

**BROOKFIELD WATER POLLUTION CONTROL AUTHORITY**  
53A Commerce Rd., Unit 1, Brookfield, CT 06804  
August 23, 2023, 7:00 pm  
**WPCA 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 (Welcome Matt Wolk, Appointed Alternate)**
2. **Approval of Minutes (7/26/23 Regular Meeting & 8/16/23 Special Meeting)**
3. **Election of Treasurer**
4. **Correspondence/Public Comment/Informal Discussion**
  - a. **Email Correspondence received from Deirdre Coury dated 8/21/2023**
5. **Accountant Report**
  - a. **Monthly Financials**
  - b. **Vouchers**
  - c. **Internal Control Recommendations - Payrate documentation & Check Log**
6. **Old Business**
  - a. **640 Federal Road - Change of Use Application**  
Continuation of conversion of 2nd floor from commercial to apartments
7. **New Business**
  - a. **887 Federal Road-Request to add gravity sewer line to existing system**  
Property Owner is requesting to modify existing system with the basement remaining connected via the force main, and the main level, 1st, 2nd and 3rd floors to connect via the new proposed gravity line.
8. **Project Updates**
  - a. **Candlewood Lake Area Study**
  - b. **Dean/Pocono Road Area Study**
  - c. **Brookfield Market Area Project - Status of STEAP Grant**
  - d. **Route 133 Station Project Phase II**
  - e. **Caldor Valve Bypass Project**
  - f. **Grinder for 777 Pump Station**
  - g. **Danbury Plant & Brookfield Allocation-Discussion of Next Steps**
    - A. **Langan Sewer Capacity Analysis**
    - B. **RCAP Agreement**  
Review and authorize signing of agreement with RCAP Solutions to begin work on an Inflow and Infiltration program review.
  - h. **Other Engineering Matters**
9. **Employee Activity Reports**
10. **Legal Matters**
  - a. **Collection Update**
  - b. **Other Legal Matters**
11. **Other WPCA Matters**

**a. Proposed Procurement Policy**

**b. Fire Marshal Inspection of 53A Commerce Road**

**c. Office Hours**

Discussion regarding permanently adopting change in office hours to close on Fridays at 1pm

**d. Society for Human Resource Management**

(continued from July meeting)

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

**12. Executive Session**

**a. Pending Litigation**

**b. Personnel Matters**

**13. Adjournment**

\*\*\* Next Regular Meeting September 20, 2023 \*\*\*