

BROOKFIELD WATER POLLUTION CONTROL AUTHORITY

Wednesday, August 23, 2017 Room 133 7:00 p.m.

APPROVED MINUTES

1. **Convene Meeting:** Chair Malwitz convened the meeting at 7:00 PM with the following in attendance:

<u>WPCA:</u> Nelson Malwitz, Chair L. Trojanowski-Marconi, Vice Chair T.E. Lopez M. Brown J. Murray L. Donovan	<u>Others:</u> W. Charles Utschig, Langan (Engineer) Roger Prinz, Maintenance Manager Dave Will, Inspector John Siclari, WPCA Director Jeff Sienkiewicz, Attorney Kristi McPadden, Executive Administrator Michael del Valle (<i>soon to be appointed</i>)
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2. **Approval of Minutes** – L. Trojanowski-Marconi made a motion to approve the minutes of the July 26, 2017 meeting. L. Donovan seconded the motion, and it carried unanimously.
3. **Correspondence:** The Authority noted the following pieces of correspondence:
 - a. Letter from Phyllis LaMouti
 - b. NM memo to Board of Selectmen
 - c. Letter from Amrita Khurama
4. **Informal Discussion:** *Steven Dunn was present to discuss 32 Old Route 7.* Mr. Dunn shared a plan prepared by CCA, LLC showing a proposed easement. K. McPadden stated that this address is an assessed property. The purpose is to discuss an existing residential dwelling connecting to the sewer system. Mr. Dunn pointed out a detention area for Dakota Partners, and the buffer location on the plan. The current lot cannot support a septic system. Mr. Dunn plans to purchase this property, for use as a single-family, residential dwelling in a mixed-use zone. A formal application will be made to the Authority.
5. **New Business:**
 - a. 468 Federal Road – Brookfield Mews Community Sewer System Application
 - b. 468 Federal Road – Brookfield Mews Application to Connect (9 bldgs.), 112 units (8-30g) – *Peder Scott, representative for Brookfield Mews, spoke about this application.* This is a 10.6-acre parcel on Federal Road. Danbury Hospital owns the property, which had been subdivided in 1998, with the subdivision finalized in 2010. The property is located in the R-80 zone, and the development is proposed using the CGS 8-30g for affordable housing, with 30% affordable and 70% at market rate, with a total of 112 housing units. There are two access points: one on the north and one on the south side of the property. The main traffic enters from the south side, and P. Scott highlighted the location of the emergency access way on the proposed plan. The proposed plan has approvals from the water company, Fire Marshal's Office, and there is an Inland Wetlands Commission application submitted. There are 186 total bedrooms (rental apartments with one and two bedrooms) proposed with 27,900 gallons per day and 81 gallons per minute, with a clubhouse that is estimated to use 650 gallons per day. There is a gravity feed from a high point on the property, with an easement allowing for utilities and access to the property. P. Scott noted an alternative plan for the clubhouse connection via gravity-fed line instead of the originally proposed pump system. P. Scott asked for a comment letter from the WPCA for the Zoning Commission's review of the application, and Atty. Sienkiewicz replied that the WPCA cannot comment on the design until the application has been formally reviewed and approved. K. McPadden noted that the property is eligible for sewer service. The sewer flow rates, pipe calculations and gravity-fed alternative plans have been submitted, along with the community sewer system application and preliminary letter, \$3,500 fee, and nine connection applications for the buildings with \$400 application fee for each application. R. Prinz noted that WPCA staff has reviewed the proposed plan relative to the WPCA's sewer easement along the property that may connect to a utility easement acquired for this

property/development. Mr. Utschig stated that the recommendation, given the nature of this topography, is to find a way to connect via a gravity solution without adding a pump station to the sewer design, and P. Scott replied that with the alternative plan showing the gravity-fed line for the clubhouse, the entire site will be connected via gravity-fed line. Future WPCA meeting dates were mentioned. Ownership of the current property was discussed, which includes Danbury Hospital, and Demarcate LLC as authorized to file, with Alfred Mattikow as its managing member. **T.E. Lopez made a motion to accept the application for review for community sewer system and application for nine (9) building connection permits. J. Murray seconded the motion.** *The property owner will submit a copy of the utility easement and owner approval/authorization to file letter.* Atty. Sienkiewicz mentioned, based on the WPCA Rules and Regulations, that the applicant may be required to install a grease trap at the clubhouse. **The motion carried unanimously.**

