

BROOKFIELD WATER POLLUTION CONTROL AUTHORITY

Wednesday, February 28, 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
M. Brown
T.E. Lopez
J. Murray
L. Donovan
P. Kurtz
M. Delvalle

Others:

J. Siclari, Director
M. Allred, Accountant
R. Prinz, Maintenance Manager
D. Will, Inspector
J. Sienkiewicz, Attorney
K. McPadden, Executive Administrator
M. Ongaro, Collector
A. Kennedy, Recording Secretary

2. **Approval of Minutes:** 1/24/18 - **T.E. Lopez made a motion to approve the minutes from the January 24, 2018 meeting. L. Donovan seconded the motion and it carried unanimously.**

3. **New Business**

- a. Draft Resolution: 2017 Benefit Assessments, Set Public Hearing for 3/28/18 – K. McPadden distributed copies of the Draft Resolution to the Commission. N. Malwitz explained the Supplemental Benefit Assessment is typical of what is done when new people come on an existing sewer district, which is all new construction in the Federal Road North area. N. Malwitz explained that the assessment rate was reduced to 4.65% of the Grand List value of what it would be in 1983. In the Federal Road North district there were improvements made that were charged to the district. **T.E. Lopez made a motion to set a public hearing for the 2017 Federal Road Supplemental Benefit Assessments for 7:00 p.m. on March 28, 2018 in Room 133 of Brookfield Town Hall. J. Murray seconded the motion and it carried unanimously.**

T.E. Lopez made a motion to approve the Resolution as written. M. Brown seconded the motion and it carried unanimously.

- b. Nomination & Election of Officers - **L. Donovan made a motion to nominate N. Malwitz as Chairman. L. Trojanowski-Marconi seconded the motion and it carried unanimously.**

T.E. Lopez made a motion to nominate L. Trojanowski-Marconi as Vice Chair. M. Brown seconded the motion and it carried unanimously.

4. **Old Business**

- a. 468 Federal Road Brookfield Mews –K. McPadden spoke with the engineer for the developer and they are still trying to settle the easement issues and would like this to be tabled. J. Sienkiewicz said there is a lawsuit pending regarding the easement. K. McPadden said Langan approved the revised plans they sent in. J. Sienkiewicz said he has drawn up the Permanent Maintenance Agreement and sent it to them, but they have not responded to him yet. **L. Donovan made a motion to table this application**

to the next meeting. T.E. Lopez seconded the motion and it carried unanimously.

5. Accountant Report

- a. Monthly Financials – M. Allred reported the monthly financial results through January 31, 2018.
- b. Danbury Capacity Charge Update – M. Allred reported the Annual Analysis of Danbury Fees for the year ending June 30, 2017. M. Allred recommended setting the per gallon estimate at 0.0026 for the next fiscal year. The Commission discussed the issue and agreed to stay at 0.0028.
- c. WPCA New Office Update – N. Malwitz reported that, per Rich Longo, the building will not be ready until the end of April, possibly into May, despite the contract closing date of March 30, 2018. N. Malwitz spoke to the banker at Savings Bank of Danbury, but has not heard back from Bank of America. He said he had some dialogue with Bank of America, but they requested his Social Security number which he did not want to provide. L. Trojanowski-Marconi said they likely requested it to build a profile. J. Sienkiewicz said they can use the Tax ID number. N. Malwitz said everything seems to be all set with Savings Bank of Danbury. He reported that they valued the property at what was contracted for, which is \$495,000. N. Malwitz said the term given was 25 years and he believes the interest rate is 4.0. N. Malwitz discussed purchasing a security system for the new building and also suggested not being open on Thursday nights due to safety concerns. K. McPadden reported that she has looked into getting a plotter for the new office to scan, copy and print large maps. She was given a quote from the same company used by the Town of Brookfield for a newer model of the same plotter purchased by the Town. The cost would be \$5,745, if they could commit to purchasing one of the four they have in stock. This would be a savings of almost \$3,000, compared to purchasing a new one.
T. E. Lopez made a motion to purchase the plotter/scanner as discussed. L. Donovan seconded the motion and it carried unanimously.
- d. FY19 Budget Update – K. McPadden and J. Siclari presented the draft Operating and Capital Budgets for FY19. R. Prinz discussed the Sewer Line Cleaning & Inspection expenditure. He also explained the details of the Old New Milford & Federal Roads Sewer Infill. The budget is to be presented for preliminary approval at the March 28 meeting and sent to the Board of Selectmen with a narrative before April 15.

