

BROOKFIELD WATER POLLUTION CONTROL AUTHORITY

Wednesday, January 23, 2019 7:00 p.m.

53A Commerce Road, Unit 1

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
J. Murray
M. Delvalle
T. E. Lopez
M. Brown

Others:

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

- ❖ **7:00 p.m. PUBLIC HEARING: Amendments to the Brookfield Sewer Use Rules and Regulations:** Chair N. Malwitz opened the public hearing and read aloud the Legal Notice published regarding this hearing. He explained the amendments were technical corrections to the current regulations and gave a brief explanation of the proposed amendments. There were no comments or questions from the public. **T. E. Lopez made a motion to close the public hearing. L. Trojanowski-Marconi seconded the motion and it carried unanimously.**

- ❖ **7:15 p.m. PUBLIC HEARING: Acquisition of the Berkshire North Sewer System-***Chris Leonard, Attorney for Berkshire North and Roy Steiner, Owner were present.* Chair N. Malwitz opened the public hearing and read aloud the Legal Notice published regarding this hearing. J. Sienkiewicz said as discussed at the last meeting, Berkshire North would like to convey the existing sanitary sewer serving the Brookfield portion of that development back to the Town. He gave a brief history of this application, noting they already have approval from the Board of Selectmen and Planning Commission due to this transaction being previously proposed. C. Leonard said he and R. Steiner were present to answer any questions from the Commission or the public. C. Leonard said they will have the system video inspected, with either R. Prinz and/or D. Will present during the inspection. J. Sienkiewicz noted one issue he thought the Commission should be aware of concerning a sewer spur and the CL&P easement. He also noted the easement in the road is only 25 feet wide, as opposed to being the full width of the road. R. Steiner said they will be working on dedicating the roads to the town. C. Leonard said he is working with J. Sienkiewicz on the resolution. It was noted that the applicant is required to pay \$2,100 for anticipated legal and inspection fees, as agreed upon at the November, 2018 WPCA meeting. **L. Trojanowski-Marconi made a motion to close the public hearing. M. Brown seconded the motion and it carried unanimously.**

2. **Approval of Minutes-11/28/18-** **L. Trojanowski-Marconi made a motion to approve the minutes for 11/28/18, noting one change under Old Business, letter A), should read January 23, 2019 (not 2018). T. E. Lopez seconded the motion and it carried unanimously.**

3. **Correspondence** – Chairman Malwitz summarized the 2 pieces of correspondence that were received. K. McPadden will respond to their requests.
4. **New Business**
 - a. Discussion with CDM Smith-Facilities Plan & CWF Grant Update-*Joe Laliberte, CDM Smith, East Hartford, was present.* J. Laliberte said he wanted to meet the Commission members and introduce himself. He gave a history of similar projects CDM Smith has worked on and gave a brief description of the work involved in this project. He said he called DEEP this morning and Catharine Chu should complete her review by the end of February. He said he reviewed the application documents that will need to go to DEEP upon approval. Chair N. Malwitz discussed what areas would be included in the study. J. Sienkiewicz asked questions regarding funding of the project and J. Laliberte explained that CDM Smith will send their invoices to the WPCA for payment, and then the WPCA will send the invoice to the State for reimbursement.
 - b. 291 Federal Road-Application to Connect Assisted Living Facility-*Brian Phillips, Langan New Haven was present.* B. Phillips explained this application is to connect an Assisted Living Facility to the sewer. He said everything is consolidated to one pipe which would connect on the opposite side of Federal Road. He said he spoke with R. Prinz and incorporated some of his comments on this plan. B. Phillips said they will be before the Zoning Commission tomorrow. K. McPadden said they have already submitted the \$400 application fee. C. Utschig said that because he works for Langan, the Commission will have to decide whether they want to go to an outside engineer for review of the plans or if they want him to review the plans with R. Prinz. J. Sienkiewicz, C. Utschig and R. Prinz reviewed the plans and discussed possible issues regarding easements and the state right-of-way. The Commission discussed appropriate fee estimates for this application. **L. Trojanowski-Marconi made a motion to accept the application and forward it to the Commission Engineer and R. Prinz for review, and to collect engineering and inspection fees of \$4,000. T. E. Lopez seconded the motion and it carried unanimously.**
 - c. 1114 Federal Road-Application for Waiver of 1,000 Gallon Grease Trap- *Stosh Oskwarek, Kent, CT-Popcorn Manufacturer was present.* S. Oskwarek gave a description of the manufacturing process and equipment used. He submitted a floor plan of the building, of which they will be occupying the front half of the building. D. Will said he has reviewed this application and agrees that the 1,000 gallon tank may be in excess but the applicant would be required to install an under-sink unit. D. Will said he will consult with C. Utschig regarding the two plans for grease traps the applicant submitted. S. Oskwarek noted the Town Sanitarian has dismissed himself from any involvement in the inspection of the facility because they are a food manufacturer and do not retail or serve food items. **Chair N. Malwitz made a motion to accept the 1,000 gallon in-ground grease trap waiver application and allow the applicant to install an under-sink grease trap unit to be specified by the WPCA staff, to collect inspection fees of \$150, and if the applicant changes anything with the layout or usage, they will need to come before the WPCA for an amended permit. L. Trojanowski-Marconi seconded the motion and it carried unanimously.**
 - d. To act upon Proposed Amendments to the Brookfield Sewer Use Rules and Regulations- The Commission discussed typo's and corrections to the resolution. **L. Trojanowski-Marconi made a motion to adopt the resolution as amended. [see attached] J. Murray seconded the motion and it carried unanimously.**

