

BROOKFIELD WATER POLLUTION CONTROL AUTHORITY

Wednesday, April 25, 2018 Room 133 7:00 p.m.

APPROVED MINUTES

1. **Convene Meeting:** Chair N. Malwitz convened the meeting at 7:00pm and introduced the members of the Authority.

WPCA:

N. Malwitz, Chair
L. Trojanowski-Marconi, Vice Chair
T.E. Lopez
J. Murray
M. Delvalle
M. Brown

Others:

R. Prinz, Maintenance Manager
D. Will, Inspector
C. Utschig, Engineer
J. Sienkiewicz, Attorney
K. McPadden, Executive Administrator
M. Ongaro, Collector
A. Kennedy, Recording Secretary

2. **Approval of Minutes-3/28/18-T.E. Lopez made a motion to approve the minutes from 3/28/18. J. Murray seconded the motion and it carried unanimously.**

3. **Correspondence** - None

4. **New Business** - None

5. **Old Business**

- a. 30 Pocono Road - Application to Connect to Sewer

Kenneth Schwartz, Principal Partner, 30 Pocono Road Realty was present.

K. Schwartz said they built the building prior to the sewer being installed. They have paid a reservation fee of one unit over the years. They submitted their drawings last month and have been in contact with the engineering company. C. Utschig said K. Schwartz has worked with their office and they have a plan dated the 23rd which addresses all of their comments, except one, which is that the plans should be submitted with the signature and the seal of a licensed professional engineer. He has submitted a letter to the Commission recommending approval of the application. K. McPadden calculated that the 2% fee K. Schwartz would need to pay to connect would be approximately \$21,458 (based on the field card in the file dated 11/5/09. This number may actually change based on the assessed value of the property at the time of connection). K. Schwartz said the reason they have to connect is the old tenant, Pepsi, were on a septic system for years, but the new tenant required a floor drain with an oil separator. Because they are in an aquifer protection zone, they would have to pump that to the sewer. J. Sienkiewicz said he wanted to be sure K. Schwartz was aware of the capital cost recovery connection fee. K. McPadden said she informed Mr. Schwartz of that fee. K. Schwartz said he understands. He said their plans are changing but he understands this approval would be good for two years and if he wants to connect within that two years, they will already have approval.

L. Trojanowski-Marconi made a motion to approve the application to connect to sewer for 30 Pocono Road, contingent upon the applicant getting the plans [dated 4/23/18] signed and sealed by a licensed professional engineer, and to note that if the property owner changes the proposed usage of the building, they are required to come back to the WPCA to seek a permit amendment. M. Brown seconded the motion and it carried unanimously.

6. Accountant Report

- a. Monthly Financials-M. Allred had a family emergency and was not able to attend the meeting, so N. Malwitz discussed the details of the financials. M. Ongaro said the delinquent statements went out last month and generated about \$45,000 in collections.
- b. FY19 Budget-N. Malwitz said the budget for next year has been submitted to the Board of Selectmen. He attended a Board of Finance public meeting to discuss the WPCA budget.

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

Roger-Maintenance Manager Report-R. Prinz reported on the Tigermag and FM repair, he met with the engineer and discussed the plans. The Commerce Drive FM discharge is in the Design Phase. They will have to discharge it under pressure, not by gravity, which will be less expensive going across the road without having to worry about grade or rock, etc. The south end of Old New Milford Road and Federal Road is on hold until someone comes in to connect the A'von property to sewer service. Rollingwood Sewer Extension construction is complete. J. Chase helped with the wetlands plantings. Rock excavation is done. Rollingwood is on gravity discharge now. R. Prinz was very impressed with the trees that were planted. They created a rock sundial on Sandy Lane. R. Prinz reported the construction costs came in very close to the bid amount. R. Prinz said he is not sure where the final TCD plans are from the State. He said he didn't do anything with the private pump stations this month. The Rollingwood sewer extension was entered into the GIS system. A crew member is entering at least 1 pump station detailed inspection per month in the GIS. The Director requested MBOs and they will be submitted for May. They budgeted about \$13,000 to repair the Caldor Muffin Monster. They have disassembled it and will order a few new parts. The cutter blades need to be rotated. The weekly work sheets are helping with time management. Dave replaced the VPAC and will discuss more in his report. They did four pump outs to pull all the dirt and grit out of the pump stations. N. Malwitz asked about TD & Sons and how they did. R. Prinz said they didn't do bad, it was a learning experience for them.

