianne Dill; Water and Sewer Divisions General Manager Neil Amwake; Water and Sewer Divisions Business Manager Donald Langenauer; Water and Sewer Divisions Assistant Business Manager Scott Cleary and Acting Recording Secretary Michelle Bracale

Absent – None

Members of the Public – None

Mr. Beaumont called the Meeting to order at 6:00 P.M., and the pledge of Allegiance was recited.

1. Pledge of Allegiance

2. ANNUAL REORGANIZATION

Motion to: Elect Robert Beaumont as Chairman of the Public Utilities Commission

Made by: Dr. Rinebold

Seconded by: Mr. Zabrowski

Votes: 3 ayes

Motion to: Elect Dr. Joel Rinebold as Vice-Chairman of the Public Utilities Commission

Made by: Mr. Zabrowski

Seconded by: Mr. Beaumont

Votes: 3 ayes

RECEIVED FOR RECORD

AT 2:40pm AND RECEIVED BY
Kristen Pango TOWN CLERK

42 **Motion to: Elect Laurence Zabrowski as Secretary of the Public Utilities Commission**

43
44 **Made by: Dr. Rinebold**

45 **Seconded by: Mr. Beaumont**

46 **Votes: 3 ayes**

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50 **3. Consent Agenda**

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52 **a. Consider and Approve Special Meeting Minutes (Budget Workshop) of February 26,**
53 **2025**

54 **b. Consider and Approve Meeting Minutes of March 4, 2025**

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56 **Motion to Approve the Consent Agenda**

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58 **Made by: Dr. Rinebold**

59 **Seconded by: Mr. Zabrowski**

60 **Votes: 3 ayes**

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64 **4. Items Removed from Consent Agenda**

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66 **None**

67
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70 **5. Discussion and Action: Approval of the Director's Report for the Month of**
71 **February 2025**

72
73 **Mr. Beaumont referenced Item No. 5-2 Personnel - Meter Technician and questioned why is this**
74 **pending arbitration?**

75
76 **Mr. Arborio stated that the previous individual in this position was terminated.**

77
78 **Mr. Beaumont referenced Item No. 5-4 Operations and Maintenance and questioned where the**
79 **location was for the 9,000 feet of right-of-way that was cleared (maintained)?**

80
81 **Mr. Amwake stated that he would need to speak with the Sewer Division to confirm the exact**
82 **locations.**

83
84 **Dr. Rinebold referenced Item No. 5-13 and commented that the electric market is becoming**
85 **more volatile in regards to the DAM spot market prices that ranged from \$28.57-\$292.84/MWh.**
86

Mr. Hendershot stated that the winter season is ending and there are some cold days and some warmer days.

There was further discussion on ISO and the Inventory Energy Program.

Motion to: Approve the Director's Report for the Month of February 2025

Made by: Dr. Rinebold

Seconded by: Mr. Zabrowski

Votes: 3 ayes

Public Question and Answer Period

No Members Present

Public Question and Answer Period Closed

**6. Discussion and Possible Action: Budget Transfer – Electric Division – FY
2024/2025 – Administrative – Customer Records and Collection Expenses**

Mr. Arborio stated that the WED is requesting a budget transfer in fiscal year 2024-2025 for an additional \$18,000.00 from Account 590 to Account 903– Administrative – Customer Records and Collection Expenses. Consistent with previous years, the WED budgeted for four Customer Service Representatives. In early 2025, the WED was notified by one of its Customer Service Representatives that she would be relocating out of state in early July 2025. The position was posted and a candidate was chosen and hired. The WED needs to bring the identified candidate on board as soon as possible to begin training to ensure that the department's staffing needs are adequately met. There will be a period of 12-14 weeks during which time the WED will temporarily carry five customer service representatives. The calculation for the temporary increase in staffing is as follows:

