

Representative Policy Board  
**RPB Bylaws and Rules Review Committee**  
South Central Connecticut Regional Water District  
90 Sargent Drive, New Haven, Connecticut 06511

**\*\*[Join the meeting now](#)**

Meeting ID: 256 297 482 233 9

Passcode: GC9kY7s7

Or

Dial in by phone

[+1 469-965-2517,,421547380#](#) United States, Northlake

Phone conference ID: 421 547 380#

**AGENDA**

**Special Meeting of Monday, November 24, 2025 at 4:00 p.m.**

1. Safety Moment
2. Approve minutes – November 6, 2025 special meeting
3. Review proposed revisions to the RPB Bylaws and Rules of Practice
4. Possible consideration and action regarding changes to RPB Bylaws and Rules of Practice for review by counsel and recommendation to the RPB
5. Schedule next meeting, if required, or inform members of last meeting and circulation of committee minutes for approval and draft resolution
6. Adjourn

**\*\*** Members of the public may attend the meeting in person or by teams. To view meeting documents please visit <https://tinyurl.com/bdfbpw7n>. For questions, contact the board office at 203-401-2515 or by email at [jslubowski@rwater.com](mailto:jslubowski@rwater.com).

# SAFETY MOMENT

## YOU CAN PREVENT CARBON MONOXIDE EXPOSURE – NOVEMBER SAFETY

Check or replace carbon monoxide batteries twice a year: when you change the time on your clocks each spring and fall. Replace smoke alarm alkaline batteries at least once a year. Test alarms every month to ensure they work properly.

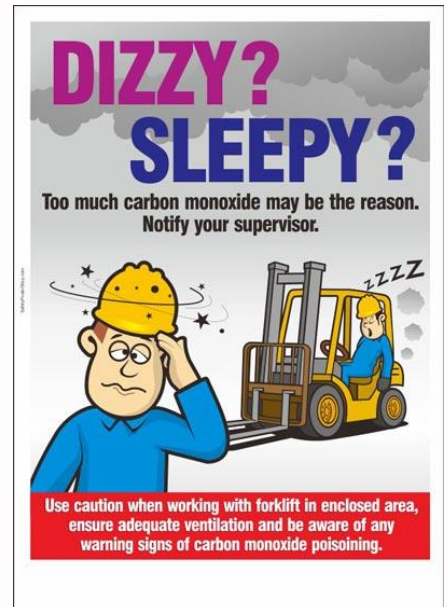
- **Do** have your heating system, water heater and any other gas, oil, or coal burning appliances serviced by a qualified technician every year.
- **Do** install a battery-operated or battery back-up CO detector in your home and check or replace the battery when you change the time on your clocks each spring and fall. If the detector sounds leave your home immediately and call 911.
- **Do** seek prompt medical attention if you suspect CO poisoning and are feeling dizzy, light-headed, or nauseated.
- **Don't** use a generator, charcoal grill, camp stove, or other gasoline or charcoal-burning device inside your home, basement, or garage or near a window.
- **Don't** run a car or truck inside a garage attached to your house, even if you leave the door open.
- **Don't** burn anything in a stove or fireplace that isn't vented.

Service – Teamwork – Accountability – Respect – Safety

Tap Into  
Safety



Regional Water Authority



Safety is a core company value at the Regional Water Authority .  
It is our goal to reduce workplace injuries to zero.

Regional Water Authority

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.

Representative Policy Board  
Bylaws and Rules Review Committee  
November 6, 2025

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.

UNAPPROVED