

BROOKFIELD WATER POLLUTION CONTROL AUTHORITY

Wednesday, August 22, 2018 Room 133 7:00 p.m.

APPROVED MINUTES

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

WPCA:

N. Malwitz, Chair
L. Trojanowski-Marconi, Vice Chair
T.E. Lopez
M. Brown
L. Donovan
P. Kurtz

Others:

R. Prinz, Maintenance Manager
C. Utschig, Langan Engineer
J. Siclari, Director
K. McPadden, Executive Administrator
M. Ongaro, Collector
A. Kennedy, Recording Secretary

- 2. Approval of Minutes-7/25/18-Vice Chair L. Trojanowski-Marconi made a motion to approve the minutes from 7/25/18 with the correction to page 4, Executive Session to add the words “Goal Setting”. T. E. Lopez seconded the motion and it carried unanimously.**

3. Correspondence

- Letter from Antonio Iadarola, P.E. dated 8/7/18, Re: Danbury WWTP Upgrades and Renovations, November 2018 Bond Referendum-Chair N. Malwitz explained the letter is notifying the Towns of Bethel, Brookfield, Newtown and Ridgefield that contribute to the Danbury Waste Treatment Plant that the City of Danbury is going to authorize a bond in the amount of \$102.6 million to fund the upgrades and will contact us regarding a meeting in the fall to update on project status.
- Letter from C. Kindya dated 8/13/18, Re: Interlocal Sewer Agreement – Brookfield Following discussion, N. Malwitz suggested sending Danbury an estimated gallonage of 320,000 per day.

4. New Business

- 84-140 Federal Road, BJ's – Discharge of Remediation Groundwater Permit Extension Request-K. McPadden explained they had gotten approval to discharge groundwater for five years and are now in their seventh year. She had them reapply for their application for temporary sewer use for the discharge of remediation ground water and they paid the \$400 application fee. They didn't think they had to come to the meeting, but if there are any questions for them, they can come to the next meeting. Chair N. Malwitz asked K. McPadden to send them a letter asking about their exit plan.

5. Old Business

- 857 Federal Road – Easement & Request for Permit Extension-**L. Donovan made a motion to table 857 Federal Road to the next meeting. Vice Chair L. Trojanowski-Marconi seconded the motion and it carried unanimously.**
- 304 Federal Road Billing Unit Study-Chair N. Malwitz said the fundamental deal was any unit that had a toilet would continue to get billed as they were, and any unit that didn't have a toilet would all be grouped together as if they were one office building. He said J. Siclari prepared a spreadsheet that the association will have to fill out and from that will determine the billing. Chair N. Malwitz said they will complete the survey on April 15th and October 15th of every year so that it will be up to date for the billing that will happen within 30 days of that date. He said the Association President signed off on the documentation. Chair N. Malwitz read the resolution and the Authority discussed the details of the agreement. **Chair N. Malwitz made a motion to adopt the resolution for 304 Federal Road as agreed to in**

the email dated August 1, 2018 at 12:26 p.m. from N. Malwitz to J. Siclari. Vice Chair L. Trojanowski-Marconi seconded the motion and it carried unanimously.

- c. Job Descriptions-J. Siclari said J. Sienkiewicz reorganized the job description and they can edit the other job descriptions if that is the format they want to use.

6. Accountant Report

- a. Monthly Financials-Chair N. Malwitz said everything looks on track. The Authority discussed some details of the financials.

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

Roger: R. Prinz said three companies are expected to bid on the Tigermag and FM Repair on September 4th, 2018 and asked that the Authority give the Chairman the ability to accept and sign the contract without having to wait for the next meeting. **Vice Chair L. Trojanowski-Marconi made a motion to authorize Chair N. Malwitz to award the contract for the PS #1 TIGERMAG and FM Repair upon evaluation of the recommendation of the engineering company. M. Brown seconded the motion and it carried unanimously.** R. Prinz said he hasn't heard anything about the Commerce Road Force Main discharge. He said Rollingwood Sewer Extension has to do some final paving and he is having a hard time getting them to submit a semi-final payment request. R. Prinz said they had a Master Utility Agreement with the state signed about 20 years ago to get reimbursed for when they did work on the roads, but it did not address the TCD project which is larger changes. Now the agreement is changed from a Maintenance Agreement to a Master Utility Agreement which gives us rights to get reimbursed when we are impacted. R. Prinz reported that they will need approval of funds for the Dean Road Sewer Extension and C. Utschig should have a proposal for that. R. Prinz said they had their quarterly GIS meeting and decided that we would move forward with the approved but not constructed layer and finalize the sewer as-built submission requirements. R. Prinz said last month they discussed using the GIS as an asset management and inventory and they did the collection lines but not the facilities or pump stations yet. He gave additional details of this work. R. Prinz said the new Caldor grinder was installed and the old trailer mounted generator expired. He is requesting authorization for purchase of a new generator for approximately \$20-\$25,000.

