

APPROVED

9/16/25

TOWN OF WALLINGFORD  
PUBLIC UTILITIES COMMISSION  
WALLINGFORD ELECTRIC DIVISION  
100 JOHN STREET

WALLINGFORD, CT 06492

Wednesday, September 3, 2025

6:00 P.M.

MINUTES

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

*Absent – Electric Division General Manager Jake Arborio and Electric Division Business Office Manager Marianne Dill*

*Members of the Public – Meghan Gagnon*

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

**1. Pledge of Allegiance**

**2. Consent Agenda**

- a. Consider and Approve Meeting Minutes of August 19, 2025

**Motion to Approve the Consent Agenda**

**Made by: Mr. Beaumont**

**Seconded by: Mr. Zabrowski**

**Votes: 3 ayes**

**3. Items Removed from Consent Agenda**

None

RECEIVED FOR RECORD 9/18/25  
AT 4:09 PM AND RECEIVED BY  
Mister Pongz (SL) TOWN CLERK

42  
43 **4. Discussion and Possible Action: Budget Transfer – Water Division – FY**  
44 **2024/2025 – Wages and Salaries (Accounts 43100617, 43100624, 43100652 and**  
45 **43100663)**  
46

47 Mr. Langenauer stated that each month the Water and Sewer Divisions Business Office executes  
48 an interdivision entry to appropriately allocate wages and salaries of shared employees' payroll  
49 between the Water Division and the Sewer Division as well as performs a financial reconciliation  
50 for each division's salary, wage and benefit expenses. As such, for the final month end  
51 interdivision entries and reconciliation for FY 2024-2025 the following Water Division wage and  
52 salary accounts were underfunded as follows:  
53

54	• Account #43100617 – Maint. of Misc Water Plant	\$2,475.00
55	• Account #43100624 – Pumping & Labor Expense	\$12,600.00
56	• Account #43100652 – Maint. of Water Treat Equip	\$18,750.00
57	• Account #43100663 – Meter Reading Expenses	<u>\$20,950.00</u>
58	<b>Total Underfunding:</b>	<b>\$54,775.00</b>

59

60 The Water Division is requesting PUC approval of a FY 2024-2025 budget transfer to increase  
61 Accounts #43100617 by \$2,475.00; Account #43100624 by \$12,600.00; Account #43100652 by  
62 \$18,750.00 and Account #43100663 by \$20,950.00 for a total of \$54,775.00. Funds for this  
63 purpose will be made available through a corresponding transfer from Account #43100664 -  
64 Customer Installation Expenses.  
65

66 Dr. Rinebold questioned if Account #43100663 – Meter Expenses is for meter reading?  
67

68 Mr. Langenauer responded that is correct.  
69

70 **Motion to: Approve the FY 2024/2025 Budget Transfer to Increase Account #43100617 by**  
71 **\$2,475.00; Account #43100624 by \$12,600.00; Account #43100652 by \$18,750.00 and**  
72 **Account #43100663 by \$20,950.00 for a total of \$54,775.00 from Account #43100664**  
73 **(Customer Installation Expenses).**  
74

75 **Made by: Mr. Beaumont**

76 **Seconded by: Mr. Zabrowski**

77 **Votes: 3 ayes**  
78  
79  
80

81 **5. Discussion and Possible Action: Budget Transfer – Sewer Division – FY**  
82 **2024/2025 – Wages and Salaries (Accounts 46100663, 46100676 and 46100920)**  
83

84 Mr. Langenauer stated that this is for the same thing except it is for the Sewer Division. Each  
85 month the Water and Sewer Divisions Business Office executes an interdivision entry to  
86 appropriately allocate wages and salaries of shared employees' payroll between the Water  
87 Division and the Sewer Division as well as performs a financial reconciliation for each division's

salary, wage and benefit expenses. As such, for the final month end interdivision entries and reconciliation for FY 2024-2025 the following Sewer Division wage and salary accounts were underfunded as follows:

• Account #46100663 – Meter Reading Expenses	\$8,750.00
• Account #46100676 – Maint. of Meters	\$600.00
• Account #46100920 – Amin. Salaries	<u>\$26,250.00</u>
Total Underfunding:	<u>\$35,600.00</u>

As such, a budget transfer is requested due to higher than projected labor, overtime labor and associated benefit expenses than originally requested for the above listed accounts. Funding is available in Account #46100903 - Customer Records & Collections Expenses due to lower than projected amount of labor, overtime labor and associated benefit expenses for FY 2024/2025.