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

- R. Prinz presented the Maintenance Manager Report
- Tigermag and force main - Langan is drawing up plans. Roger will take a look at them and see if any changes are warranted.
 - Rollingwood Sewer Extension - Construction started in late January. The oil line issue is settled. A new tank pad was installed and the trenching to bring oil lines to that unit was dug. The existing line was pulled out and it was drained. Mitchell is putting in the new system. R. Prinz told Mitchell there are to be no oil lines in the easement, and they agreed to that. R. Prinz said he needs to get an opinion on the boulder wall that is being built near S. Kelley's property.
 - Private PS Monitoring - R. Prinz stated N. Malwitz was given some information from the dent meters. R. Prinz asked if he was authorized to get a new computer since the old one he has isn't working very well; N. Malwitz said no motion was needed to purchase a new computer.

- R. Prinz said he worked on the Capital Improvements request list for the FY19 budget with K. McPadden.
- GIS - R. Prinz and D. Will had some things they wanted fixed in the system and they have been fixed by J. Rosol at Langan.
- Monitoring System - R. Prinz said the generators are reporting when they are running and when they are off, but don't alert him when power went out. The electrician put in relays so that R. Prinz will be notified when power goes out.
- TCD Sewer Update - R. Prinz reviewed the Phase II plans with John and Greg Dembowski, and redlined them and made a list. They separated it by the work their contractor can do and work that the WPCA needs to do. It's about \$20,000 worth of work. The Town is going to have to pay their contractor about \$3,000 and they will reimburse us \$17,000.
- R. Prinz purchased an atomic clock for Maintenance work hours.
- 4 repaired pumps were returned from Flyght.
- R. Prinz is working with J. Siclari on a Safety Manual for the Maintenance Dept.

D. Will presented the Inspector Activity Report

- Grease/grit separator inspection - D. Will is working on habitual offenders including Full Belly Deli at 265 Federal Road. They do not pump as often as needed and are difficult to work with. D. Will sent both the owner and tenant a registered letter and the grease trap has been pumped. However, he still has not received confirmation that they have a contract for it to be pumped regularly. Joe Rosol was here and they have made some good changes to the program, putting Brookfield far ahead of other towns.
- Four Corners Project - Station Road apartments are filling up and they are working on tenant fit up for Rich's Ice Cream. 800 Federal Road is working on tenant fit ups and the apartments, and the only commercial fit up that D. Will has been notified of is Subway. D. Will said Phase 2 is in Design Stages, but there is no time frame for the next two buildings at 800 Federal Road.
- Surveys are up to date.
- Field Service - D. Will was on vacation last week. He covered the Rollingwood project for Roger one day this week. He has been inspecting various projects as needed. Burger King and Five Guys are both looking to open by the middle of April. D. Will is working with Dr. Sullivan to add grease traps to their Carmody Tracking System, which is how the Board of Health is going to keep track of septic system pumpings now. It is not layered on the GIS, so it is all done by address. D. Will has been working with them, getting them up to date with grease traps.
- D. Will met with Karl from Mr. Briggs office (who owns 777 Federal Road) in reference to lowering the billing units, and made a recommendation that several units be removed due to the spaces being inhabitable. As the building is renovated and occupied, units will be added back. There is talk of a wine bar moving into the front section of the building.

K. McPadden presented her report: Last week she mailed 174 second-request surveys for the usage survey, and so far, 39 have been received. K. McPadden met with Chuck, John, Nelson and Tulio on January 20th to review the report and it's in Chuck's hands now. She worked on the budget with Roger, John and Jim Murray. She completed an online Cyber Training Course. The new assessment mailing is ready to go, and the legals

have been sent to the Danbury News Times and the Pennysaver. K. McPadden was asked by Betsy in the Land Use office to review the new Zoning Regulations from a WPCA standpoint. K. McPadden made a list of all of the IT issues, furniture, needs/wishes for the new building.

M. Ongaro presented her report: She also took the Cyber Training course. She attended a Compliance meeting for insurance today. She continues to do the changes to the billing. She added the new assessments that are going out for the public hearing to QDS. She has a refund that needs approval because it is for a significant amount of money. When the Hearth closed they had paid \$3,944 based on restaurant use for the six months of January-June. The refund amount owed is \$2,944.45, after being prorated.

L. Trojanowski-Marconi made a motion to approve the refund for 756 Federal Road due to closure of the restaurant. L. Donovan seconded the motion and it carried unanimously.

