

**TOWN OF KILLINGLY
WATER POLLUTION CONTROL AUTHORITY**

**Special Meeting
Wednesday, March 10, 2021 at 6:00 PM**

**Killingly Town Hall
Town Meeting Room
172 Main Street, Danielson CT**

**The Public can view the meeting on Facebook Live.
Go to <https://www.facebook.com/Killingly/TM/>**

Pursuant to Governor's Executive Order 7B, all public comment can be emailed to publiccomment@killinglyct.gov or mailed to Town of Killingly, 172 Main Street, Killingly, CT 06239 on or before the meeting. All public comment must be received prior to 2 PM the day of the meeting. Public comment received will be posted on the Town's website www.killinglyct.gov.

MINUTES

1. **Roll Call** – Chair, Patrick McLaughlin called the Meeting to order at 6:01 p.m.
David Capacchione, Director of Engineering and Facilities, did the roll call.

Members Present:

Gerard CinqMars
Andrew Danna
Joseph Higgins (via Webex)
Patrick McLaughlin

Staff Present:

David Capacchione, Director of Engineering and Facilities
Mark Cataldo, Suez Project Manager
Shawn Meunier, Suez Area Manager
Jennifer Hawkins, Finance Director

Also Present:

Jason Anderson, Town Council Liaison
Heather Belanger, Frito-Lay

2. Citizen Participation (on items not subject to public hearing) – Mr. Capacchione stated that no comments had been received.
3. Town Council Liaison Participation
Jason Anderson reported on recent actions by the Town Council.
4. Adoption of Meeting Minutes February 17, 2021

Motion was made by Gerard CinqMars to approve the Minutes of the Regular Meeting of February 17, 2021, as presented. Second by Andrew Danna. No discussion.

Roll Call Vote: Gerard CinqMars – yes; Patrick McLaughlin – yes; Joseph Higgins – yes; Andrew Danna – yes.
Motion carried unanimously (4-0-0).

5. Finance Report

a. Monthly Finance Report

Jennifer Hawkins reported:

- Not a lot of change from prior month.
- Collections appear to be on target.
- Transfers related to the Debt Service are reflected in Operating Expenditures.
- Have not transferred Capital Projects yet which are usually done toward the end of the year.
- Audit is wrapping up. No adjustments to the numbers, so she is not expecting any changes.
- Still seeing some revenue loss with regard to special work.
- Pretty much on target with the budget.

6. Report of Project Manager

Mark Cataldo reported:

- No violations.
- Moved up to COVID Level 2.
- Averaged 2.2 million gallons of flow and processed 63 million gallons.
- BOD 8 milligrams and TSS 6 milligrams.
- Wet wells, sludge thickening tank, Primary Tank #4 and Grit Tank #2 are still off-line as of the end of February. They are still being worked on.
- Replaced two E-1 pumps (North Shore Road and Island Road).
- Nitrogen was 56 for the month going out for an average of 50 for the year. Continues downward.
- Phosphorus was .17 going out for the month.

There was discussion. Mr. Cataldo explained that work is proceeding with 30-40 people on the site per day. Mr. Capacchione explained about how there is one full-time inspector and that others are called in on an as-needed basis. Construction admin budget okay through April. There is a possibility that the demolition of the building will be substantially complete by the end of April. Abatement to start next week.

7. Frito-Lay Representation

Heather Belanger reported that there were no operational issues at the Facility. Semi-annual shut-down will be next weekend (March 19 – 22) there will be little to no flow during that time.

8. Unfinished Business

a. Facilities Project Update

David Capacchione reported:

- Centrifuge testing is going well. A few items to complete.
- Working on water relocation so can demo the tunnel – started today.
- Work in the Wet Well is ongoing. Back on contract work.
Still talking about what the total dollar value and time extension was. Will be meeting on Monday.
- A lot of people have been there for the past several months.

b. Budget Discussions – Recommendation to Submit WPCA Budget to the Town Council

David Capacchione stated that there were three scenarios included in packets to Authority Members for proposed sewer rates. Additional information was also included: Average sewer rates for the State; What had been removed from the Facilities Plan due to budgetary constraints (total of about \$6 million from the original Plan); Information regarding Capital Balances, Fund Balances, sewer rate increases over the last five years. Presentation of the Budget to Town Council will be March 27, 2021.

