

TOWN OF KILLINGLY
WATER POLLUTION CONTROL AUTHORITY
Regular Meeting
Killingly Wastewater Treatment Facility Conference Room
31 Wauregan Road, Danielson CT
Wednesday, February 20, 2019 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

Staff Present:

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

Also Present:

Jen Hawkins, Town of Killingly Finance Director
Ed Grandelski, Town Council Liaison (arrived late)

2. Citizen Participation (on items not subject to public hearing) – None.
3. Town Council Liaison Participation – See Below Item 5.
4. Adoption of Minutes, Regular Meeting January 16, 2019

Motion was made by Arlene Gauthier to adopt the Minutes of the Regular Meeting of January 16, 2019. Second by Joseph Higgins.

Discussion:

Corrections noted by Joe Couture:

- Page 2, Item 6, last sentence, to read as follows: “Suez adds powder polymer three times per day to help coagulate the sludge to assist in settling it out.”
- Page 3, In the First Bullet, there were two instances where it states the same thing regarding that Mr. Marcin would send a copy of material to be quoted to Andrew Danna.

Motion carried unanimously (5-0-0).

5. Finance Report

- a. Monthly Finance Report – Copies were provided to Authority Members.

Jen Hawkins reported and explained the monthly report through January 2019.

- The transfer for the Capital contribution has been held back in case it is voted upon to hold some of it back based on the true fund actuals.
- Everything is on track with the exception of septage hauling fees.

- b. Budget Discussions - Copies of a revised Draft Budget were provided to Authority Members.

Jen Hawkins explained the Sewer Fund Budget for FY 19-20.

- There is an additional Debt Service for the new Clean Water Funding for the design portion of the Plant Upgrade which they will close on around year end (1/20 is due upon closing).
- Details for Professional Services were broken out (as requested at the last meeting).
- Revenues reflect the ten percent increase in users' rate (septage receiving held flat).

David Capacchione reported on his research regarding septage receiving fees at other sewer plants in New England (he referenced a report dated 2007 from the University of New Hampshire) which averaged \$94/1,000 to treat. He spoke with some plants and some charge less than Killingly and some charge more. He explained that sometimes the extra septage helps and sometimes it causes other problems (such as odor). Mr. Capacchione stated that, regarding the dynamics of the septage receiving business, he is not sure that any modification will significantly impact revenue. He does not know if the business would come back if rates were adjusted. There was discussion and Mr. Capacchione stated that Suez had submitted a cost to treat BOD and TSS which did not factor in equipment maintenance, electricity or disposal of sludge.

Mr. Capacchione expects an increase to Contractual Services (Expenditures) which will show on a revised DRAFT Budget next month.

Mr. Capacchione stated that they are also working on the Town of Brooklyn and Frito-Lay to determine whether they would receive a credit or if money will be due to the Town.

Ms. Hawkins explained that they tried to create a budget where they wouldn't be using a Fund Balance appropriation and still be able to fund Capital. There was discussion regarding the CNR account and the Fund Balance.

Proposed rates (10 percent increase which is reflected in the Budget) were included in packets to the Authority Members. There were no suggestions to adjust the proposed rates as presented:

| | Existing | Proposed |
|---------------------------|------------|------------|
| Single-family Residence | \$421.06 | \$463.16 |
| Multi-family Unit | \$364.18 | \$400.60 |
| Flow metered (per gallon) | \$0.006388 | \$0.007026 |
| Septage (per 1000 gallon) | \$124.18 | \$124.18 |

Discussion continued regarding the Fund Balance and the possibility of adjusting it.

Ed Grandelski, Town Council Liaison, reported at this time:

- The last Town Council meeting was cancelled due to weather.
- There was discussion at the Solid Waste Subcommittee Meeting last night regarding a pay-as-you-throw component to the modified town-wide collection of trash proposal.
- NTE cleared the ISO New England auction two weeks ago and the Citing Council has approved re-opening the application. They have increased the capacity of the facility.

6. Report of Project Manager

Joe Couture reported using a new Power Point presentation which they plan to do monthly:

- There were no violations or and they did not exceed any internal limits.
- Scum baffle in the scum collation system at the end of the primaries was replaced by Suez.
- There were no odor complaints.
- WPCA replaced the wood chips in the bio-beds. Installed by Town forces.