Dave-Inspector Activity Report-D. Will said the contractor for the new John's Best at 355 Federal Road has started to retrofit the existing abandoned septic tank to a 1,500 gallon grease trap and hope to complete it next week. D. Will has been inspecting 5 grease traps per week. Regarding the TCD project, the Subway Restaurant has opened, Rich Farms Ice Cream is scheduled to open with the next two weeks, and D. Will said he heard that every apartment is leased and filled and there is a waiting list for the next two buildings. Several surveys were done this week. There was an issue at High Meadow Condos on Pondview Drive. An existing pump station owned by High Meadow was shut off due to a power meter issue. Pembroke has been pumping it at the cost of High Meadow until a new meter is installed next week. D. Will replaced the PLC and power supply at the Kohl's pump station. D. Will said Burger King should open next week, Burger IM, 5 Guys Burgers and the Pita and Hummus are hoping to open in May. Franco's new restaurant at 489 Federal Road will open this week. D. Will and Chad removed the grinder at the Kohl's pump station for maintenance. D. Will said he marked out 18 "Call Before You Dig's" in April. T. E. Lopez asked about the problem with Full Belly Deli and D. Will said he has to get together with J. Sienkiewicz to get the letter out.

Kristi-K. McPadden reported she has been filling in with meetings in J. Siclari's absence. She has been working on the newsletter to go out with the June billings. She has handled all the legal mailings, and the post benefit assessment from the public hearing last month. Everyone had to get a letter and the legal notice had to go in the paper and to the Town Clerk. That is all done. She has been calculating the units on all of the surveys that Dave turns in and then gives them to

Mary. K. McPadden has met with IT and furniture people for the new building, and is meeting with the architect and the furniture people tomorrow. She handled all the approvals for the extended permits. She has updated the Rollingwood grand lists and needs to talk tonight about setting the public hearing for Rollingwood. K. McPadden is concerned about the move-in time frame for the new building, specifically the address for people to pay their bills.

Mary-M. Ongaro said besides getting in the \$45,000 on the delinquent statements, she has a few issues. In terms of June's billing, they are going to add in the Rollingwood Condominium assessments after the public hearing, if it's September they are ready to go. Auto-pay is in the works of being finalized. M. Ongaro is working with Invoice Cloud and QDS and hope it will be ready for the billing. M. Ongaro has come up with about 6 properties at 304 Federal Road, where it looks like originally they were never charged use. She is not sure how many bathrooms are there. J. Sienkiewicz reviewed what the regulations state regarding this issue and the Authority discussed options for this issue. M. Ongaro discussed including in the billing the option for an email service that reminds you when a bill is due.

8. Engineer Comments/Project Update

- a. Use Charge Study-N. Malwitz reported on the Use Charge Study. He said he uploaded it online today.
- b. Caldor Meter Proposal-C. Utschig reported this is in the Design Process. They will have the documents ready to go out to bid before next month's meeting.
- c. CWF Construction Application Status-Dean Road-N. Malwitz reported that because of the additions we will end up with a surplus in Federal Road North. He discussed options of how to apply the surplus, possibly extending the sewer to the Craft Center and Brookfield Market.
- d. CWF Studies Application Status-I&I and Candlewood Lake-N. Malwitz noted he just received a write up from Langan today and will report on it once he has a chance to read it.
- e. Water Pollution Facilities Plan Update-C. Utschig reported that grant money is available to partially fund the Facilities Plan. He discussed the summary he submitted to N. Malwitz.
- f. Other Engineering Matters

9. Legal Matters

- a. Permanent Maintenance Agreements-J. Sienkiewicz said the Newbury Crossing PMA has been received, and Rollingwood is the only one outstanding. N. Malwitz said we should hold the public hearing for Rollingwood on June 27th, 2018. K. McPadden said next month she will have as complete an assessment list as she can have, based on the costs of the project.
- b. Other Legal Matters-N. Malwitz said Attorney Beecher stated that because the WPCA is an enterprise fund, it didn't need the Board of Finance's approval to get a loan. The Board of Finance therefore assented based on that information from Attorney Beecher. At the Town Meeting it passed. According to J. Sienkiewicz, the issue is the commitment letter said we had to have Board of Finance Approval. J. Sienkiewicz believes there is supposed to be a revised commitment letter.

10. Other WPCA Business

N. Malwitz said the website is under construction and they are moving the website to BrookfieldWPCA.org, but will still keep the .com email addresses. N. Malwitz asked about the status of BJs. K. McPadden said they get a report every month and R. Prinz reviews it and makes sure they are within the billing numbers.

11. Vouchers

L. Trojanowski-Marconi made a motion to approve the vouchers as presented. J. Murray seconded the motion and it carried unanimously.

12. Executive Session – A motion was made by L. Trojanowski-Marconi to enter into Executive Session for the purpose of discussing compensation. The motion was seconded by J. Murray and passed unanimously.

A motion was made by L. Trojanowski-Marconi to exit Executive Session at 9:18 p.m. The motion was seconded by J. Murray, and passed unanimously.

No motions were made during Executive Session.

13. Adjournment – A motion was made by N. Malwitz to adjourn the meeting at 9:18 p.m. The motion was seconded by L. Trojanowski-Marconi and passed unanimously.

*** Next WPCA meeting May23, 2018 ***