

TOWN OF KILLINGLY
WATER POLLUTION CONTROL AUTHORITY
Regular Meeting
Killingly Wastewater Treatment Facility Conference Room
31 Wauregan Road, Danielson CT
Wednesday, March 20, 2019 at 6:00 PM

MINUTES

1. **Roll Call** – Chair, Gerard CinqMars called the Meeting to order at 6:01 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
Heather Belanger, Frito-Lay
Chris Pierce, Wright-Pierce
Cindy Keefe, 493 Putnam Pike

2. Citizen Participation (on items not subject to public hearing)

Cindy Keefe, 493 Putnam Pike, explained that she was here for a waiver request. She said her property is far enough off the road and that she had gotten waivers in the past, but she keeps getting bills. See below (Agenda Item 9.b).

3. Town Council Liaison Participation

Ed Grandelski reported:

- Chris Dillon has resigned from Town Council.
- Request for odor sign with phone number be put back up.
Mr. Cataldo stated that it is still on the fence.
- The Town budgeting process to begin on March 30th (presentation to Council).
- Mary Calorio officially started in her position as the new Town Manager on March 11th.
- Ms. Calorio is reviewing the job description for Highway Director. Someone from MA has been hired on a temporary basis (3 months).
- Eric Rumsey, Planner 1, has resigned.
- Ms. Calorio is reviewing the Executive Assistant position for permanent replacement.
- There will be another position for coordinating grants. This position will be paid for with grant money.
- Law Enforcement – The Town will be billed for three Resident Troopers for last year rather than two (as budgeted). May be handled with a supplemental appropriation.
- Approved application for a Community Block Grant for the Birchwood Terrace Project.
- Approved application for additional Small Cities Grant money for the female domestic shelter.

4. Adoption of Minutes, Regular Meeting February 20, 2019

Motion was made by Arlene Gauthier to approve the Minutes of the Regular Meeting of February 20, 2019. Second by Joseph Higgins.

Discussion:

Mark Cataldo suggested the following correction:

- Page 3, Item 9.b., third sentence to read as follows: “Mr. Couture had consulted with Wright-Pierce and they are okay with it since Suez will not be using the Pack System at the same time as the Polymer System.”

Motion, as amended, carried unanimously (5-0-0).

5. Finance Report

a. Monthly Finance Report (included in packets to Authority Members)

Jen Hawkins reported that things are tracking as planned. She provided copies of a revised Budget (a revenue line item was changed) and explained that it would be easier to review the monthly Finance Report and the Budget at the same time.

- Increase in Professional Services due to additional cost related to nitrogen credits.
- Savings - Additional Debt Service for the Facility Upgrade (closed on a portion of Rogers Pump Station and will close on the Design Phase on the Facility Upgrade).
- Revenues reflect the ten percent user rate increase and also reflects the updated terms proposed in the Brooklyn contract.
- Continue to fund the Capital Projects and the sewer line replacement based on the overall plan for the WPCA.
- \$800,000 has been earmarked in CNR for equipment for the Plant. She wants to be on a plan to replenish this.
- Capital Projects vs. Sewer Line Replacement. She explained that it may be in the best interest to forego the Sewer Line Capital and continue with the transfer for the Capital Projects. She asked that the Authority consider a motion to revise its previous motion for an additional \$50,000 to get the Capital Program back online to where it should be based on initiatives for planning for the future. She anticipates using the entire Fund Balance contribution to balance out Revenue Expenses for 2018/2019. She expects a small surplus of \$13,000 to come back. She explained that the Fund Balance will still be healthy (about 2.6 at the end of 2020 worst-case scenario).

Ms. Hawkins answered questions and explained that the Fund Balance is being used balance the budget and to stabilize rate increases. Mr. Capacchione explained that four years of rate increases at ten percent were anticipated, but the final year may reflect more or less than ten percent. There could even be a fifth year depending on if there are changes beyond our control (e.g. another Capital Project).

There was discussion regarding Professional Services which includes an increase for nitrogen, Suez contract renewals and associated fees.

There was discussion regarding Actuals for 2017/2018 (unaudited). Ms. Hawkins will update and provide copies. She will revise and show five years and also the proposed percent increase and e-mail it.

Motion was made by Patrick McLaughlin to approve the Budget for the 2019/2020 Fiscal Year. Second by Arlene Gauthier. Motion carried unanimously (5-0-0).

b. Budget Discussions – Also See Above (Agenda Item 5.a).

