

BROOKFIELD WATER POLLUTION CONTROL AUTHORITY

Wednesday, September 25, 2019 7:00 p.m.

53A Commerce Road, Unit 1

MINUTES

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

WPCA: Chair N. Malwitz L. Donovan T.E. Lopez M. Brown J. Murray L. Trojanowski-Marconi M. DelValle	Others: R. Prinz, Maintenance Manager D. Will, Inspector J. Sienkiewicz, Attorney C. Utschig, Langan Engineer K. McPadden, Executive Administrator M. Ongaro, Collector A. Kennedy, Recording Secretary
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2. **Approval of Minutes** – 8/28/19-**T. E. Lopez made a motion to approve the minutes from 8/28/19. J. Murray seconded the motion and it carried unanimously.**

3. **Correspondence** - None

4. **New Business**
 - a. 1050 Federal Road – CT DOT Application to Connect-*Matt Easton, DOT-Facilities Design Unit, was present.* He said they are in the process of designing a new building at 1050 Federal Road, which will replace the existing repair facility. He reviewed the plans with the Authority, noting the new building will be approximately 22,000 square feet. They will maintain the same number of employees and the sewer usage will remain roughly the same, at approximately 900 gallons per day. He said he did not fill out the WPCA applications, because they usually have the contractor handle the application and pay the fees, which are part of the contract bid price. He said they also do not have P.E. stamped plans, as they self-inspect at the State. M. Easton said they are about 3 months from issuing a contract and about 6 months from a Notice to Proceed. C. Utschig suggested to the Authority that they review these plans preliminarily and give the applicant any comments they may have. Then when the applicant selects a contractor, there is a quick process similar to this meeting, and the fees are collected. M. Easton asked about an estimated cost, to provide to their contractor. C. Utschig said the estimate for Engineering fees would be \$750, and R. Prinz estimated inspection fees to be \$1,800. K. McPadden noted the total estimate would be \$2,550 plus the \$400 application fee, and \$400 for the disconnect permit. M. Easton asked about the length of the process. C. Utschig explained the WPCA meets once a month. He said at the first meeting, the applicant will officially submit their application, they will review the plans, coordinate any revisions during the next four weeks and at the next meeting, if the Authority is satisfied, they will approve the permit. M. Easton asked if plans will be accepted without the P.E. stamp. Chairman N. Malwitz said he would be okay with it. C. Utschig said they will need to submit a site plan, a drainage plan and a utility plan, internal plumbing and a landscaping plan. It is noted that this property will get a supplemental benefit assessment once the new building is completed and assessed by the Tax Assessor.

 - b. 401 Federal Road – Force Main Location - *S. Sullivan, CCA LLC was present. C. Steiner and G. Steiner, 401 Federal Road LLC, were present.* S. Sullivan explained the history of the project, noting that after some work, they have found that the Force Main is further

into the property than everyone thought, outside of the easement. S. Sullivan discussed some options for the project. R. Prinz said there is another issue with drainage and needs to know the elevation they are looking for. C. Steiner discussed the issue, noting how they would prefer to proceed, which includes using a 12-inch pipe, and a deflection on the Force Main. C. Utschig said this is a non-starter and strongly urged the Authority not to consider anything that affects the Main. He said they will have a huge issue if anything happens to that Main and urged the Authority not to consider any plans that involve touching the Main. The Authority discussed how to proceed, since the Force Main is not located in the easement. R. Prinz made suggestions on how to proceed with the work, which includes exposing the pipe all the way back to the valve box and re-laying the pipe. C. Utschig suggested they complete the process of locating the Force Main, so they know exactly where it is, and how far outside of the easement it is. He said they should then sit down with the applicant and their engineer to look at what they are trying to accomplish, and then come back to the WPCA with some suggestions. R. Prinz asked about an estimate for test pits, and C. Steiner recommended using Tinker. C. Utschig said R. Prinz will contact Tinker regarding digging the test pits and then they will sit down with J. Sienkiewicz and the applicant to discuss a solution.

5. **Old Business** - None

6. **Accountant Report**

- a. Monthly Financials - Chairman N. Malwitz distributed and discussed the monthly financial report, noting page 9, which shows a breakdown of Unrestricted Capital Funds.
- b. QDS Capabilities Update - Chairman N. Malwitz said he and Mary had a meeting with QDS (billing software) to resolve the issue of being able to have customers sign up for autopay. There was an issue between QDS and Invoice Cloud.