Dr. Rinebold questioned if Account #46100663 – Meter Expenses is for meter reading that is tied to personnel?

Mr. Langenauer stated that is correct.

**Motion to: Approve the FY 2024/2025 Budget Transfer to Increase Account #46100663 by \$8,750.00; Account #46100676 by \$600.00 and Account #46100920 by \$26,250.00 for a total of \$35,600.00 from Account #46100903 (Customer Records and Collection Expenses).**

**Made by: Mr. Beaumont**

**Seconded by: Mr. Zabrowski**

**Votes: 3 ayes**

**6. Discussion and Possible Action: Budget Amendment – Sewer Division - FY 2025/2026 – Transportation Equipment (Account #46300392)**

Mr. Amwake stated that the Wallingford Sewer Division purchased vehicle SD-17, a 2024 Ford Pick-up Truck, which is utilized by the Maintenance Repair Technicians (MRT's) for pump station and garage operations, including on-call emergencies in FY 2024-25. On April 17, 2025, the vehicle was in an accident at the fault of the other driver. The insurance company totaled the vehicle and subsequently issued payment to WSD in July, 2025 in the amount of \$68,930.00. Upon receiving the payment, the funds were deposited to Miscellaneous Income, Account #461 00421.

The WSD then went out to bid, and the bidding for the replacement of the SD-17 vehicle closed on August 19, 2025. The winning bid for the SD-17 vehicle, a Ford F250, from Gervais Ford located in Ayer, Massachusetts is \$71,959.00. Therefore, the WSD is first requesting PUC approval of a FY 2025-26 budget amendment to increase cash (Retained Earnings) in the Source of Funds Section of the budget by \$68,930.00 through a transfer from Miscellaneous Income Account #461 00421 to Cash (Retained Earnings). The second request is for PUC approval of a

subsequent budget amendment to increase Account #46300392 – Transportation Equipment by \$71,959.00. Funds for this purpose will be made available through an amendment from Cash (Retained Earnings) in the Source of Funds section of the Sewer Division budget. This budget amendment includes \$68,930.00 of the Miscellaneous Income funds received from the insurance company for the totaled pick-up truck plus \$3,029.00 of `new` money (Retained Earnings).

Motion to: Approve the FY 2025/2026 Budget Amendment – Sewer Division to Increase Retained Earnings in the Source of Funds Section of the Budget by \$68,930.00 through a transfer from Miscellaneous Income (Account #461 00421)

**Made by: Mr. Beaumont**

**Seconded by: Mr. Zabrowski**

**Votes: 3 ayes**

Motion to: Approve the subsequent Budget Amendment to Increase Account #46300392 (Transportation Equipment) by \$71,959.00 from Retained Earnings in the Source of Funds Section of the Sewer Division Budget.

**Made by: Mr. Zabrowski**

**Seconded by: Mr. Beaumont**

**Votes: 3 ayes**

#### **Public Question and Answer Period**

Ms. Meghan Gagnon questioned if the Water Pollution Control Facility at the end of the road from the Wallingford Electric Division is a Sewer Maintenance Facility?

Mr. Amwake stated yes, it is the Wastewater Treatment Plant.

Ms. Gagnon expressed concerns of the odors that come from the facility and requested information on the process and scheduling/timing of the process.

