

**TOWN OF KILLINGLY
WATER POLLUTION CONTROL AUTHORITY**

**Regular In Person Meeting
Wednesday, May 18, 2022
5:00 PM**

**Room 102 Killingly Town Hall
172 Main Street, Killingly, CT**

MINUTES

1. **Roll Call** – Chair, Patrick McLaughlin called the meeting to order at 5:00 p.m.

Members Present:

Patrick McLaughlin
Joseph Higgins
Andrew Danna

Staff Present:

David Capacchione, Director of Engineering and Facilities
Mary T. Calorio, Town Manager
Jennifer Hawkins, Director of Finance
Mark Cataldo, Veolia Project Manager
Joe Couture, Veolia
Robin Hart, Veolia

Also Present:

Sil Quenga, Frito-Lay Project Engineer
Michelle Murphy, Town Council Liaison
Ed Grandelski
Don Aubrey

2. Citizen Participation (on items not subject to public hearing) – There were no comments from the public either in person or received in the Office.
3. Town Council Liaison Participation
Michelle Murphy reported on recent actions and discussions of the Town Council.
- Budgets for Town and Board of Ed both passed with no increase to the mill rate.
 - Contract termination with Suez was presented to Town Council.
4. Adoption of the Meeting Minutes April 20, 2022

Motion was made by Joseph Higgins to adopt the Minutes of the Regular Meeting of April 20, 2022, as presented.

Second by Andrew Danna. No discussion.

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

5. Finance Report

a. Monthly Finance Report

Jenn Hawkins reported:

- On target within the budget.
- Revenue where it should be.
- There are revenue adjustments that she needs to account for.
- Budget actuals are as expected.
- Debt service is all accounted for and have remained within budget. Fully paid for the year.
- Capital Projects transfer was made this week and will be reflected in next month's report.
- She expects that things will stay favorable.

There was discussion.

6. Report of Project Manager

Mark Cataldo reported:

- No violations in April.
- In complete compliance for twelve consecutive months.
- Did 3.5 mgd average and 105 million for the month.
- Continue working with the Town on punch list items on the contract.
Mr. Capacchione stated that there are generator control issues with the battery and the harmonic filter.
- No odor complaints.
- Trending very well.
- Nitrogen went down to an average of 107 for the year.
- They did the quarterly ATMR test in April, as required, and it passed, but it did not meet the temperature requirement. They will re-run the test this week.

There was discussion. Flows are pretty steady.

7. Frito-Lay Representation

Sil Quenga explained about where they are with design review for the expansion. Mr. Quenga will give a presentation at next month's meeting. He explained about the different processes for chips, corn/cornmeal and fryers which, he said, have a very small impact on wastewater. He will talk about the new TC line during his presentation next month.

There was discussion about the wells.

8. Unfinished Business

a. Buck Street Sewer Project

David Capacchione explained that, today, they received the bonds and insurance for the contract. It is looking like the start date for the project will be during the first or second week of June. Notices were sent to residents last week. There will be a pre-construction meeting.

b. Plant Operation

- There was discussion with Mr. Capacchione and Mary Calorio about the transition. They have been discussing vendors, software programs, etc. that they need to have in place. They are working on installing the software package.
- There was discussion regarding a sewer lateral that collapsed on Morin Avenue. A catch basin was replaced a couple years ago, in the area, but not directly over the lateral. The catch basin is about four feet away from the lateral. The Town is treating it as the homeowner is responsible for the lateral. The homeowner may be requesting that the Town pay for it.

- Mr. Capacchione explained his recommendation that he does not feel that a 90-day extension with Suez is needed. This decision would need to be made soon.
- There was discussion regarding software costs which are, so far, in the vicinity of \$30,000. No estimate on IT cost yet. Ms. Calorio explained that she expects that a parallel system will be in place by mid-June when a full test of the new system will be done and components leaving will be abandoned. She expects that by June 30th the Town's new system will be activated. Mr. Capacchione is overseeing the transition.
- There was discussion regarding ordering chemicals to ensure having supply on hand.
- There was discussion regarding transitioning vendors from Suez to the Town.
- The agreement with Brooklyn, who is aware of the situation, does not need to be changed.
- There was discussion regarding the punch list items.
- There was discussion regarding the air conditioner. Mr. Capacchione is working of modifying the RFP to include the roof work as part of the overall bid. Most of his time has been consumed by the transition.

9. New Business

a. Recruitment of Treatment Plant Personnel

Ms. Calorio explained the Town's process that is being followed.

- Job descriptions are posted on the Town's website and have received some good, qualified respondents: Class 4 Operator – 0 applicants; Class 3 Operator – 3 applicants (interviews start tomorrow for this position); Class 2 Operator – 1 applicant; Class 1 Operator – 1 applicant; Operator in Training – 4 applicants; Administrative Assistant – 4 applicants.
- Salary ranges are not included in job postings for flexibility purposes.
- These are non-union positions.
- The Facility can run with a Class 3 Operator for a year which gives time for additional recruitment efforts to find the best-qualified applicant for the Class 4 Operator position.
- Once an applicant has been selected by the panel of interviewers, that candidate will come before the WPCA for advice and consent.
- Ms. Calorio does not feel that a 90-day extension is necessary as she feels that the Facility we will have sufficient Staff to be in compliance for July 1st.

There was discussion regarding additional effort to recruit for the Class 4 Operator position while following the Town's recruitment process. The Authority Members expressed concern for getting the position filled and they feel that posting the salary range would help attract applicants.

10. Correspondence

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- Letters from Suez (included in packets to Authority Members for informational purposes only).

11. Other

Mr. Capacchione explained that the Revenue Collector needs the Chair of the WPCA to sign the annual Rate Bill/Tax Warrant document. There was discussion regarding that the rate for septage cannot be changed at this point because the budget has already been set.

Motion was made by Joseph Higgins to add the following to the Agenda for this meeting: Item 11.a. Rate Bill/Tax Warrant.

Second by Andrew Danna. No discussion.

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

Motion was made by Andrew Danna to approve Patrick McLaughlin to sign the Rate Bill/Tax Warrant which is consistent with the previously approved rates.

Second by Joseph Higgins. No discussion.

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

12. Adjournment

Motion was made by Joseph Higgins to adjourn at 5:55 p.m.

Second by Andrew Danna. No discussion.

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

Respectfully submitted,

J.S. Perreault

Recording Secretary