

Good Afternoon All:

Ian and I both listened to / watched the WPCA meeting held on December 16<sup>th</sup>, 2025, and wanted to relay a few concerns regarding some statements that were attributed to us that were not factual and/or misstated. Those are as follows in the order that they were discussed in the meeting:

1. **Discussion regarding Hydraulic Model purchase order.** The Chairman stated he needed to get this info to Ian in order to get a PO. The Chairman sent an email to Ian on 10/2/2025 requesting this purchase order. On 10/20/25 Ian emailed notification of the purchase order being created with a PDF of the PO to Patricia Thomas at Groton Utilities (GU). Additionally, the following people were Cc'd on that email: Mauricio Duarte (GU), Mike Weber (GU), Joseph Pratt (GU), Yi Xiang (GU), Joeseph Allyn (GU), Katherine Blacker (GU), Tina Daniels (GU), Tavia Evinger (GU), Doug LaFontaine (GU), Cesar Osuba (GU), Marsha Macchio (GU), Matthew Bonin and the WPCA Chairman. The purchase order is PO # 20262231.
2. **Discussion regarding unpaid GU invoices.** There was a comment made by the Chairman stating that finance (assuming this means the finance office) thinks the invoice from CUSI for \$15,000.00 is a part of the contract. That is an incorrect statement attributed to the finance office. Nobody from the finance office ever stated that. We are fully aware that is NOT covered under the contract with GU. The CUSI invoice for \$15,000.00 was put on the WPCA agenda for approval in November by Ian. If the finance office felt that this invoice should not be paid it would not have made it as far as the agenda for WPCA approval. In fact, that invoice is already in the finance office for processing. The CUSI invoice that the finance office is questioning (but never received an answer from GU) was billed to the Town of Ledyard by GU. It is a CUSI invoice for \$2,000.00 (CUSI Inv# S10621). It is believed by the finance office that this is possibly the annual invoice for the software interface, not related to the upgrade. This cost is split between GU and Ledyard and is included in the billing and customer service contract and should not be billed separately to the town. Again, we reached out to GU for answers but did not hear back.
3. **Need for Administrative Oversight of the WPCA.** I brought this up as a discussion item at the Finance Committee meeting on 12/3/25. The Chairman stated that finance department reasons for needing admin help were "they don't have enough time or personnel". That is not correct. I need to clarify a few things. I put forth the need for administrative oversight, not administrative help which sounds like a clerk and/or bookkeeper. What I believe is needed and what I discussed at the finance committee meeting was a higher-level professional with the appropriate background. This could be someone on the tail end of their professional career looking for a part-time role or someone from a consulting firm. Certainly not a full-time role. At the finance committee meeting I outlined my reasons that I believed this was needed. There is an annual fee assessed to both the water fund and the sewer fund to compensate the general fund for finance office staff time spent handling multiple tasks by multiple employees. This includes but is not limited to posting and reviewing of cash receipts, all phases of accounts payable, bank reconciliations, budget preparation, capital asset reporting, audit readiness and reporting, various administrative tasks, debt management., etc. It is my recommendation that a part-time administrative paid position for the WPCA be restored for the following reasons:
  - A. Budgetary oversight. While the finance department is heavily involved in WPCA transactional activity, the department should not be relied upon to manage expenses to budget.
  - B. Oversight of the Groton Utilities contract. The town needs administrative oversight of the Groton Utilities contract to ensure the contract is being followed and properly adhered to.
  - C. All phases of grant management.
  - D. Improved Communication and Bridge to the Finance Department.

Ian and I both felt it was important to clarify these items that were discussed at the meeting. Please feel free to reach out to either one of us to discuss item #1 or #2. I would be happy to discuss item #3 in further detail if needed.

Thank you,

Matt