

**TOWN OF KILLINGLY**  
**WATER POLLUTION CONTROL AUTHORITY**  
**Regular Meeting**  
**Killingly Wastewater Treatment Facility Conference Room**  
**31 Wauregan Road, Danielson CT**  
**Wednesday, November 14, 2018 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  
Andrew Danna

Joseph Higgins was absent.

**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:
  - Appointments to Boards and Commissions: Paul Archer - ZBA; Fay Berleu – Board of Recreation; Glenn Wolczak, Sr. – Historic District Commission.
  - Appointments to Cable Advisory Committee: Steve Marchesseault and Jeff Buchbinder (Board of Education). No Council Liaison for this Committee.
  - Small Cities Grants - transfer of funds.
  - Discussion regarding issues at NECCOG.
  - Solid Waste Presentation. Non-binding question on the ballot (November 6, 2018) passed.
  - OSHA inspection in August – some minor fines.
  - November 27<sup>th</sup> – Council to interview two final candidates for the Town Manager position.
  - Highway Garage Position will be filled after the new Town Manager is hired.
  - Discussion regarding potential new location for Community Center.
  - Paul McElroy was sworn in as the newest Town Police Officer.

David Capacchione explained that there is HVAC work being done in the Town Hall. Work is expected to be completed in the spring.

4. Adoption of Minutes, Regular Meeting October 17, 2018

Motion was made by Arlene Gauthier to adopt the Minutes of the Regular Meeting of October 17, 2018. Second by Patrick McLaughlin.

Discussion:

- Patrick McLaughlin stated that the agenda item regarding Cleaning of the Collection System could be removed. Mr. Capacchione stated that, at the request of the Commission, he will remove it.
- Heather Belanger noted a correction: page 3, first sentence, to read: "Heather Belanger explained that they will shut down for two-to-seven days, twice per year, for preventive maintenance (April and October until further notification)."
- Mr. CinqMars asked if the following has been done, Item #6, third bullet point under John Marcin's report: They purchased a new piece of equipment for quick and accurate analysis for nitrogen and phosphorous. He confirmed that they had added a phosphorous profile also. Mark Cataldo stated that it had been done.

Motion carried unanimously with the correction noted by Ms. Belanger (4-0-0).

5. Finance Report

Jen Hawkins reported:

a. Monthly Finance Report

Still early in the budget year and are not operating at a deficiency. Collections are slightly under compared to last year at this time, but nothing that she is concerned about. Expenditures are on target. Special work has been declining for the last couple of years. There was discussion regarding septic receiving.

6. Report of Project Manager

Mark Cataldo reported:

- Noted a correction to page 1 of the Suez Report: Under Regulatory Events, the line regarding a phosphorus violation should be deleted as they were in total compliance for the month.
  - Excess flow due to rain (average 3.8).
  - Trending downward on nitrogen. John Marcin explained that they feel that they are getting a better handle on the adjustments that need to be made as the flow and loading changes. There was discussion regarding the spikes shown on the 9<sup>th</sup> and the 16<sup>th</sup>. Mr. Marcin and Mr. Cataldo explained that they are trying to create oxygenated zones and anaerobic zones which the Facility is not currently designed for. The new design will have compartments recycle flows. Mr. Marcin also explained that they have been seeing an upward trend in the amount of nitrogen coming into the Plant which has been happening throughout the State. There was discussion regarding environmental change.
  - A quote was provided from McVac to pump out the wet wells (the only one that responded out of three that were contacted). Mr. Capacchione stated that pumping out the wet wells this year was built into the Operating Budget. Joe Couture needs to fill out and submit a form. Work is done on an hourly basis.
- a. Cleaning of Collection System
- The collection system has been cleaned (18 inches and under) as required.
- b. Annual Report
- Mr. Cataldo gave a PowerPoint presentation.
- Still use the portal system. They have a computerized maintenance management system so they have a detailed maintenance history on all of the equipment. The tablets are more efficient than paper.
  - Maintenance Activities.
  - Summarized work done.
  - Safety Training
  - Internship/Apprenticeship
  - Mr. Cataldo explained/indicated many of the improvements to take place with the upgrade of the Facility.
  - Mr. Cataldo will provide copies of photos to Mr. CinqMars.

7. Frito-Lay Representation

Heather Belanger stated that there are no operational issues to report at this time. They will be down from 6 a.m. on Thanksgiving morning until 10 a.m. on Friday. She will send a schedule.

8. Unfinished Business

a. Facilities Plan Update

David Capacchione reported that we have been issued notice to award. R.H. White has submitted their paperwork to Wright-Pierce and it may be with the State at this time.

b. Sewer Line Replacement, Prospect St Area

David Capacchione reported that he had spoken with CLA regarding cutting back the scope of the work as discussed at last month's WPCA meeting. He is not sure if there will be any savings due to elevations of the existing sewer lines. It is still under review.

9. New Business

a. Sewer Waiver Request 11 Maple Street

David Capacchione stated that the property owner was not pleased with the decision of the WPCA and had intended to attend this meeting, however, he was not present.

10. Correspondence – None.

11. Executive Session

a. Contract Renewal

Motion was made by Patrick McLaughlin to enter into Executive Session at 6:57 p.m. Second by Arlene Gauthier. Motion carried unanimously (4-0-0).

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

Motion was made by Patrick McLaughlin to come out of Executive Session at 7:00 p.m. Second by Andrew Danna. Motion carried unanimously (4-0-0).

12. Other – None.

13. Adjournment

Motion was made by Arlene Gauthier to adjourn at 7:01 p.m. Second by Andrew Danna. Motion carried unanimously (4-0-0).

Respectfully submitted,

J.S. Perreault  
Recording Secretary