

BROOKFIELD WATER POLLUTION CONTROL AUTHORITY
53A Commerce Rd., Unit 1, Brookfield, CT 06804
July 26, 2023, 7:00 pm
HYBRID MEETING AGENDA

Zoom Call-In Info

<https://us02web.zoom.us/j/89163691250?pwd=eXVvS2ZsMXA3anJvaU5oREhBbFA4dz09>

Meeting ID: 891 6369 1250

Passcode: 7757319

1. **Convene Meeting**
2. **Approval of Minutes**
3. **Correspondence/Public Comment/Informal Discussion**
 - a. **Letter from Konover dated 6/22/23 Re: Request to defer 2% CCRCC 802 & 806 Federal Road**
4. **Accountant Report**
 - a. **Monthly Financials**
 - b. **Vouchers**
 - c. **Internal Control Recommendations**

Recommendations to strengthen WPCA's internal controls submitted by Auditors (Samantha A. Thomas, CPA of Mahoney Sabol)
5. **Old Business**
 - a. **103 Junction Road - Application to Connect to Sewer**

Application was accepted and forwarded to Langan for review at June meeting
6. **New Business**
 - a. **500A & 518 Federal Road-Request for Will Serve Letter**

Tollgate of Brookfield, LLC is requesting a will-serve letter for a proposed development for 78 unit multi-family residential condominium complex. Project flow requirement is 22,815 GPD.
 - b. **640 Federal Road - Change of Use Application**

Conversion of 2nd floor commercial into 10 apartments
7. **Project Updates**
 - a. **Candlewood Lake Area Project**
 - b. **Dean/Pocono Road Area Project**
 - c. **Brookfield Market Area Project**
 - d. **Route 133 Station Project Phase II**
 - e. **Caldor Valve Bypass Project**
 - f. **Danbury Plant & Brookfield Allocation-Discussion of Next Steps**
 - A. **Langan Engineering Proposal for Sewer Capacity Analysis**
 - g. **Other Engineering Matters**
8. **Employee Activity Reports**
9. **Legal Matters**
 - a. **Collection Update**
 - b. **Other Legal Matters**
10. **Other WPCA Matters**
 - a. **WPCA Bylaws & Code of Conduct**

This is a continued discussion from last month's meeting. There are 2 revised versions, one with Treasurer Commission Member, and one without.

b. Proposed Procurement Policy (Continued)

This is a continued discussion from last month's meeting. Commissioners were asked to review both versions (attached)

c. Purchase of Grinder for 777 PS

R. Prinz noted at the last staff meeting the need for a new grinder at the 777PS, with an estimated cost of \$40,000.

d. Society for Human Resource Mgmt

Request to purchase annual membership at a cost of \$244 and a certification course at a cost of \$335 for the Operation Manager.

The membership includes: Tons of resources to save whomever manages the HR function time and money as he or she strives to stay compliant and create a great workplace. We have an Ask an Advisor service, offering personalized advice on your specific HR questions or challenges, how-to guides, sample policies, job descriptions and interview questions, and more. Members also get discounts on all sorts of professional, personal and travel services plus HR labor law posters and much more.

11. Executive Session

a. Pending Litigation

b. Personnel Matters

12. Adjournment

**** Next Regular Meeting August 23, 2023 ****