

**TOWN OF KILLINGLY
WATER POLLUTION CONTROL AUTHORITY**

**Regular In-Person Meeting
Wednesday, February 21, 2024
5:00 PM
Water Pollution Control Facility
31 Wauregan Road, Killingly CT**

MINUTES

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2024 FEB 28 PM 1:02
Elizabeth M. Wilson

1. Roll Call - Chair, Patrick McLaughlin called the meeting to order at 5:01 p.m.

Members Present:

Joseph Higgins
Patrick McLaughlin
Andrew Danna was present via telephone.
Brian Briere was absent.

Staff Present:

David Capacchione, Director of Engineering and Facilities
Jennifer Hawkins, Director of Finance
Benjamin Gilmore, Plant Superintendent
Joe Couture, Assistant Plant Superintendent

Also Present:

Michelle Murphy, Town Council Liaison
Heather Belanger, Frito-Lay Representative
Dann Stuyinski, Brooklyn WPCA Representative
J.S. Perreault, Recording Secretary

2. Citizen Participation (on items not subject to public hearing) – None.
3. Town Council Liaison Participation
Michelle Murphy reported on recent actions/discussions of the Town Council.
4. Adoption of Regular Meeting Minutes December 20, 2023

Motion was made by Joseph Higgins to adopt the Regular Meeting Minutes of December 20, 2023, as presented.

Second by Andrew Danna. No discussion.

Motion carried unanimously by voice vote (3-0-0).

5. Finance Report

- a. Monthly Finance Report

David Capacchione reported that nothing is tracking out of the ordinary for this time of the year.

Mr. McLaughlin asked about the deficit of \$900,000. Jenn Hawkins explained that if the budget holds true, you will use \$900,000 of Fund Balance.

6. Report of Plant Superintendent

Ben Gilmore reported:

- The Plant ran fair in January. Flows were very high (12 inches of rain in December and 9 inches of rain going into January) compared to last January. This causes our nitrogen numbers to go up and we've exceeded the 131 pound-per-day limit, so we may, potentially, have to pay a little bit in nitrogen credits.
- Helped jet lines for a possible blockage at Maple Court (twice). They may have to dig.
- Still working on the second gravity belt thickener which is approximately 20 years old (Planned Major Events). Quote for new one including control panel - \$225,000 for machine only.

Mr. Gilmore recommends repairing the existing machine by changing wearable components - \$131,000 (labor and parts). A new Palmer system and integration to our SCADA system would also be needed, which would come in below the \$250,000 budgeted. He feels we would get another 15-20 years out of it.

Mr. Gilmore explained that they have not been able to do work on the collection system (camera work and things of that nature) as they have been working around the Plant itself. They don't have the manpower. When issues arise, such as blockages, they respond (they also check hot spots). Mr. Couture explained that winter is not a good time for jetting. Discussion continued. Mr. Capacchione suggested that getting a contractor to do sewer line cleaning may be more efficient as opposed to doing it in-house which would be very time consuming. Mr. Capacchione stated that he will address some of these issues under Agenda Item 8.d. Continuation of I & I Study. Mr. Gilmore explained about some other towns that have equipment and people that are specific to that field.

7. Frito-Lay Representation

Heather Belanger stated that there were no issues at the Facility. She stated that the shutdown is scheduled for April 4th, 5th and 6th.

8. Unfinished Business

a. Administration Building HVAC Project

Mr. Capacchione reported:

- They are winding down.
- They are having some difficulties with sensors on the unit. It is not operating as it should, but it is functioning to a degree. They are working on it with the Trane Reps. He is confident that they will work it out.
- Roof is done.
- Ductwork is in.

b. North River Lane to Maple Street Sewer Line

Mr. Capacchione explained about the bid tabulation which was included in packets to Authority Members. There was discussion about the bid alternates which Mr. Capacchione explained that he expects having to use very-little-to-none of that, but it will be available, if needed.

Motion was made by Andrew Danna to approve utilizing Green Mountain (low bidder) for the North River Lane Sewer Relining Project, not to exceed \$138,000.00.

Second by Joseph Higgins. No discussion.