- Drop in nitrogen.
- Working Projects: Rails are 75 percent completed and they expect them to be completely finished in 2019 (this work is being done by Suez as it is unsafe for employees); Wet Wells when weather gets warmer at Laurel Point Pump Station and at the Plant.

Mr. Grandelski added that there will be a tour of various Killingly facilities for the Town Council Members on March 9th.

There was discussion regarding the high flows.

7. Frito-Lay Representation – No Representation.

8. Unfinished Business

a. Facilities Project Update

David Capacchione reported:

- Monthly meeting on Monday. Will meet more frequently once work begins.
- Submittals are coming through.
- R.H. White has permits for the trailer. They are going to use a temporary septic holding tank instead of port-o-potties.

b. Sewer Line Replacement, Prospect St Area

David Capacchione reported:

- Plans and specs are in Mr. Capacchione's office.
- There are questions as to whether people will connect after the sewer main is installed. He is working with Mary Bromm (Community Development) to see if there may be grant money (Small Cities) to do connections in a phased approach.
- He mentioned cost sharing between grants and the WPCA.

There was discussion and Mr. CinqMars commented that there are other areas in Town that are also potential problem areas. Mr. Capacchione will continue to work with Mary Bromm and will keep the Authority informed.

9. New Business

- a. 3 Mayhew Drive – An e-mail from Patricia Monahan, Revenue Collector, dated February 6, 2019, was included in packets to Authority Members.

David Capacchione explained that the property had transferred and a bill had not been sent to the new property owner.

Motion was made by Patrick McLaughlin to waive the interest and the lien fees for 3 Mayhew Drive due to a clerical error per e-mail from Revenue Collector, Patricia Monahan (dated February 6, 2019). Second by Arlene Gauthier. Motion carried unanimously (5-0-0).

b. Secondary Clarifier polymer system

Quotes were included in packets to Authority Members.

Joe Couture explained that the quotes were just for equipment and materials and that Suez would install for no charge (valued at \$9,275.00). There was discussion. Mr. Couture had consulted with Wright-Pierce and they are okay with it since Suez will not be using the Pack System. The Polymer System will be running mostly during the wintertime. Mr. Couture and Mr. Cataldo explained how the polymers help to get the sludge to settle to keep the effluent clearer.

Motion was made by Patrick McLaughlin to allocate up to \$12,000.00 (to come out of Contingency) for Suez to purchase equipment and materials and to install a Secondary Clarifier Polymer Enhancement System (per their quote dated January 31, 2019).

There was discussion regarding the cost of the polymer which is approximately \$2-\$3 per pound. Mr. Cataldo guessed that, on the high flows, they used approximately 50 gallons per day. Mr. Cataldo explained that it gets mixed with water and he explained that this is where the miscellaneous cost comes from in their quote because they have to make plumbing connections to get water from the other side of the building.

Second by Andrew Danna.

There was discussion regarding where to take the money from (Capital vs. Contingency).

Motion carried unanimously (5-0-0).

10. Correspondence

David Capacchione stated that he had received an e-mail from the State (which he forwarded to Suez) regarding that the towns will take care of their own discharge monitoring reports for other industries and the State will no longer oversee that. The MDC and various municipalities across the State are filing against the DEEP. Mr. Capacchione will keep the Authority Members informed.

11. Executive Session

Motion was made by Joseph Higgins to enter into Executive Session (Brooklyn Contract Renewal) at 6:50 p.m.

Second by Arlene Gauthier. Motion carried unanimously (5-0-0).

Included in Executive Session: Gerard CinqMars; Patrick McLaughlin; Arlene Gauthier; Joseph Higgins; Andrew Danna; David Capacchione; Jen Hawkins.

a. Brooklyn Contract Renewal

b. Suez Contract

Motion was made by Andrew Danna to come out of Executive Session at 7:27 p.m. Second by Patrick McLaughlin. Motion carried unanimously (5-0-0).

12. Other – None.

13. Adjournment

Motion was made by Arlene Gauthier to adjourn at 7:29 p.m. Second by Joseph Higgins. Motion carried unanimously (5-0-0).

Respectfully submitted,

J.S. Perreault

Recording Secretary