

Minutes not yet approved.
Approval and any edits made
in succeeding minutes.

BROOKFIELD WATER POLLUTION CONTROL AUTHORITY
53A Commerce Road, Unit 1, Brookfield, CT 06804
Wednesday, March 27, 2024
MINUTES

1. Convene Meeting: Chairman N. Malwitz convened the meeting at 7:00 p.m.

WPCA:

N. Malwitz, Chair
L. Trojanowski-Marconi, Vice Chair
L. Donovan, Member
J. Murray, Treasurer
M. Wolk, Alternate

Others:

L. McMahon, Langan Engineering
S. Harding, Commission Attorney
M. Allred, Accountant
A. Kennedy, Operations Manager
K. McPadden, Executive Administrator
M. Ongaro, Collection Specialist
R. Prinz, Chief of Maintenance
T. Strid, Inspector
E. Boisvert, Recording Secretary

2. Approval of Minutes - 2/28/24, 3/13/24

J. Murray made a motion to approve the 2/28/24 regular meeting minutes as written. L. Donovan seconded the motion and it carried unanimously.

J. Murray made a motion to approve the 3/13/24 special meeting minutes as written. L. Donovan seconded the motion and it carried unanimously.

3. Correspondence/Public Comment/Informal Discussion

4. Accountant Report

- a. **Monthly Financials** - M. Allred reviewed the monthly financial reports.
- b. **FY25 Budget** – K. McPadden reviewed the changes that were made to the draft budget, which included updating the “actual” column to include numbers through the end of February. She made a change to the user/assessment delinquent interest/lien account and increased the postage and mailing, based on L. Donovan’s suggestion in the 2/28/24 meeting. L. Donovan commented that there was a spelling error that needed to be addressed prior to submitting it to the Board of Selectmen. There was a discussion regarding changing some of the wording on the narrative to clarify the improvement upgrades.

L. Trojanowski-Marconi made a motion to forward the corrected version of the budget to the Board of Selectmen and to the Board of Finance. L. Donovan seconded the motion and it carried unanimously.

- c. **Vouchers** – K. McPadden reviewed the vouchers for the month of March. She explained a new invoice from Integral Engineering Services, who are the structural engineers that replaced KSI on the Route 133 Project.

L. Donovan made a motion to approve the March Vouchers as presented. L. Trojanowski-Marconi seconded the motion and it carried unanimously.

5. Old Business

- a. **19-23 Station Road - Application for Amended Sewer Use Connection Permit** – L. McMahon stated the required engineering review had been satisfied and Langan has submitted their letter recommending approval. K. McPadden confirmed that the required escrow fees had been paid.

L. Trojanowski-Marconi made a motion to approve the application to amend the sewer use connection for 19-23 Station Road. J. Murray seconded the motion and it carried unanimously.

6. **New Business** – K. McPadden requested an item be added to the agenda.

L. Trojanowski-Marconi made a motion to add 37 Old Route 7 #3, deferral of the 2% Capital Cost Recovery Connection Charge to the agenda, under New Business. J. Murray seconded the motion and it carried unanimously.

- a. **37 Old Route 7 #3, deferral of the 2% Capital Cost Recovery Connection Charge** – K. McPadden explained she received a request from the homeowner to defer the 2% capital cost recovery connection charge and is seeking approval from the Commission. K. McPadden explained that there will be a certificate filed on the land records that creates a lien for the property. She explained that the homeowner paid the deposit of \$2,700 and if approved, the homeowner will have four years to pay the balance in full.

J. Murray made a motion to accept the request for deferral of the 2% Capital Cost Recovery Connection Charge for 37 Old Route &, Unite #3, pursuant to the correspondence. L. Trojanowski-Marconi seconded the motion and it carried unanimously.

7. Study Updates

- a. **Candlewood Lake Sewer Extension Study - Survey is Live** – Chairman N. Malwitz gave an update on the survey stating that it has been sent out to the homeowners and a link to the online survey has been posted on the website.

