

Representative Policy Board
Bylaws and Rules Review Committee
South Central Connecticut Regional Water District
90 Sargent Drive, New Haven, Connecticut
and
via Remote Access

MINUTES

Special Meeting of Thursday, November 6, 2025 at 5:00 p.m.

Committee Present: C. Mancini, J. DiCarlo(R), and J. Mowat Young

Committee Absent: P. Betkoski and V. Marino

RWA: S. Lakshminarayanan and R. Kowalski

Office of Consumer Affairs (OCA): J. Donofrio, Esq.(R)

Staff: J. Slubowski

Chair Mancini called the meeting to order at 5:00 p.m. She reviewed the Safety Moment distributed to members.

On motion made by Ms. Young and seconded by Mr. DiCarlo, the committee voted to approve the minutes of its October 28, 2025 special meeting.

Chair Mancini provided an overview of the Committee's assignment and update of the last meeting. Members should have reviewed the documents in advance of the meeting for proposed changes to the Representative Policy Board Bylaws ("Bylaws") and RPB Description of Organization, Rules of Practice, and Procedures for Consumer Complaints ("Rules of Practice"). She acknowledged Mr. Lakshminarayanan, the RWA's Interim President & Chief Executive Officer, and Ms. Kowalski, the RWA's Senior Vice President, Chief Financial Officer, and Head of Commercial Business, who would also be reviewing the documents with the Committee.

The Committee began its review of the Bylaws for proposed edits to:

- Noticing Requirements and hybrid (electronic) meetings
- Defined terms (*i.e.*, Authority, non-core business)
- References to "Five Member Authority"
- Quorum and voting requirements
- Emergency meetings vs. urgent meetings
- Duties of Secretary
- Outdated or irrelevant procedures (*i.e.*, Notices to Designated Persons, competitive bids, protective orders, RWA member terms, and communications)
- Items to be considered for the Aquarion Water Authority Bylaws, if approved.

Other items such as grammar, terminology, and consistency were also discussed. After review, it was determined that Mr. Lakshminarayanan and Ms. Kowalski would prepare edits to the Bylaws for review at the Committee's next meeting.

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The Committee began its review of the Rules of Practice for proposed edits to:

- Definitions
- Protective Orders
- Capital Project and non-core acquisition minimum amount requirements
- Special Components
- Consumer Complaints
- Outdated items and procedures
- Items to be considered for the Aquarion Water Authority Rules of Practice, if approved.

Mr. Lakshminarayanan and Ms. Kowalski will prepare edits to the Rules of Practice for review at the Committee's next meeting.

At 8:00 p.m., the Committee meeting adjourned.

Carolyn Mancini, Chair

(R) = Attended remotely.