- e. To act upon Proposed Acquisition of the Berkshire North Sewer System-The Commission discussed the terms of the proposed resolution. **L. Trojanowski-Marconi made a motion to table the Proposed Acquisition of the Berkshire North Sewer System until payment is made and inspection is completed. T. E. Lopez seconded the motion and it carried unanimously.**

5. Old Business

- a. 857 Federal Road-Easement & Request for Permit Extension-J. Sienkiewicz reported that he is still waiting for a response on this issue. **L. Trojanowski-Marconi made a motion to table 857 Federal Road. M. Brown seconded the motion and it carried unanimously.**

6. Account Report

- a. Monthly Financials- M. Allred reviewed the monthly financial statements. K. McPadden discussed the ongoing audit process.

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

Roger: R. Prinz said the TIGERMAG and FM Repair is on hold. He had the engineer do a semi-final estimate for Rollingwood Sewer Extension and they are going to hold back 2.5%, which should be enough to replace any dead shrubberies. R. Prinz said he has been getting some inquiries about sewer service for the area at the intersection of Laurel Hill and Station Roads. He discussed the application for 291 Federal Road and the road crossing which has been identified as needing to be fixed before the road is widened. The Dean Road Sewer Extension is still in the planning and evaluation stage. The approved but not constructed layer has been added to the GIS system. He said about seven projects have been added to the asset management/inventory. R. Prinz said storage racks have been installed in the mezzanine area of the new office and the boxes have been moved. He noted they received a Safety Award from Orion, the service that monitors vehicle movements.

D. Will: D. Will said the first quarter grease trap inspections are in process. The Four Corners project is idle and surveys are up to date. He said Raymour is slated to replace the existing manhole covers behind the building, but this has been ongoing for 6 months. He reported that the owners of 4 Production Drive have installed the grit separator for the potential future floor drains and have a tenant that will manufacture air fresheners. 1114 Federal Road has a few new tenants, including a gym and Stosh's Kettle Corn. A new takeout restaurant has moved into the former Ayda's Deli at 849 Federal Road, so it is the same use. There is a new beverage mart at 640 Federal Road and a new hair salon is going in at 540 Federal Road. D. Will also reported that he passed the NEIWPCP sewer training class.

M. Ongaro: M. Ongaro report the collections for December were completed. She said she ran a report to see how many payments were made at the transaction counter, and she thinks there were enough to warrant isolating one of the bank accounts to have a separate account for this. The online payments came through at approximately \$90,000. The Commission discussed front desk security options at the new office. M. Ongaro said she just completed some lien releases.

K. McPadden: K. McPadden gave an update on 53 Commerce Drive: the new furniture should be here early next week for the office; storage racks for boxes have been assembled; window blinds and shades have been installed; the IT company is in the process of installing Windows 365 on the computers; WPCA will be switching to Outlook and dot-org email addresses. K. McPadden said she will be working on 1099s and the ban to bond transfer was done in November but she is still waiting for the final number from the Controller of what they owe. She just got the

final permanent maintenance agreement submission--from Cedarbrook. K. McPadden said she is meeting with the audit manager next Tuesday to review information related to the 2017-2018 Town Audit of which the WPCA is a section related to "Business Activities."