8. Project Updates

- a. **CT DEEP and Danbury Capacity Update** – Chairman N. Malwitz gave an update on the letter that was drafted by Attorney S. Harding regarding the increase of Brookfield's Flow Capacity which was sent to The City of Danbury. Chairman Malwitz stated that he is still waiting for a response.
- b. **Dean/Pocono Road Area Project** – Chairman N. Malwitz stated that there has not been a response since resubmitting the QAPP for approval.
- c. **Brookfield Market Area Project** – L. McMahon gave an update on the discussion that was held with CT DOT regarding the design of the force main. The original design was to have the force main in the bridge deck, but this has been deemed as no longer an option. It was explained that there is a path forward attaching to the south side of the bridge and the DOT is requesting a redesign be submitted to them for approval. T. Strid stated that he spoke with Michael from TD & Sons, and he said that once Langan has completed the new design, to submit a change order eliminating the work inside the bridge, and they will give the Commission a new price for putting the force main on the side of the bridge.
- d. **Route 133 Station Project Phase II** – L. McMahon gave an update on the coordination with the structural engineer regarding the designs, stating that the structural package is ready to be incorporated into the bid package. She stated that the electrical package is pending and should be

finalized by the end of the month. L. McMahon stated that the full bid package should be ready by the end of April.

- e. **Other Engineering Matters** – A. Kennedy discussed an email she received from L. McMahon regarding setting up a beginning budget for 777 Pump Station Upgrade in the amount of \$5,000.00 and a budget amount not to exceed \$6,000.00 for updating the CAD files for all the updates to the standard details. Chairman N. Malwitz stated that since they are under budget for engineering, this would not need a motion.

9. Employee Activity Reports – T. Strid reported that three of the properties that received the manhole inspection reports have completed all repairs and there are several others set to do the necessary repairs this spring.

10. Legal Matters

- a. **Collection Update** - Attorney S. Harding stated that he and M. Ongaro are working on getting the delinquent account notices prepared to be submitted to the News Times. He made note that some of the original notice letters were returned as undeliverable, he asked if they should have these letters attempted to be served by a Marshall prior to further legal action being taken. The Commission agreed that the letters should be delivered via Marshall service.
- b. **53A Commerce Road Association Update** – Attorney S. Harding gave a recap on his prior discussion with Attorney Deakin in which, Attorney Deakin indicated that there was a commitment from the Association, that on or before May 1, that the Association Common Charge fees will be recalculated to be consistent with the bylaws as well as the proper recognition of Operations Manager, Alison Kennedy, and Executive Administrator, Kristi McPadden, to act severally on its behalf in all matters concerning said Unit 1 53A Commerce Road regarding 53 Commerce Road Association, Inc.
- c. **Code of Conduct** - L. Donovan stated she was unable to open the second attachment with N. Malwitz's suggested changes because it was a link and not a PDF. K. McPadden will resend to everyone as a PDF and move it out to the next regular meeting schedule.
- d. **Other Legal Matters – No Discussion**

11. Other WPCA Matters – K. McPadden reviewed the Notice of Public Hearings for the April 24, 2024, Public Hearing Meeting.

- a. **April 24, 2024, Public Hearings**
 1. Construction of the proposed Brookfield Market Area Sewer Extension
 2. Proposed amendments and revisions to Section 7.5.1, Inspection Fees - Pump Stations and FOG Interceptors and Management Equipment of the Brookfield Sewer Use Rules and Regulations
 3. Proposed amendments and revisions to Section 1.2, Treatment Capacity Management of the Brookfield Sewer Use Rules and Regulations
 4. Proposed updates to the Brookfield Sewer Service Map
- b. **Chairman Malwitz Stipend Request** – Chairman Malwitz discussed his request to be either given a stipend or to be reimbursed for his costs for office supplies.

J. Murray made a motion for the WPCA to purchase up to \$200.00 per year in office supplies for the Chairman of the WPCA. L. Trojanowski-Marconi seconded the motion and it carried unanimously.

12. Executive Session - Pending Litigation - L. Trojanowski-Marconi made a motion to enter into Executive Session at 8:14 p.m. L. Donovan seconded the motion and it carried unanimously.

No motions were made during or following Executive Session.

A motion was made by L. Donovan to come out of Executive Session at 8:16 pm. The motion was seconded by J. Murray and passed unanimously.

13. Adjournment - A motion was made by L. Trojanowski-Marconi to adjourn at 8:18 pm. The motion was seconded by M. Wolk and passed unanimously.

*** Next WPCA Meeting April 24, 2024 ***