J. Siclari presented his report: 53 Commerce Road is coming along. It's all framed out now and the IT people are starting to pull wire. He will work with K. McPadden on the list of things that need to be addressed in the new space. They will have an update meeting or conference call with some of the contractors on a weekly basis. They are waiting for a bid back from the IT people on a security system. They have to get some bids for cleaning people. They have some bids for moving. GIS-They did a test model of 540 Federal Road based on a GIS map filed with the Town and used that to put our facilities on our GIS. R. Prinz added that would be something to add to the rules and regulations, when they are revised again, to add a map for the GIS with the coordinates to the close out of a project. J. Siclari said they have been discussing the possibility of outsourcing HR once they get into the new building, or continue using the Town HR. He would like to request a committee going forward to help him study the issue. He has had a discussion with an outsource HR company and also spoke with Fern. Fern will put together a proposal as to what it will cost to continue with the Town HR. L. Trojanowski-Marconi and L. Donovan volunteered to be on the HR committee with John.

7. Engineer Comments/Project Update

- a. Use Charge Study A discussion was held with Chuck Utschig summarizing responses from the survey and put it online. They found some real benefits from having it online in a secure area. But there were some things that needed to be touched up on the study and Chuck was going to work on improvements to the spreadsheet and add additional survey responses.
- b. Caldor Meter Proposal – This was covered by R. Prinz.
- c. CWF Construction Application Status-Dean Road – No discussion.
- d. CWF Studies Application Status-I&I and Candlewood Lake – N. Malwitz said the proposal at Candlewood Lake is to collect all the sewage, and normally we would send it to Danbury or maybe New Milford, but there is a system now that is used in vacation communities where you run it through four trailer truck containers and in the end its drinking water. The State said you cannot put sewer processed water into a Class A water body, but later N. Malwitz received an email that it would work. Chuck took notes at the meeting with the State and will give a report.
- e. Water Pollution Facilities Plan Update – No discussion.
- f. Other Engineering Matters - None.

8. **Legal Matters**

- a. Permanent Maintenance Agreements – J. Sienkiewicz reported that he had sent the High Meadow Permanent Maintenance Agreement to be signed. K. McPadden said it has already been signed, the account was closed, and the check was mailed today. J. Sienkiewicz said he has no word on what is holding up Newbury Crossing with their execution of their PMA. K. McPadden will reach out to G. Bristol for a status update. J. Sienkiewicz said he is trying to get a jump on the Rollingwood PMA and asked R. Prinz for assistance with the plans. J. Sienkiewicz and R. Prinz discussed details of the plans as they pertain to the Permanent Maintenance Agreement.
- b. Other Legal Matters – None.

9. **Other WPCA Business**

- a. WPCA Website Proposals – N. Malwitz said the WPCA website is using old technology which no longer supports the system he put in place. The system everyone uses now is Word Press. N. Malwitz received a proposal from the person who did the Economic Development Website for \$4,200 and also followed up on a solicitation from India, which would cost under \$2,000. **T.E. Lopez made a motion to authorize the Chairman to contract to build the new website. L. Donovan seconded the motion and it carried unanimously.**
- b. Other WPCA Matters – None.

10. **Vouchers:** K. McPadden said under Capital Projects, Langan verified the amount of the voucher for T.D. & Sons, but requested we hold the check until they receive the proper requisition. **L. Trojanowski-Marconi made a motion to approve the payment to T.D. & Sons, Inc. in the amount of \$50,471.25, contingent upon Langan being in receipt of and approving the proper requisition paperwork. M. Brown seconded the motion and it carried unanimously.**

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

11. **Adjournment:** L. Donovan made a motion to adjourn at 9:47 p.m. T.E. Lopez seconded the motion and it carried unanimously.

Next meeting March 28, 2018

RESOLUTION
2017 FEDERAL ROAD SUPPLEMENTAL BENEFIT ASSESSMENTS

Whereas, the Brookfield Water Pollution Control Authority, acting for the Town of Brookfield, has constructed improvements to the Brookfield Sewer System known as the Federal Road Sewer Extension, and

Whereas, the properties described hereafter are presently served by the Federal Road Sewer Extension and are subject to the levy of a supplemental benefit assessment pursuant to resolutions heretofore adopted by the Authority (see resolutions of June 23, 1993, July 28, 1993 and March 21, 2007, as modified by resolutions dated January 11, 2012 and April 22, 2015):

NOW, THEREFORE, BE IT RESOLVED THAT:

1) The properties hereafter described are found to be especially benefited by the construction of the Federal Road Sewer Extension.

2) The Brookfield Water Pollution Control Authority proposes to levy a supplemental benefit assessment based upon the October 1, 2017 Grand List values in the following amounts and against the following properties as they are found to have been improved subsequent to October 1, 1992 so as to increase their valuation for tax purposes.