Ms. Hawkins explained that, previously, the WPCA had made a motion to forego the \$310,000 for Capital Projects and to fund \$260,000 for Sewer Line Replacement for the 2017/2018 Budget. Based on further discussions and review with Town Manager, Mary Calorio, it was decided that it makes more sense to fund the \$310,000 for Capital Projects and forego the \$260,000 for Sewer Line Replacement. Therefore, Ms. Hawkins recommended that the WPCA revise its previous motion and rather, fund \$310,000 for Capital Projects and forego funding the \$260,000 for Sewer Line Replacement (increase of \$50,000 which she has already factored that into the Fund Balance Analysis). She said that this will not affect the Prospect Street Project which still has plenty of funding. She stated that there would still be approximately \$449,000 in Sewer Line Replacement and approximately \$318,000 in Capital Projects (Fund Balance available).

Members questioned why changing the Sewer Line Replacement to Capital Projects when there are no specific projects for it. They feel there is no need to earmark it because that can be done when/if needed. Ms. Hawkins stated that it would be creating a reserve fund and they felt it would be better earmarked for Capital Projects vs. Sewer Line Replacement. Discussion continued. Mr. Capacchione explained that there are a lot of capital costs at the Plant that are not part of the Upgrade Project and there are the other Pump Stations as well.

Gerald Cinquini explained that the money is dedicated and, on that basis, the Authority will agree on expenditures when/if they come before the Authority. There was a consensus among the Authority Members not to amend the previous motion.

6. Report of Project Manager

Mark Cataldo and reported using a Power Point presentation:

- Spoke about the Polymerization System which helps to coagulate the sludge so it will settle more.
- BOD violation reported – Over 50 mg per liter on that day. They are investigating, but have not found anything out of the ordinary.
- Processed an average of 4.4 MGD. Typical effluent concentrations were 12 and 3 mg per liter, respectively.
- Suez repaired the broken vertical screw conveyor saving the WPCA over \$7,500.
- No odor complaints.
- Nitrogen went up slightly from 132 to 139. BOD and TSS also up.
- Safety Issue - Suez installed a reading port to verify operation (Wet Well).
- Still having issues with ammonia coming in. They devised a plan to test certain manholes throughout the system to try to isolate where it is/was coming from. They were able to isolate it to Walgreen/ UNFI left and right areas. Plant influent was also high on those days. There was discussion and Mr. Capacchione explained that they are investigating. Mr. Cataldo explained that an ammonia probe has been purchased and will be installed. Discussion continued.
- Sign regarding the Upgrade has been put up.
- Copies of a diagram of the Plant were provided to Authority Members. There was discussion regarding flow and Mr. Cataldo spoke about how installing a flow meter had been discussed in the past, but it was not feasible at that time. He explained that, as part of the Upgrade, there will be another line inside the aeration tank which will aid with nitrogen and ammonia removal.

7. Frito-Lay Representation

Heather Belanger stated that there are no operational issues to report at this time. The Plant will shut down beginning April 4, 2019, at 10 p.m. until April 6, 2019. She said for three or four days.

In September, they will be down longer (four or five days) and when they come back up, they will be on partial production (running on one fryer) because they will be replacing a fryer.

She had not heard from the State. She has not heard anything regarding the De-foamer study.

8. Unfinished Business

a. Facilities Project Update

David Capacchione reported:

- The Project is underway and they are starting to see delivery of some materials.
- Office space is being set up.
- Coordinating telephone and electric.
- Spoke with Barry, Site Superintendent.

b. Sewer Line Replacement, Prospect St Area

David Capacchione reported:

- Plans and specs are ready to go.
- Copies of a transcript from WINY Radio were included in packets to Authority Members. Mr. Capacchione was interviewed by NBC News and took sewer line video. They also interviewed some citizens in that area.
- They are consulting with the Town Attorney regarding going forward with installing the line and running the laterals to the property lines and issuing letters about abandoning the lines behind the houses. Then they can go out to bid.
- It does not appear that there will be any grant money available from Small Cities now or in the future.

There was discussion regarding the comments that people have made which indicates that there is a misunderstanding. Ms. Gauthier suggested that information be provided so that the public will have an understanding of what was done originally. Mr. Capacchione agreed that there should be some kind of public outreach and he explained that it is a difficult situation and that they are waiting for additional information from the Town Attorney.

9. New Business

a. 493 Putnam Pike waiver request

Motion was made by Patrick McLaughlin to suspend the rules to allow Cindy Keefe to speak regarding the 493 Putnam Pike waiver request. Second by Arlene Gauthier. Motion carried unanimously (5-0-0).