8. Engineer Comments/Project Update

- a. GIS Collector as Asset Management Database-C. Utschig said as the Asset Management process moves forward he suggests they keep CDM Smith advised as to what information has been collected and how it has been stored so that they can use that information as they start to do the facilities plan.
- b. Candlewood Lake Area Sewer Study-Grant Status-T. E. Lopez made a motion to adopt the resolution for the Candlewood Lake Area Sewer Study as follows: **Be it resolved that it is in the best interest of the Brookfield WPCA to enter into contracts with the Department of Energy & Environmental Protection. In furtherance of this resolution, Nelson Malwitz the Chairman is duly authorized to enter into and sign said contracts on behalf of the Brookfield WPCA. The Chairman is further authorized to provide such additional information and execute such other documents as may be required by the state or federal government in connection with said contracts and to execute any amendments, rescissions, and revisions thereto. J. Murray seconded the motion and it carried unanimously.**
- c. Water Pollution Facilities Plan-Grant Status-T. E. Lopez made a motion to adopt the resolution for the Water Pollution Facilities Plan as follows: **Be it resolved that it is in the best interest of the Brookfield WPCA to enter into contracts with the Department of Energy & Environmental Protection. In furtherance of this resolution, Nelson Malwitz the Chairman is duly authorized to enter into and sign said contracts on behalf of the Brookfield WPCA. The Chairman is further authorized to provide such additional information and execute such other documents as may be required by the state or federal government in connection with said contracts and to execute any amendments, rescissions, and revisions thereto. J. Murray seconded the motion and it carried unanimously.**
- d. Commerce Road Force Main Discharge Manhole-C. Utschig said they are working on test pits and then can finish the design and order the structure.
- e. Rollingwood Semi Final Payment-C. Utschig said they submitted a semi-final payment recommendation letter to the Chairman, and K. McPadden confirmed that the check has been cut and can be held until T.D. & Sons submits the required paperwork.
- f. Other Engineering Matters-None

9. Legal Matters

- a. Permanent Maintenance Agreement Updates-K. McPadden noted that 2019 is the date for renewal on a lot of the permanent maintenance agreements. J. Sienkiewicz explained that this is an opportunity to revisit whether the calculations need to be updated.
- b. GIS Data Legal Agreement-J. Sienkiewicz and C. Utschig discussed drafting an agreement to set parameters if the WPCA no longer wanted Langan to manage the materials. C. Utschig said the WPCA should investigate the size of server required to manage this data. He noted the WPCA would need the ARC View program in order to use the data.
- c. Other Legal Matters-Chair N. Malwitz received correspondence from J. Sienkiewicz regarding increasing his rates.

10. Other WPCA Business

- a. Dean/Pocono Road Project & Survey Update-Chair N. Malwitz said they conducted the survey and the results were 26 yes, 12 unsure, 26 no, and 30 no response. He said he would like to run the comments submitted by Paul Avery to see if he would issue a recommendation for the project. Chair N. Malwitz also noted that Steve Harding has put a bill in to the House of Representatives to partially fund the program for Dean Road. C. Utschig will start the engineering study on the low pressure system.
- b. Danbury WWTP Upgrade Update – Chair N. Malwitz reported that he has not gotten any response from Danbury regarding the WWTP upgrade and will ask Mayor Mark Boughton to assist in setting up a meeting.
- c. Budget Process for 2019-2020-Chair N. Malwitz said the budget process will start next month. He asked M. Brown to be involved in the budget process, along with J. Murray, K. McPadden, J. Siclari and R. Prinz. He noted they need a budget by the March meeting to submit to the Board of Selectmen.
- d. Other WPCA Matters- **L. Trojanowski-Marconi made a motion to set a public hearing for the new benefit assessments on March 27, 2019. J. Murray seconded the motion and it carried unanimously.**

- 11. Vouchers-L. Trojanowski-Marconi made a motion to accept the vouchers but to hold the check for TD & Sons until they provide documentation that substantiates what was charged against a line item in the contract called “Miscellaneous Additional Work” to the satisfaction of R. Prinz and the engineer. J. Murray seconded the motion and it carried unanimously.**

- 12. Adjournment- L. Trojanowski-Marconi made a motion to adjourn at 10:03 p.m. J. Murray seconded the motion and it carried unanimously.**

***** Next meeting February 27, 2019 *****