<u>Property Owner</u>	<u>Property Address</u>	<u>Supplemental Assessment</u>
LOPEZ, JULIO JR & JULIO SR.	2 LAUREL HILL COURT	\$2,632.59
CORSO, CHRISTOPHER E SR.	3 LAUREL HILL COURT	\$2,360.25
KURTI, ILIRIDA & CATALDO, MICHAEL JOHN	4 LAUREL HILL COURT	\$2,901.12
CAI, CHUAN PENG & REN, QIAO HONG	5 LAUREL HILL COURT	\$2,873.92
VAN ROOYEN, DANIEL H.	10 LAUREL HILL COURT	\$2,873.92
GENOVESE, MARGARET	12 LAUREL HILL COURT	\$2,957.11
RODRIGUES, SERGIO B. & JODIE L. McELWAIN	13 LAUREL HILL COURT	\$3,011.51
HAND, THOMAS	17 OAK BRANCH DRIVE	\$3,456.34
McGUIGAN, CATHERINE C.	19 RIVERVIEW COURT	\$2,708.67
LUSAS, DIANE	20 RIVERVIEW COURT	\$2,708.67
BASKIN, SHELTON MARKIS	21 RIVERVIEW COURT	\$2,708.67
TINO, KRISTINE B.	22 RIVERVIEW COURT	\$2,708.67
DELONGIS, MATTHEW & CHRISTINE	23 RIVERVIEW COURT	\$2,708.67
REO, JULIETTE	32 RIVERVIEW COURT	\$2,580.57
MADHAVAN, KUMAR	39 RIVERVIEW COURT	\$2,580.57
WEBER, THERESA N.	2 SHORT OAK DRIVE	\$3,374.41
SHAH, BINOY & BHUMI	3 SHORT OAK DRIVE	\$3,435.14
GROSKI, ALYSSA	4 SHORT OAK DRIVE	\$3,374.41
CRAIG, SUSAN L.	10 SHORT OAK DRIVE	\$3,435.14
SANTERRE, RICHARD	11 SHORT OAK DRIVE	\$3,435.14

ADNAN, MALOKU & AGNIESZKA	14 SHORT OAK DRIVE	\$3,435.14
BIRNBAUM, WILLIAM	15 SHORT OAK DRIVE	\$3,435.14
EVANS, BLYTHE S	16 SHORT OAK DRIVE	\$3,435.14
VERLEZZA, VINCENT & DOMENIC	17 SHORT OAK DRIVE	\$3,374.41
JACKSON, JENNIFER	18 SHORT OAK DRIVE	\$3,358.44
HANDAL, VICTOR H.	20 SHORT OAK DRIVE	\$3,680.59
HANDAL, VICTOR H.	21 SHORT OAK DRIVE	\$3,435.14
HANDAL, VICTOR H.	22 SHORT OAK DRIVE	\$3,421.54
ABBOT, LEONARD & MARINA	23 SHORT OAK DRIVE	\$3,435.14
GUGLIERI, RUDOLPH P.	24 SHORT OAK DRIVE	\$3,435.14
BONAPACE, ANNA	25 SHORT OAK DRIVE	\$3,504.10
KISH, RAYMOND J. & BONITA G.	115 STILL WATER CIRCLE	\$4,207.51

4) Said proposed supplemental benefit assessments are equal to 4.65 percent (4.65%) of such property's "equalized" assessed value as of October 1, 1983 based on the assessed valuation on the October 1, 1992 Grand List. (See footnote 9, Resolution of March 21, 2007.)

5) The Authority proposes that such supplemental benefit assessments shall be due and payable on **June 1, 2018**, provided however, that at the option of the owner, the supplemental benefit assessments may be paid in **four (4)** equal annual installments of principal, the first of which shall be due on June 1, 2018, with subsequent installments to be due on each June 1 thereafter until fully paid, together with interest on the unpaid principal amount of such supplemental benefit assessment at the rate of 5.5% per annum; provided further, however, that if any such installment remains unpaid for thirty (30) days after the same shall become due and payable, then at the option of the Authority, the entire unpaid balance of such benefit assessment or supplemental benefit assessment, together with all unpaid interest, shall become immediately due and payable. The Authority shall have all the rights provided by Section 7-254 of the Connecticut General Statutes, as amended, with respect to delinquent assessments.

6) A public hearing on such proposed supplemental benefit assessments shall be held on **March 28, 2018**.

7) The Executive Administrator of the Authority is directed, on or before **March 16, 2018**, to cause notice of such proposed supplemental benefit assessments to be published in a newspaper having circulation in the Town of Brookfield and in the Brookfield Pennysaver and to mail a copy of such proposed supplemental benefit assessment to the affected property owner at the owner's address as shown on the last completed grand list, or to any such subsequent address of which the Authority may have knowledge.