Motion carried unanimously by voice vote (3-0-0).

c. Reynolds Street Improvement Project

Mr. Capacchione reported that it is shut down for the winter. He expects that work will start up again sometime in March (weather permitting). He is hoping that work will be completed or, at least, get the structures out of the way before the Easter Egg Hunt in the Park.

d. Continuation of I & I Study

Mr. Capacchione explained about the next phase to continue further investigations. The proposal (for Phase 1 of the next phase) total of \$284,238 from Wright-Pierce (dated February 14, 2024) was included in packets to Authority Members. Mr. Capacchione explained that the first phase was to go through and develop this phase and do the manhole rehabilitation that we identified, that the Highway Department is going to be doing. There was discussion. In the first phase, they had identified some sections where some repair work could potentially be done, but no camera work was done in that phase. The predominant area for this phase is the Downtown area following the interceptor up toward Water Street. The first phase focused on the interceptor coming down along the River and they found more flow in the older sections of sewer line.

There was discussion regarding whether to put it out to bid or RFP. Mr. Capacchione explained that it doesn't seem logical as Wright-Pierce has already done the first of the three phases they had in their report, it would make sense to continue on. Discussion continued. Mr. McLaughlin would like to see the scope of the original RFP. There was discussion regarding the leaking manholes along the River and Mr. McLaughlin suggested that maybe some of that high-priority work should go out to bid (more action, less study). Mr. Higgins and Mr. Danna expressed agreement with Mr. McLaughlin. Mr. Capacchione explained the importance of identifying what lines need to be replaced and that flow meters and 34,000 linear feet of camera inspections are part of the Wright-Pierce proposal. Mr. Higgins explained that he is in favor of doing an RFP due to what resulted from the previous study and what was done in Phase 1. Discussion continued. Mr. McLaughlin commented about \$63,000 for smoke testing which he feels hasn't yielded much results over the years.

Mr. McLaughlin asked Mr. Capacchione to e-mail the original RFP (and who responded) and the Report.

Mr. Higgins asked Mr. Gilmore if he had worked with anyone besides Wright-Pierce. Mr. Gilmore explained that he had worked with DPC Engineering (smaller), however, he explained his agreement with Mr. Capacchione about staying with Wright-Pierce because they know the Facility and what is going, they have history. He has worked with Thurland Montgomery and he said they are quality people and they do solid work. He said that it is prudent to continue

to continue on, to build that whole picture of what is going out in the collection system. Mr. Higgins commented that the results from Phase 1 were minimal. Mr. Capacchione asked if the Authority Members want to pursue the I & I Study. Discussion continued.

Mr. Capacchione will provide a list of what was done (manholes replaced and identified). There was agreement to accomplish more on Phase 1 before moving on to Phase 2. Mr. Capacchione explained that there is a plan in place to address those manhole and this is the next phase going beyond that. Mr. Gilmore stated that the collection system is a very expensive endeavor. Mr. Capacchione explained that a lot of the manhole covers are sealed and they don't make them anymore and have had to find replacements for them. It is very time consuming and they try to do it cost effectively with the Highway Department. Mr. Capacchione estimates that the manholes that have been identified will all be fixed this year. Discussion continued. Mr. McLaughlin suggested doing the manhole work and doing the Study simultaneously to be ready to do new work next year. Mr. Capacchione stated that that was his thought. Mr. Higgins and Mr. McLaughlin both stated, "good."

Mr. Capacchione will e-mail the requested information to Authority Members with the next two weeks. Mr. McLaughlin stated that this discussion will continue next month.

9. New Business

a. Alexander Lake Grinder Pumps

Mr. Capacchione explained that the price of the pumps has increased from \$2,600 to \$3,500 (with shipping). There was discussion regarding the following options:

- Town replace at current price (2,600).
- Town replace at market value.
- Town not be involved at all with replacing these pumps.

Mr. Gilmore explained that getting the E-1 pumps from F.R. Mahoney & Associates (quote dated 6/28/2023 was included in packets to Authority Members) makes the most sense, as it is direct.

Motion was made by Andrew Danna to increase the cost for replacement of Alexander Lake Grinder Pumps from \$2,600 to \$4,000.

Second by Joseph Higgins.