Cincy Keefe (formerly Silipigni) stated that her driveway is 260 feet and the rest is wetlands (letter dated March 5, 2019, was included in packets to Authority Members). She explained that she has had waivers before that she was not aware of, but received sewer usage bills and has been paying them.

Mr. Capacchione explained that this has come up in the past regarding this location (copies of a letter from former Town Engineer, Bruce Chimento, dated May 25, 2005, were included in packets to Authority Members). A stub (Y) had been provided in the line and unfortunately it lines up with wetlands (pond is over a foot deep). He is not sure if it goes to the property line or not. If you go around the wetlands, it is longer than 200 feet. Records from the Revenue Office were provided in packets to Authority Members) which shows that she has been paying. She is not connected, but she is within 200 feet (straight line). It is possible to connect (by tapping into the main). Mr. Capacchione is not aware of any other circumstances where the Authority has ruled involving wetlands. There was discussion regarding wetlands and Ms. Keefe explained that it is seasonal and the pond dries up by the end of September. She explained that the catch basin overflowed into the pond. She has owned the property for approximately 14 years and has never had a problem with her septic system.

The wetlands have not been verified by a soil scientist. Topography was discussed (not shown of the copies of a map of the property from the Assessor's GIS System were included in packets to Authority Members).

Mr. McLaughlin asked how many other properties (not connected) with this situation. Mr. Capacchione stated that, they have a list of properties that are not connected, and he doesn't know how many have ponds in their front yards, but the ones that are not connected are paying. He will find out how many and he will also get a map showing the topography. There was discussion regarding the pond which is over a foot deep.

Consensus to camera to get the exact location of (Y) where the lateral was put in and to research the elevations.

Ms. Keefe asked about getting reimbursed for the bills that she paid while she had a waiver. Mr. Capacchione explained that, typically, in the past, the WPCA has not reimbursed people, but he suggested waiting to see what is found out by determining the location and elevations.

b. 76 Franklin Street waiver request

David Capacchione explained that there was a fire in October 2018. The house still stands, but is not inhabitable at this point. He does not know if insurance will rule that the house will be demolished or try to rebuild. Included in packets to Authority Members: Invoice from A Block Away Construction dated October 31, 2018; E-mail from Patricia Monahan, Revenue Collector, dated February 26, 2019; and Assessor's GIS map of the property.

Mr. Capacchione asked if the Authority would consider a year waiver or they would like more information. He will find out if sewer use payments were up-to-date before the fire. There was discussion. Mr. McLaughlin suggested that it be tabled. There were no objections. Mr. Capacchione will get more information to present at the next meeting.

c. 37 Mayhew Drive waiver request

David Capacchione explained that there was a clerical error and that the correction has been made. Included in packets to Authority Members: E-mail from Patricia Monahan, Revenue Collector, dated March 13, 2019; and a letter from Patricia Monahan, Revenue Collector and Gerald CinqMars,

Motion was made by Patrick McLaughlin to waive the interest fees for 37 Mayhew Drive. Second by Arlene Gauthier. Motion carried unanimously (5-0-0).

10. Correspondence – None.

11. Executive Session

a. Suez Contract

Motion was made by Arlene Gauthier to enter into Executive Session (Suez Contract) at 7:29 p.m. Second by Patrick McLaughlin. Motion carried unanimously (5-0-0).

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

Motion was made by Joseph Higgins to come out of Executive Session at 8:13 p.m. Second by Patrick McLaughlin. Motion carried unanimously (5-0-0).

12. Other

David Capacchione stated that next month, the date for the Public Hearing will be set for the rate increase which has not changed from what was presented last month.

Andrew Danna announced that Ash-Ray will be doing a tour of Frito-Lay on April 2nd from 5 p.m. to 7 p.m. (dinner included in the \$45 charge).

David Capacchione stated that, yesterday, he and Mr. CinqMars and Mr. Cataldo went to the MDC to speak with Ozzie regarding the proposed changes for the discharge permits/general permit. At this point, nobody knows what is going to happen other than that the State is not going to sign them anymore. The State is still going to issue for over 25,000 gpd for significant industrial users and anything less will be left up to us (which will involve doing visits/inspections/permits/reviewing data that would normally be submitted to DEEP, etc.). He said that there were other cut-offs. He will keep the Authority informed.

13. Adjournment

Motion was made by Patrick McLaughlin to adjourn at 8:19 p.m. Second by Andrew Danna. Motion carried unanimously (5-0-0).

Respectfully submitted,

J.S. Perreault
Recording Secretary