7. **Employee Activity Reports (Roger, Dave, Mary, Kristi)**

Roger: R. Prinz distributed his report. He said he has been working on the Force Main Project and converted the pump controls at the pump station to a Float Pak system. He said the Old New Milford Road project is going out to bid, they are just waiting for comments and a contract number. He said they have the bid documents for the valve pit upgrades and need pulse boards for the Mission System integration for flowmeters at Cedar Brook and Stony Hill. R. Prinz said the 133 Pump station upgrade is related to the 401 Federal Road project and is why he had the applicant attend tonight's meeting. He discussed the options for the pipe installation at Brookfield Market. He said the Monitoring System alarm went off at the Caldor Pump Station, and two pumps were running simultaneously; he turned them off, one kept running. He said he finally figured out the issue, and got it going again. Andy Sincali disconnected the supervisory controls and the plan is to put switches in the Mission control. R. Prinz said he is reviewing the plans for Lower Federal Road with J. Siclari. He discussed easement maintenance and flowmeter for Danbury. He suggested implementing licensing to operate private pump stations and associated fees.

Dave: D. Will distributed his report. He said grease trap inspections are in good shape and has 9 left to do. He said the TCD Street Scape Project is working fast now to complete the project and most of the WPCA work is done, manholes are raised, and there are a few cleanouts they have to work on. He said there were no surveys this month. Field Service: Newtown Savings has installed the necessary plumbing for the building at 14 Candlewood Lake Road. He said progress is being made at 15 Federal Road, Pieology, which is due to open in December. Franky's Hot Dogs is due to open at 270 Federal Road at the end of October. Construction has begun on the new Dunkin Donuts and Portabello at the old Hearth

Restaurant, with two new grease traps to be installed (permit required). He discussed the grease issue at Pulcinella, which has been repaired. He said they are getting ready to start the easement clearings. D. Will said he would like to discuss new grease traps, one of which they would like to install in the new café at 800 Federal Road. He discussed the issue with the Authority and suggested using a Trapzilla, which is installed inside the floor of the restaurant, in lieu of a 1,000-gallon tank installed outside. D. Will said the property owner refused to install a pipe with a grease line to each unit. R. Prinz, J. Sienkiewicz and C. Utschig discussed the current regulations pertaining to grease traps. They discussed considering alternatives. Chairman N. Malwitz noted currently there is no application for this work. C. Utschig said the Trapzilla unit being discussed for this property is appropriate from an engineering perspective. C. Utschig said the tenant can apply for a grease trap waiver permit. **Mary:** M. Ongaro said she attended the meeting with Chair N. Malwitz and Linda from QDS about the auto pay issue. She said she spoke with Andy from Invoice Cloud today. She said they found 8 autopay payments that previously came through and auto pay is in the process of being reinstated and they are working through some bugs. Linda suggested using unique id's to eliminate a problem. The work is still in progress. She said there was also talk about credit cards processed at the WPCA office, which is still in the works. They also discussed the pay by phone option, and mailings, having QDS print, cut, and stuff the envelopes. T. E. Lopez asked about the credit card processing fees. M. Ongaro said the customer pays a 2.95% "convenience fee" for credit card processing.

Kristi: K. McPadden said the server was ordered and last month they paid the deposit. She said they are working with Cintas Uniform Service and still having some fitting issues. She and John are working on Paychex time and attendance program and discussing pay policies with Loretta. She said the only thing left on the punch list for Longo is to replace the tarnished bathroom sink fixtures. T. E. Lopez asked about the dumpster issue previously discussed and Chair N. Malwitz said when the Association is formed, they will be able to sort that problem out. K. McPadden said they set up an ACH account with the State of CT for the next billing. She said the auditors have everything they need, as far as she knows. She said she sent out letters for the Candlewood Lake study and hired a temp to scan septic files for the Candlewood Lake Area study project. She said she has also been taking phone calls and forwarding information to P. Lombardo. She answered an FOI request regarding the Facilities Plan and Candlewood Lake Area study.

