

**TOWN OF KILLINGLY**  
**WATER POLLUTION CONTROL AUTHORITY**  
**Regular Meeting**  
**Killingly Wastewater Treatment Facility Conference Room**  
**31 Wauregan Road, Danielson CT**  
**Wednesday, December 19, 2018 at 6:00 PM**

**MINUTES**

1. **Roll Call** – Chair, Gerard CinqMars called the Meeting to order at 6:00 p.m. and did the roll call.

**Members Present:**

Gerard CinqMars  
Patrick McLaughlin  
Arlene Gauthier  
Joseph Higgins  
Andrew Danna arrived at 6:02 p.m.

**Staff Present:**

David Capacchione, Director of Engineering and Facilities  
Mark Cataldo, Suez, Project Manager  
John Marcin, Suez

**Also Present:**

Jen Hawkins, Finance Director  
Ed Grandelski, Town Council Liaison  
Heather Belanger, Frito-Lay

2. Citizen Participation (on items not subject to public hearing) – None.
3. Town Council Liaison Participation  
Ed Grandelski reported:
  - Proclamation – Janet Hallbergh’s years of service on the Board of Recreation and the Open Space Acquisition Commission.
  - Appointed Claudette Stockwell as new Library Director.
  - Town Meeting for the purchase of the parking lot across from the Imperial Room.
  - Resolution for Homeland Security Grant (\$30,000).
  - Public Hearing set regarding accepting money to extend the River Trail to the Plainfield line.
  - Discussion about how public participation had not been allowed at a NECCOG meeting regarding Animal Control.
  - Meeting dates were set for 2019.
  - Discussion regarding Revaluation – supplemental letters to be sent to some people regarding changes to their proposed revaluation.
  - Discussions regarding the Community Center – cost estimates for existing the building (problems: stairs; water infiltration; windows) vs. new building.
  - Town Manager position still not filled. Interviews are finished and they are ironing out details with the final candidate.

#### 4. Adoption of Minutes, Regular Meeting November 14, 2018

Motion was made by Arlene Gauthier to adopt the Minutes of the Regular Meeting of November 14, 2018. Second by Andrew Dana.

Discussion:

Mark Cataldo noted the following changes:

- Page 2, Item 6.b, first bullet point, to read as follows: “Still use the ERportal system which is a computerized maintenance management system so they have a detailed maintenance history on all of the equipment. The tablets are more efficient than paper.

Motion carried with the noted change (4-0-1). Joseph Higgins abstained as he had not attended that meeting.

#### 5. Finance Report

##### a. Monthly Finance Report

Jen Hawkins reported:

- Budget vs. actual results are still on target with the current year budget.
- Nothing significant going on at this time.

##### b. Transfer of Funds for FY17-18 reconciliation

Jen Hawkins reported:

- Revenue vs. expenditures resulted in an operating deficit for the year.
- She asked that the Authority consider a proposal for a transfer of funds of \$310,000 to fund the deficit for the year instead of to Capital Projects (which currently has a balance of \$320,000). She also explained that the available budget for sewer replacements is \$450,000 so there is project money available which has not been committed if something should come up. She feels this is sufficient to fund the operating deficit for the 2017-2018 year. Mr. Capacchione stated that this had been discussed when the shortfall from Revenue (Special Work - septage hauling fees) was noticed and this is why they held off on spending that money. There was discussion. Ms. Hawkins stated that they are not anticipating audit adjustments and, if there should still be available funds, it would fall to Fund Balance and they could consider re-appropriating that in the new year. It is unaudited.

Motion was made by Patrick McLaughlin not to fund the Capital Account with the \$310,500 as originally budgeted for fiscal year 2017-2018. Second by Joseph Higgins.

Discussion:

Ms. Hawkins explained that, if there is no further adjustment to the 2017-2018 numbers, \$40,000 would go to Undesignated Fund Balance and it would be available for appropriation in the 2018-2019 year. She said a motion could be made to increase the transfer. She said it would stay in WPCA. It would be useable.

Motion carried unanimously (5-0-0).