Mr. Capacchione referred to what had been provided in the packet to Authority Members to explain the \$6 million that had been removed from the original Facilities Plan (2013) which included: masonry

repairs and roof replacements on all the buildings, the Borough flume, grit chamber work, primary clarifier work, secondary clarifier tank structural rehab, RAS pumps, windows and doors, work in the chlorine contact tank, demo of the Borough Treatment Plant. Mr. Capacchione explained that they are going to start incurring costs for roof replacement because they are starting to have some leaks into the buildings (water intrusion is never a good sign for the longevity of the Facility). These items will have to be addressed. He explained that this was known when they were removed so that the amount authorized at Town Meeting could be forwarded. The intent was to build it into the future Capital Budgets as going forward. The current Capital Account Balance is \$750,000 (which also covers all sewer line replacement, I&I study and all that type of work). Discussion ensued. Mr. Capacchione explained that when entering into the Facilities Upgrade going through the design and authorization, projections were made to cover the cost of the upgrade. The ten percent for four years was just to cover the cost of the upgrade, not any other expenses (like sewer line work or I&I work). As time went on from what was authorized, they had to remove building maintenance items from the Facilities Upgrade Project. There are several ways to pay for these project upgrades: raise rates, bond for them, or not do them. He suggests an incremental increase in rates as opposed to one large one. He noted that it is up to the Authority to decide. Jenn Hawkins commented that the idea of the rate increases being phased in in the last four years was specifically to address the debt was that was going to come on and would need to be paid for once the project is over. To address the upgrade, we didn't keep pace with our increases in operational costs over the last four years. If operational costs had remained flat we would've been fine in terms of the Facilities Upgrade. We are looking at shortfalls in the operational side of the budget. Mr. Capacchione agreed, noting costs for disposal, utilities (electrical/water usage), chemicals and the operation of the Plant. Discussion continued regarding flows and loads which is an unknown when budgeting (there have been substantial refunds to Frito-Lay over the past few years). Mr. Higgins suggested increasing the flow-meter rate for Commercial/Industrial. Mr. Capacchione noted that not all of our industrial and commercial businesses are metered accounts.

Mr. McLaughlin noted that the proposed budget calls for an additional \$750,000 for Capital. Mr. Capacchione explained that it is to cover costs for repairs/corrective actions as determined by the I&I Study which is currently going on, the sewer line replacement, and to start putting some money into the CNR Account to fund the replacement and the repair of the equipment just installed as part of the Facilities Upgrade. Mr. Capacchione stated that he understands the concern about raising rates, but the Facility is a large asset to the Town and he stressed the importance of keeping it functioning and operationally correct. The cost of not doing things preventatively as opposed to proactively can get pricey. Mr. McLaughlin suggested cutting down some of the Capital appropriation and waiting until the construction is completed, the prioritizing work over the next year and then start raising rates again. Mr. Capacchione stated that it would cut down the need for the increase, but it would not cut down on the work. Mr. Higgins stated agreement with Mr. McLaughlin and expressed concern about raising rates again. Mr. McLaughlin noted that some money could be drawn from the Fund Balance. Mr. CinqMars expressed concern that roof problems won't wait. Mr. Danna explained that he likes the idea of holding off temporarily to further evaluate. Discussion continued. Mr. McLaughlin suggested reducing each of the three items in the proposed Capital Outlay Account by \$100,000 for a total of \$300,000 and also to reduce the Fund Balance appropriation to \$381,729.

Motion was made by Andrew Danna to reduce Capital Outlay Expenditures by \$300,000 to accept the Budget as presented with the changes of reducing Capital Outlays by \$300,000 and to balance the Budget by using a Fund Balance Appropriation of \$381,729, which will result in no necessary rate increase.

Second by Gerard CinqMars.

Discussion: If the decrease to Capital were not made, a greater appropriation from Fund Balance would be needed to balance the budget

Roll Call Vote: Gerard CinqMars – yes; Patrick McLaughlin – yes; Joseph Higgins – yes; Andrew Danna – yes.

Motion carried unanimously (4-0-0).

9. New Business – None.

10. Correspondence – None.

11. Other – None.

12. Adjournment

Motion was made by Gerard CinqMars to adjourn at 6:40 p.m. Second by Andrew Danna. Motion carried unanimously (4-0-0).

Respectfully submitted,

J.S. Perreault
Recording Secretary