8. Engineer Comments/Project Update

- a. Brookfield Market Area Update - C. Utschig said they met with the State to come up with a way to cross the Still River bridge and there should be enough pavement section to run a pipe in the road. He said this is easier to maintain and a less costly solution than alternatives previously discussed. He said they submitted a proposal to Chair N. Malwitz, which they have broken down into phases. He asked how far the contract will go in terms of work the Commission will do. He said there is a question of what the WPCA wants to own and be responsible for maintaining, and a question of how much to put into the contract to build the system. **T. E. Lopez made a motion to authorize Langan Engineering to complete all preliminary documents with a budget of \$10,000. L. Trojanowski-Marconi seconded the motion and it carried unanimously.**
- b. Federal Road Projects –
 - Old New Milford/Federal Rd Force Main Backup - C. Utschig said the documents are ready to go, with a little bit of work. They need a contract number and the decision from the board to put it out to bid. **T. E. Lopez made a motion to authorize Chairman N. Malwitz to sign an agreement with Langan Engineering for design, construction and engineering services for Old New Milford/Federal Rd Force**

Main Backup project, noting Langan's estimate is \$19,000, which includes all the work done so far and all the work that is needed to get it through construction. L. Donovan seconded the motion and it carried unanimously.

- North Federal Rd. Valve Pit - C. Utschig said they have given the documents to R. Prinz for his review.
- c. Flow Meters Cedarbrook & Stony Hill Stations - C. Utschig said his part of this project is done.
- d. Route 133 Station Improvements - C. Utschig said they have completed their Assessment Report. He said he had a conversation with J. Siclari about short term and long-term options and has been asked to price the options. He said they submitted a proposal to Chair N. Malwitz. T. E. Lopez asked how high this project was on their list of priorities. C. Utschig said this is likely to raise itself to be their most significant project. **T. E. Lopez made a motion to approve Langan Engineering's proposal for the Route 133 Station Improvements, estimate totaling \$11,500. L Trojanowski-Marconi seconded the motion and it carried unanimously.**
- e. Alternative Grease Traps - C. Utschig said he agrees with D. Will about considering some alternative grease traps options.
- f. Other Engineering Matters - **T. E. Lopez made a motion to authorize Chair N. Malwitz's proposal that the funds for the 133 Station Improvements, North Federal Rd. Valve Pit and the Old New Milford/Federal Rd Force Main Backup work come out of Federal Road North district, and the funds for the Flow Meters at Cedarbrook & Stony Hill Stations work come out of the Three Condo district. L. Trojanowski-Marconi seconded the motion and it carried unanimously.**

9. Legal Matters

- a. Proposed Use Charge Regulation Amendment - Attorney J. Sienkiewicz is waiting for a reply from K. McPadden. K. McPadden asked to table this to the next meeting, as she hasn't had a chance to finalize the list of customers yet.
- b. Permanent Maintenance Agreement Updates - Attorney J. Sienkiewicz said he has the Newbury Village PMA for L. Trojanowski-Marconi to sign tonight, and there will be two for recording.
- c. Other Legal Matters - Chair N. Malwitz discussed coming up with programming for licensing or permitting private pump stations.

10. Other WPCA Business

- a. Candlewood Lake Area Sewer Study Update - Chair N. Malwitz said they have done some testing of the wells and need to communicate to the well owners what they have found. He distributed the findings of the well testing to the Authority members. Chair N. Malwitz explained the details of the testing process and the findings. He said the next step will be to drill test wells, and they just received email permission from FirstLight today. He said they need three upland wells and have sent letters out to about 125 people. P. Lombardo will choose which properties to use.
- b. CDM Smith Facilities Plan Update - Chair N. Malwitz said he met with CDM Smith today and they are focusing on areas of concern.
- c. Dean/Pocono Roads Section 319 Grant and LISFF Grant Update - Chair N. Malwitz said they have been denied for the Section 319 grant and are still waiting to hear back regarding the LISFF.
- d. Other WPCA Matters - Chair N. Malwitz discussed an ad-hoc group dealing with the TCD and Streetscape. He said he would like the WPCA to join this group. He also distributed the invitation to the WPCA Holiday Party. K. McPadden discussed getting a Home Depot

Credit Card. She said there isn't anything in their current financial policy about credit cards and she has added a section for review by the accountants. **T. E. Lopez made a motion to authorize obtaining a Home Depot credit card for WPCA employees, with a provision for J. Siclari to provide a new policy for the Employee Handbook and a revised financial policy. L. Trojanowski-Marconi seconded the motion and it carried unanimously.**

11. **Vouchers**-T. E. Lopez made a motion to approve the vouchers as presented. L. Donovan seconded the motion and it carried unanimously.

12. **Adjournment**

T. E. Lopez made a motion to adjourn at 9:25 p.m. M. Brown seconded the motion and it carried unanimously.

*** Next Meeting October 23, 2019 ***