Period of time additional headcount of one (1) is required			
Begin Date 3/24/2025 End Date 6/28/2025		14 Weeks	
Customer Service Representative Pay Rate		30.40	Per Hour
		40	Hours
		1,216.00	Weekly Rate
Overtime Estimate	1.5 Hours per Week	68.40	Weekly Overtime
	14 Weeks	957.60	
Funds needed		17,981.60	14 Weeks
	Rounded	18,000.00	

121 **Motion to: Approve the Budget Transfer in the amount of \$18,000.00 from Account 590 to**
122 **Account 903**

124 **Made by: Dr. Rinebold**

125 **Seconded by: Mr. Zabrowski**

126 **Votes: 3 ayes**

130 **7. Discussion and Possible Action: Approval of Electric Division Budget**

132 Dr. Rinebold questioned if the Mayor has reviewed this yet?

134 Mr. Beaumont stated that there was a meeting with the Mayor and there were no questions from
135 the Mayor or Comptroller. This applies to the WWD and WSD as well.

137 **Motion to: Approve the Electric Division Budget as presented**

139 **Made by: Dr. Rinebold**

140 **Seconded by: Mr. Beaumont**

141 **Votes: 3 ayes**

145 **8. Discussion and Possible Action: Approval of Water Division Budget**

147 Dr. Rinebold questioned what were the adjustments or changes to the budget?

149 Mr. Langenauer referenced Item No. 8-3 and stated there were four changes to the proposed FY
150 2025-26 Water Division Budget. The changes are as follows:

- 152 • Account #43100664 – Customer Installation Expenses was reduced by \$7,620.00 and
153 Account #43100665 – Engineering and Miscellaneous Expenses was reduced by
154 \$15,440.00. This was the result of a correction in the distribution of one Engineering
155 Section employee's payroll and related benefit expenses.
- 156 • Account #43100923 – Outside Services Employed was increased by \$114,424.00.
157 Historically, the Town's proportionate charges have been increased each fiscal year by a
158 standard 3.00%. For FY 2025-26, the Town has taken a more data driven approach by
159 apportioning expenses based on metrics for each Department's resources. This
160 methodology more fairly reflects each division's charges.
- 161 • Account # 43100924 – Property Insurance was increased by \$34,181.00 and Account
162 #43100925 – Liability Insurance was decreased by \$34,827.00 as actual insurance costs
163 were obtained from Risk Management.
- 164 • Account #4310096 – Power Operated Equipment, an additional reappropriation of capital
165 for a JD-710 backhoe loader in the amount of \$100,000.00 was added.

167 **Motion to: Approve the Water Division Budget as presented**

168
169 **Made by: Dr. Rinebold**

170 **Seconded by: Mr. Zabrowski**

171 **Votes: 3 ayes**

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175 **9. Discussion and Possible Action: Approval of Sewer Division Budget**

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177 Mr. Langenauer referenced Item No. 9-3 and stated there were similar changes to the proposed
178 FY 2025-26 Sewer Division Budget. The changes are as follows:

- 179
180 • Account #46100920 – Administrative and General Salaries was reduced by \$99,145.00
181 and Account #46100926 – Pension and Benefits was reduced by \$25,083.00. This was
182 primarily the result of eliminating an additional Assistant Superintendent position in
183 order to provide for a more equitable fiscal year budget. The Human Resources staffing
184 page reflects this reduction in Management and Supervisory Bargain staff. The addition
185 of this position will be reconsidered in the future.
- 186 • Account #43100923 – Outside Services Employed was increased by \$115,541.00.
187 Historically, the Town's proportionate charges have been increased each fiscal year by a
188 standard 3.00%. For FY 2025-26, the Town has taken a more data driven approach by
189 apportioning expenses based on metrics for each Department's resources. This
190 methodology more fairly reflects each division's charges.
- 191 • Account # 43100924 – Property Insurance was increased by \$16,741.00 and Account
192 #43100925 – Liability Insurance was decreased by \$80,253.00. This was the result of
193 receiving final insurance costs from Risk Management. The decrease in the liability
194 insurance was a direct result of decreased workers' compensation insurance for the
195 upcoming fiscal year.
- 196 • Account #46100928 – Regulatory Commission Expense was reduced by \$106,408.00 as
197 an actual value per nitrogen credit (unit cost) for the upcoming fiscal year has been
198 obtained.
- 199 • Account #46100930 – Miscellaneous General Expenses increased \$4,000.00 due to an
200 increase in the DEEP and NPDES permit application fees and related required newspaper
201 publication costs.
- 202 • Finally, it should be noted that the cost of \$977,500.00 for the Solids Handling
203 Rehabilitation Design Project has been recommended to be bonded, and therefore, is not
204 reflected in the Capital Budget. Interest and principal payments will not be reflected in
205 the budget until formally requested, approved and at such time that bonding occurs.