Mary: M. Ongaro said the bills are ready for September for the new assessments for Rollingwood. She did delinquent statements to collate in with the ones that were delinquent at Rollingwood and she has to print up an insert to notify people that we are moving.

Kristi: K. McPadden said she has been focusing on the new building. She said they got three assessment deferral applications for Rollingwood.

8. Engineer Comments/Project Update

- a. Use Charge Study-Chair N. Malwitz reported on the Use Charge Study and explained the process. He said there is a presentation lined up for Thursday August 30th, 2018 at 10 a.m. in Room 209 at Town Hall.
- b. Caldor Pump Station Force Main Repair-C. Utschig said they have bids out and he thinks if they get three competitive bids they will be ok.
- c. CWF Construction Application Status – Dean Road-C. Utschig said they gave Chairman N. Malwitz a proposal to continue moving forward on Dean Road project with a two piece approach. The first part is advancing the current concept and doing some field work and coming up with a projection of probable costs. Chair N. Malwitz continued to explain the steps involved to move forward with the project. **L. Donovan made a motion to allocate up to \$30,000 for Langan to do the Dean Road project analysis with a target date of 10/24/18 to present at the regular meeting. Vice Chair L. Trojanowski-Marconi seconded the motion and it carried unanimously.**
- d. CWF Studies Application Status – Candlewood Lake-C. Utschig said Chairman N. Malwitz and J. Sienkiewicz have reviewed the RFQs and they will be sent out to 4-5 firms. He

- continued to explain the next steps involved in the process and the Authority discussed the options and details. C. Utschig asked K. McPadden to send him a PDF of the WPCA letterhead and his office will handle sending out the letter for the RFQs.
- e. Water Pollution Facilities Plan Update-No discussion.
 - f. Commerce Road Force Main Discharge Manhole-C. Utschig said they are waiting on CCA for the survey information.
 - g. GIS Collector as Asset Management Database-Covered in R. Prinz's report.
 - h. Other Engineering Matters-No discussion.

9. Legal Matters

- a. Permanent Maintenance Agreements-K. McPadden reported on the status of the current Permanent Maintenance Agreements.
- b. Regulation Amendment 7.1.1 Use Charges
- c. Other Legal Matters – None, as J. Sienkiewicz was not present

10. Other WPCA Business

- a. WPCA New Office Update-J. Siclari said they sat down with the builder yesterday and ironed out some differences on the condo documents and have decided to move in and they should be in business at the new office by the end of Monday. Chairman N. Malwitz said the attorneys are still holding this up so they are going to get a temporary CO to occupy the space by the builder until the closing. Chair N. Malwitz said the new website is ready to go and he will put pictures of the new building up on the site.

Borrower's Resolution was read into the record by Chair N. Malwitz:

RESOLVED: That the Brookfield Water Pollution Control Authority is authorized to borrow the sum \$400,000.00 from the Savings Bank of Danbury, to execute its promissory note in said amount in favor of said Bank and to grant a mortgage securing such loan and an absolute assignment of leases and rents with respect to the property to be acquired by the Authority known as Unit 1 in Building A at 53 Commerce Road Industrial Park, Brookfield, Connecticut. Such loan shall be at an interest rate of 4.5% per annum, shall be payable in monthly installments of principal and interest over a term of twenty-five (25) years and shall be on such other terms and conditions set forth in a mortgage commitment letter dated April 19, 2018 issued to the Authority by said Savings Bank of Danbury, as such mortgage commitment letter may be amended;

and it is further

RESOLVED: That Nelson Malwitz, as Chairman of the Brookfield Water Pollution Control Authority is hereby authorized to execute any and all documents necessary and to take any other action necessary to effectuate the foregoing.

Vice Chair L. Trojanowski-Marconi made a motion to adopt the Borrower's Resolution as read into the record by Chair N. Malwitz. L. Donovan seconded the motion and it carried unanimously.

- b. Full Time Employee-No discussion.
- c. Other WPCA Matters-Chairman N. Malwitz discussed the meter readings from the private pump stations and said he is going to need a data analyst to help with this study.

11. Vouchers-Vice Chair L. Trojanowski-Marconi made a motion to approve the vouchers as presented. M. Brown seconded the motion and it carried unanimously.

12. Adjournment - Vice Chair L. Trojanowski-Marconi made a motion to adjourn at 8:33 p.m. M. Brown seconded the motion and it carried unanimously.