There was discussion regarding whether to do market value. Mr. Couture explained that there is also a \$100 charge for the service call. Ms. Hawkins commented about risk of liability to the Town. She suggested that a letter could be sent to Lake residents that the service would only be provided to a certain date in the future (like June 30th). Originally, replacement was done as a courtesy. This is not done anywhere else in Town. There was discussion regarding whether there was a contract. It is not known, so it should be looked into if/when deciding to discontinue this service in the future.

Motion carried unanimously by voice vote (3-0-0).

Andrew Danna suggested that this be revisited in a year. Ms. Hawkins explained that she agrees.

b. FY 24-25 Budget Discussion

Mr. Capacchione provided two versions of the Budget for review (one proposes an eight-percent rate increase and the other proposes a ten-percent rate increase). Per the monthly Finance Report, the Fund Balance is a little over \$1.9 million, so we are getting kind of tight on that. Both versions do not reflect an appropriation from Fund Balance, but they do continue with some adjustments to the line items as far as what we put in the category.

There was discussion about Frito-Lay. There was discussion regarding Mr. Higgins' suggestion to increase the percentage for metered flow for Industrial/Commercial users. He suggested a seven-percent increase for residential and a fourteen-percent increase for Industrial. Mr. Danna stated that he has mixed feelings about that and would like to understand it better as it would be a big decision. Mr. Capacchione explained about the four years of ten-percent rate increases which were just to cover the debt service for the Facilities Upgrade Project, not to cover any of the other items that we need to address at the Facility or in the collection system (prices have increased). He also explained that, in order to stay within the authorized amount for the Upgrade Project, we had to remove quite a few items from that Project to stay within budget. Mr. Capacchione said that we can look at splitting up the rates, but he would want the Town Attorney to review it as he is not sure if there would be any implications.

Discussion continued. Ms. Hawkins explained how Frito-Lay and the Town of Brooklyn both share directly in the cost of expenditures. Mr. Capacchione explained about Capital Outlay. Ms. Hawkins did some figuring regarding Mr. Higgins' suggestion for increases of 7% and 14% and she explained there would be a small surplus of less than \$50,000 vs. the break-even analysis. A 7% increase for single-family residential would be an increase of \$41/year and \$35/year per unit for multi-unit residential. Mr. McLaughlin commented that it wouldn't be good for economic development and he does not feel it is worth it. Mr. Capacchione recommended against this. There was discussion regarding how Frito-Lay pays, which Mr. Hawkins explained, is a separate agreement (30 percent of our total expenditures). Mr. Higgins suggested increasing Frito-Lay to 35 percent. Ms. Hawkins stated that it would have to be negotiated in their next agreement. The current agreement expires at the end of this year. Discussion continued.

Ms. Hawkins explained that the 8% increase would be \$41/year or \$3.50/month and the 10% increase would be \$51/year or \$4.25/month.

David Capacchione recommends the ten-percent increase as there are some pretty significant projects at the Facility and the collection system.

Patrick McLaughlin explained that he is in favor of the ten-percent increase.

Ms. Hawkins explained that there has not been an increase since 2020 (4 years).

Andrew Danna is in favor of the ten-percent increase as he would like to position the Plant's new leadership to be more successful and he would like to look at the Frito-Lay contract as we get closer to signing a new contract.

Ms. Hawkins explained about the Capital Projects included in this Budget (503 Line).

Motion was made by Andrew Danna to approve the FY 2024/2025 Budget reflecting a ten-percent increase in sewer user rates.

Second by Patrick McLaughlin.

Discussion: Joseph Higgins explained that he is going to vote no for the reason that he wants to focus on Industrial and make a point that we should take a serious look at that going forward.

Mr. McLaughlin stated that the ten percent increase would be across the board including septage. Mr. Capacchione stated that we are not receiving much.

Motion carried by voice vote (2-1-0). Joseph Higgins was opposed as he would like to focus on industrial and make a point to take a serious look at that going forward.

10. Correspondence – None.

11. Other

Michelle Murphy asked about monthly financial reports. There was discussion.

Mr. Danna asked that Mr. Capacchione forward the I & I information as soon as possible.

12. Adjournment

Motion was made by Joseph Higgins to adjourn at 6:31 p.m.

Second by Patrick McLaughlin. No discussion.

Motion carried unanimously by voice vote (3-0-0).

Respectfully submitted,

J.S. Perreault

Recording Secretary