206
207 **Motion to: Approve the Sewer Division Budget as presented**

208
209 **Made by: Dr. Rinebold**

210 **Seconded by: Mr. Beaumont**

211 **Votes: 3 ayes**

212

213 **10. Discussion and Action: Set Date of April 15, 2025 at 6:00 p.m. in Room 315 at**
214 **Town Hall for Public Hearing on Sewer Rates and Miscellaneous Charges**
215

216 **Motion to Set the Date for the Public Hearing on Sewer Rates and Miscellaneous Charges**
217 **for April 15, 2025 at 6:00 p.m. in Room 315 at Town Hall**
218

219 **Made by: Dr. Rinebold**

220 **Seconded by: Mr. Zabrowski**

221 **Votes: 3 ayes**
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225 **11. Discussion and Possible Action: Approval of PUC Budget**
226

227 Mr. Beaumont noted that there were no changes or revisions to the PUC budget from what was
228 previously presented to the PUC.
229

230 **Motion to Approve the PUC Budget as presented**
231

232 **Made by: Dr. Rinebold**

233 **Seconded by: Mr. Zabrowski**

234 **Votes: 3 ayes**
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237

238 **12. Executive Session pursuant to State of Connecticut General Statutes §1-**
239 **200(6)(A), §1-210(b)(2) and §1-225f to discuss the evaluation and performance of**
240 **the Director of Public Utilities**
241

242 **Motion was made to move into Executive Session at 7:07 p.m. pursuant to State of**
243 **Connecticut General Statutes §1-200(6)(A), §1-210(b)(2) and §1-225f to discuss the**
244 **evaluation and performance of the Director of Public Utilities**
245

246 **Made by: Dr. Rinebold**

247 **Seconded by: Mr. Zabrowski**

248 **Votes: 3 ayes**
249

250 **Attendance at Executive Session: Chairman Robert Beaumont; Commissioners Dr. Joel**
251 **Rinebold and Laurence Zabrowski and Director Richard Hendershot**
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253 **Time of Executive Session: 7:07 p.m. to 7:10 p.m.**
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258 **13. Discussion and Possible Action: Evaluation and Performance of the Director of**
259 **Public Utilities as discussed in Executive Session**

262 **Motion to: Approve the Updated Employment Agreement for the Director of Public**
263 **Utilities**

265 **Made by: Dr. Rinebold**

266 **Seconded by: Mr. Zabrowski**

267 **Votes: 3 ayes**

270 **Committee Reports/Correspondence**

273 **ADJOURNMENT**

275 **Motion to Adjourn**

277 **Made by: Dr. Rinebold**

278 **Seconded by: Mr. Zabrowski**

279 **Votes: 3 ayes**

282 The meeting was adjourned at approximately 7:12 p.m.

285 Respectfully submitted,

287 *Michelle Bracale*

289 Michelle Bracale

290 Acting Recording Secretary

Respectfully submitted,

Laurence Zabrowski/mb

Laurence J. Zabrowski
Secretary