6. Old Business

7. Accountant Report:

- a. Monthly Financials: The Authority reviewed the monthly financial results which M. Allred had sent. Chair Malwitz explained that the Center School bond is now over and there is approximately \$294,000 remaining in that account. The plan is to transfer these remaining funds into capital, then to rename the Center School account, and use it to separately collect Danbury plant charge fees. **L. Trojanowski-Marconi made a motion to transfer all but \$1.00 of the Center School account [remaining funds] to the Capital Account, re-designating the account as the Plant Charge Account. T.E. Lopez seconded the motion, and it carried unanimously.**
- b. Cash Box/ Drawer Policy Update – The new office will not need a cash box policy, as a cash register will be used with a newly written policy for its use.

8. Employee Activity Reports (Roger, Dave, Kristi, Mary):

- K. McPadden presented the Executive Administrator's Report: K. McPadden and WPCA Director J. Siclari have been reviewing administrative procedures, setting his technology needs up, and introducing him to different Town offices and employees.
- D. Will reported that he had been working on emergency call before you dig requests the entire day. The grease trap program is ongoing and on schedule. D. Will shared some of his work with the Town Center District sewer improvements. D. Will has also been working with the developers of the new Burger King and Dunkin Donuts on Federal Road. The owners of Raymour & Flanigan have paid fees for the permit revision and the inspections previously billed, and the work is scheduled for September 11. Chair Malwitz suggested that a permit revision application be created, and D. Will mentioned that the WPCA Rules and Regulations need revision to indicate the WPCA's permit revision process.
- R. Prinz presented the Maintenance Manager's Report. *R. Prinz requested that executive session be added to the agenda to discuss easements for the Rollingwood project.*
 - Pump Station #1 Tiger Mag and FM Repair: The engineer is compiling draft and spec plans (two options).
 - Three Pump Station Upgrades: This project is complete, and the maintenance period ends December 31, 2017.
 - Private Pump Station Monitoring: There are 33 dent meters on hand, and installation begins in September with an October 31st target completion date.
 - Commerce Road Force Main: The injection manhole piping failed (repaired) and an upgrade to the manhole is scheduled this week. R. Prinz suggested the Authority consider this system in its long-term planning.
 - GIS: The pump station inspections continue to be entered, and weekly reports are being generated for both pump stations and grease traps. Langan addressed the previously identified issues, and WPCA staff is now generating a new list for new issues and improvements to the system. The engineer is to report on tasks and services that are

included in the yearly budget and set up a quarterly visit by a GIS specialist. Mr. Utschig explained that attributes may be assigned within the GIS system to better report information. R. Prinz noted that Langan will create and update a report indicating what tasks will be completed for the budgeted 2017/2018 fiscal year.

- Monitoring System: The flow meter integration project is now complete, and now all stations are equipped with flow meters and are reporting all flows in 100-gallon increments to Mission. Two high water alarms are now being sent from all stations with two mission boards as a fail-safe. Gun run signals are not being transmitted from 777 or Railroad pump stations. Parts are on order for this matter. R. Prinz mentioned that this system will require work at 32 different properties, and may require additional hours.
- Town Center Development Phase One Sewer Upgrade: Identified locations have been upgraded, and the WPCA is now working with Greg Dembowski to identify upgrades needed for Phase Two Town Center District improvements.
- Miscellaneous: Flow meter transmitter and recorder have been calibrated by Caz (long-time technician). The new calibration report will be submitted to Danbury once received.
- J. Siclari gave his update: J. Siclari has attended several meetings, including Department Head and Development Services Team meetings, toured inspections, reviewed administrative processes, set up office space with IT, worked with M. Ongaro on billing process overview, visited the TCD project, and has discussed connection of the Sand Cut industrial condominiums with the Health Department. J. Siclari stated that he has also reviewed the GIS system, Rules and Regulations, and ViewPermit, and Mag meter project. He has assisted with a landscaping plan for Sandy Lane, the survey letter and the station inspection checklist. M. Brown suggested that J. Siclari attend Collection System Classes.