#### 6. Report of Project Manager

Mark Cataldo reported:

- In total compliance for the month of November.
- Zero odor complaints.
- Nitrogen removal at 142 for effluent average for the month. Still running a little higher than 131. High flows over the last couple weeks were due to the rain.
- Still doing nitrogen testing every day. Trending upward.
- Flottweg is down as if today (the gear box for the vertical conveyor system is shot). Trying to get prices from the single-source supplier (Delta) to get parts and keep the system running. There was discussion. Mr. Marcin suggested that, if they get a new one, they can look at rebuilding the old one and keep it as a spare over the next two years. Four trucks are coming tomorrow. Mr. Cataldo will keep Mr. Capacchione informed.
- They do not anticipate problems with the Holiday.
- Mr. Marcin suggested that a more in-depth failure analysis of that system could be done.

7. Frito-Lay Representation

Heather Belanger stated that there are no operational issues at the facility to report at this time. Frito-Lay will be down on Christmas Day. She has not heard from the State regarding the flow study. Kim Hudak is their contact at the State.

8. Unfinished Business

a. Facilities Plan Update

David Capacchione reported:

- Entered into an agreement with R.H. White. Met last week (pre-construction). They are looking at mobilization in February for a March start. They provided a 3-week schedule to Mr. Capacchione. Wright-Pierce will have a resident engineer on site at all times (Keith Newman of Engineered Concepts Inc.). Barry Mahoney will be the Superintendent from R.H. White. Jake Fowler will be Mr. Mahoney's Assistant. Renee Pinio will be the Project Manager. Neil Callahan will be the Project Executive. Mr. Cataldo added that Mr. Mahoney and their Safety Officer visited and walked the site and will meet on December 27<sup>th</sup> with Suez to go over the safety protocol. Beth Murphy, Safety Officer for Suez will also attend. There was discussion regarding safety and parking. Preliminary starting area is the primary pump room and that section of the Project. They will not shut down the wet well until they have all the parts for everything to do the by-pass. Mr. Cataldo will have a construction newsletter which will keep his staff informed. There was discussion regarding Authority Members and Town Council touring the Facility. There was discussion regarding the employment opportunities in this field.
- Spoke with Jean Jacques from Hutchinson Precision Sealing Systems regarding storing trailers there.

b. Sewer Line Replacement, Prospect St Area

David Capacchione reported:

- Copies of a revised estimate were provided (removed Frederick Street and Buck Street). He explained that this by doing Prospect Street, it addresses the problems with the lateral in Buck Street and although none will be connected, stubs will be provided to the property lines. Going all the way down to the manhole by the footbridge will provide access for the houses along Prospect Street which are also tied in by problem laterals behind their houses. He noted that only two connections to houses are being made in 900 feet of sewer pipe, Twenty-two laterals are being provided which provides the ability for all of the other houses in question to connect. Then, letters are to be sent to the property owners stating that the line will no longer be maintained, a new stub was provided and a connection date to comply (by Ordinance). The cost was reduced from approximately \$600,000 to approximately \$310,000 – Engineer's estimate (which would come from Sewer Replacement which has \$450,000 in it). Mr. Capacchione asked the Authority Members if this is suitable/acceptable. If so, the plans and specs will be finalized (by CLA) and it will go out to bid in January. There was discussion: Frederick Street and Buck Streets will still need to be done in future years. It's not as many houses, but it's essentially the same length of road (trench repair, etc., is about the same).

Consensus to go with the above.

9. New Business

- a. WPCA 2019 meeting with Town Council scheduled for a Special Town Council Meeting June (notice included in packets to Authority Members).

10. Correspondence – None.

11. Executive Session

a. Contract Renewal

David Capacchione informed the Authority Members that the Town of Brooklyn has told him that they plan to contact him in January. Table until next month.

12. Other – None.

13. Adjournment

Motion was made by Joseph Higgins to adjourn at 6:50 p.m. Second by Arlene Gauthier. Motion carried unanimously (5-0-0).

Respectfully submitted,

J.S. Perreault  
Recording Secretary