Mr. Amwake stated that the plant operates seven days a week, twenty-four hours a day and three hundred and sixty-five days a year. The Wastewater Treatment Plant is staffed first shift but the processes and equipment operate around the clock. The wastewater goes through several processes and is treated. The full explanation would take a long time to review. The WSD is conscious of the operations. There is also a compost facility at the end of John Street where town residents can bring leaves and grass to compost. This can also generate some odors depending on the time of year and when the compost piles are turned. There has been a recent inspection done by the State of Connecticut Department of Energy and Environmental Protection based on numerous complaints that went to DEEP. DEEP did not find any violations. Instead, DEEP complimented the staff on a well-run and well-maintained facility.

179 Ms. Gagnon questioned is there a way to predict what cycle the facility is in that produces that  
180 odor?

181  
182 Mr. Amwake stated everything is running constantly.

183  
184 Mr. Langenauer stated that the weather pattern also impacts the odor and smell as well.

185  
186 Mr. Amwake stated that the cycle is based on the influent flow rate (how much wastewater is  
187 received).

188  
189 Mr. Hendershot stated that there is an industrial facility in the area, BYK, that has created and  
190 contributed to the odor.

191  
192 Dr. Rinebold suggested that Ms. Gagnon keep in touch with the Sewer Division staff to further  
193 see if there is a specific time as to when the odor is prominent and how that can be explained.

194  
195 **Public Question and Answer Period Closed**

196  
197  
198  
199 **7. Discussion Only: *Draft Payment Agreement for Water and Sewer Divisions***  
200 **Customers**

201  
202 Mr. Amwake referenced Item No. 7-4 , Amortization Agreement, and stated that this is a copy of  
203 the existing agreement that was voted on and approved by the PUC on November 7, 1995. The  
204 Wallingford Water and Sewer Divisions undertook an update to the current Amortization  
205 Agreement to develop a payment agreement document that was easier to read, follow and  
206 understand as well as to clearly and simply state the terms and conditions of the Payment  
207 Agreement. The goal was to manage expectations for both customers and for the Business Office  
208 of the Water and Sewer Divisions. The Department of Law has reviewed the draft Payment  
209 Agreement, and their peer review comments have been incorporated into the document.

210  
211 The Water and Sewer Division is requesting that the PUC review the draft Payment Agreement  
212 document and provide any peer review comments or questions by 12:00 PM on Tuesday,  
213 September 9, 2025 so that any recommended edits can be evaluated and incorporated into the  
214 draft Payment Agreement document as applicable, or so that answers to any inquiries can be  
215 researched and answered prior to the next PUC meeting scheduled for Tuesday, September 16,  
216 2025. As such, the PUC will be requested to take possible action (vote on) the updated Payment  
217 Agreement document at the PUC September 16<sup>th</sup> meeting.

218  
219 Dr. Rinebold complimented Mr. Amwake and stated he did a great job.

220  
221 Mr. Beaumont complimented Mr. Amwake as well and stated he did a great job. Mr. Beaumont  
222 stated that this is a win-win for both the customer as well as for the utility.

223 Mr. Hendershot stated that he likes how this agreement is broken down into many small  
224 numbered paragraphs as this is how the modern world processes information.

Mr. Zabrowski concurred with Mr. Hendershot and stated that this is very well done and is an improvement from the existing agreement.

Dr. Rinebold questioned if this agreement is to replace the amortization agreement?

Mr. Amwake responded, yes.

#### **Committee Reports/Correspondence**

Mr. Hendershot stated that he sent a letter out via mail to ISO-NE and he has not heard back from them yet.

#### **ADJOURNMENT**

##### **Motion to Adjourn**

**Made by: Mr. Beaumont**

**Seconded by: Mr. Zabrowski**

**Votes: 3 ayes**

The meeting was adjourned at approximately 6:42 p.m.

Respectfully submitted,



Michelle Bracale  
Acting Recording Secretary

Respectfully submitted,



Laurence J. Zabrowski  
Secretary