9. Engineer Comments/Project Update

- a. Use Charge Study – Mr. Utschig stated that the survey will be sent to users. The suggestion is to send the original document to each property owner with copies and self-addressed, stamped envelopes for each tenant. T.E. Lopez suggested that a specific return date be assigned for the survey.
- b. Rollingwood Sewer Project; Clean Water Fund Application – *This matter was discussed during Executive Session, below.* Chair Malwitz stated that the clean water fund application is in progress, and he will continue to work on this matter.
- c. Brooks Quarry Project Update; DPH Compliance Status of Deficiencies; Aquarion Connection – Mr. Utschig reported that he believes the project is complete and can be removed from the agenda going forward.
- d. GIS Sewer Modeling/Scanning Update/Forms (Manhole, Pump Station, Grit & Grease Trap) – Mr. Utschig stated that many of the items Langan had been asked to complete are done, and quarterly meetings with Joe from Langan are planned. The WPCA staff has also been asked to maintain a record of suggested improvements and/or revisions to the system. Progress will be reported at the quarterly meetings.
- e. Water Pollution Facilities Plan Update – This item remains ongoing.
- f. Caldor Meter Proposal – Mr. Utschig stated that scenarios have been reviewed, and Langan will prepare two construction estimates and two engineering estimates, with a target delivery date before the October meeting. Pros and cons to each alternative will be presented with the proposal.
- g. Other Engineering Matters

10. Legal Matters

- a. Rollingwood Easements – *Executive session below.*
- b. Permanent Maintenance Agreements – Atty. Sienkiewicz explained that a recent regulation change had affected the permanent maintenance agreements. This revision reduces the annual payment for the agreement for the Enclave at 874 Federal Road. The permanent maintenance agreements for High Meadow and LedgeWood are complete and have been sent to the appropriate representatives. **L. Trojanowski-Marconi moved to authorize the Chairman to**

execute the revised Permanent Maintenance Agreements for the Enclave given that the regulations have changed and Permanent Maintenance Agreement Escrow requirements have been altered because of regulation changes. T.E. Lopez seconded the motion, and it carried unanimously.

c. Other Legal Matters – None

11. Other WPCA Business

- a. WPCA New Office Update – Chair Malwitz reported that the Authority has received the Planning Commission’s approval to relocate the WPCA office. The Town’s Charter requires Planning Commission and town meeting approval. The Board of Selectmen has scheduled a special town meeting to discuss this matter on September 11 at 6:30 PM. Chair Malwitz stated that the funding of the new office was brought before the Board of Finance, and the Board of Finance denied the request for a loan to purchase the proposed building. Chair Malwitz stated that the WPCA has the option to self-fund the new office location, with no funds from taxpayer dollars. Atty. Sienkiewicz confirmed that Town Attorney Beecher has also reviewed this matter. **L. Trojanowski-Marconi made a motion that the WPCA authorize the expenditure of up to \$500,000.00 to purchase the premises at 53 Commerce Road, Unit 1, said appropriation from unrestricted capital account and that an internal debt service line be established to repay the amount so expended at the rate of 4% over 25 years with the internal debt service line as part of the operating budget to flow monies back to the unrestricted capital account. M. Brown seconded the motion. Brief discussion. The motion carried unanimously.**
- b. Center School account fund transfer to Operating – *This matter discussed during earlier accountant report.*
- c. Plant Charge Account setup (Rename Center School Account) – *This matter discussed during earlier accountant report.*
- d. September Meeting – Chair Malwitz asked for another member to chair the September 20 meeting because he will be out of town. L. Trojanowski-Marconi will chair the September meeting.
- e. Other WPCA Matters – None

- 12. Vouchers: The Authority reviewed the vouchers. L. Trojanowski-Marconi made a motion to approve the vouchers as presented. T.E. Lopez seconded the motion, and it carried unanimously.**

- 13. Executive Session – At 9:20 P.M., L. Trojanowski-Marconi made a motion to enter into executive session to discuss easement acquisitions [for Rollingwood] and to invite members of the Authority, Atty. Sienkiewicz, Maintenance Manager Prinz, Engineer Utschig, Executive Administrator McPadden, and Inspector Will. T.E. Lopez seconded the motion, and it carried unanimously. *At this time, those not invited into the executive session left the meeting room.***

L. Trojanowski-Marconi made a motion to come out of Executive Session at 10:38 P.M. L. Donovan seconded the motion, and it carried unanimously. *At this time, the public was invited to re-enter the meeting room.*

L. Trojanowski-Marconi made a motion to authorize the negotiating committee to proceed as discussed in Executive Session. L. Donovan seconded the motion, and it carried unanimously.

- 14. Adjournment: At 10:39 P.M., the meeting was adjourned.**