

# **BROOKFIELD WATER POLLUTION CONTROL AUTHORITY**

Wednesday, January 24, 2018 Room 133 7:00 p.m.

## **APPROVED MINUTES**

1. **Convene Meeting:** Chair Malwitz convened the meeting at 7:00 PM.  

<u>WPCA:</u> N. Malwitz, Chair L. Trojanowski-Marconi, Vice Chair M. Brown T.E. Lopez J. Murray L. Donovan	<u>Others:</u> W. Charles Utschig, Langan (Engineer) Matt Allred, Accountant Roger Prinz, Maintenance Manager Dave Will, Inspector Jeff Sienkiewicz, Attorney Kristi McPadden, Executive Administrator Mary Ongaro, Collector Emily Cole Prescott, Recording Secretary
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2. **Approval of Minutes** – 11/29/17, 12/1/17 Sp. Mtg.
  - 11/29/17: **Vice Chair Trojanowski-Marconi made a motion to approve the minutes of the November 29, 2017 meeting. T.E. Lopez seconded the motion, and it carried unanimously.**
  - 12/1/17 Special Meeting: **L. Donovan made a motion to approve the minutes of the special December 1, 2017 meeting as presented. J. Murray seconded the motion, and it carried unanimously.**
3. **New Business**
  - a. 7 Del Mar Drive – Request for Permit Transfer: K. McPadden explained that the new property owner is requesting a permit transfer and extension. **Vice Chair Trojanowski-Marconi made a motion to transfer the permit from Jaymack Properties, LLC to Speeded Realty, LLC, for a two-year extension. L. Donovan seconded the motion, and it carried unanimously.**
  - b. Twins BBQ Co. – Request for AGR: *Mike Gallup was present for discussion.* The purpose of this space will be to prepare and hold food, to support a mobile food truck business. The property is located below grade, and because of this, D. Will has met with the property owner and discussed an under-sink grease trap option, with the understanding that if operations were to include cooking, the applicant would work out another solution with the WPCA. **Vice Chair Trojanowski-Marconi made a motion to approve the installation of an underground grease trap, AGR, as noted on the proposed plan. T.E. Lopez seconded the motion, and it carried unanimously.**
4. **Old Business**
  - a. 468 Federal Rd. Brookfield Mews – Plan Revisions Tabled from 10/25/17: K. McPadden stated that the plan has been approved with stipulations by the Inland Wetlands Commission. Mr. Utschig has revised the approval letter as appropriate. Atty. Sienkiewicz noted that the WPCA has not finalized a maintenance agreement. **Vice Chair Trojanowski-Marconi made a motion to table discussion of the application until the next meeting. L. Donovan seconded the motion, and it carried unanimously.**
5. **Accountant Report**
  - a. Monthly Financials: M. Allred reported the monthly financial results, through December 31, 2017.
  - b. FY19 Budget: Chair Malwitz stated that John Siclari will be responsible for compiling the budget proposal. He asked J. Murray to work with John Siclari and the WPCA staff on the proposal.
6. **Employee Activity Reports (Roger, Dave, Kristi, Mary, John):**

K. McPadden stated that John Siclari will be back in the office on Friday. He is currently working to reschedule a meeting with the CT DEEP. He is also planning to schedule a meeting with M. Brown to review the safety procedure manual options.

R. Prinz presented the Maintenance Manager's Report:

- Rollingwood Sewer Extension: Construction started on January 22. The project has a 120-day limit to be substantially complete by the end of May. The project is estimated to be flowing by the end of March.
- Three Pump Station Upgrades: This is completed, and the maintenance period ended December 31, 2017.
- Private Pump Station Monitoring: The information has been taken from the dent meters.
- A meeting with Andy Sincali from U.S. Automation was held to discuss the terms of the contract.
- Town Center: Four manholes totaling \$8,000 were upgraded. The WPCA may be reimbursed through town project funds.
- Two pumps have been sent to Flygt for repair.

D. Will presented the Inspector's Activity Report: D. Will has started to work with the Assistant Sanitarian to complete grease trap inspections together and to alter the timeline to be more conducive with one another (restaurant inspections and grease trap inspections).

- Surveys are up to date.

K. McPadden presented her report: The Town's audit is underway, and she, Mary and M. Allred's office are compiling the necessary information. K. McPadden has started the budget process paperwork, and is working with the Finance Department to obtain benefit allocation information. K. McPadden has been finalizing new assessments to be assessed in a public hearing in March, 2018. 1099's are complete.

M. Ongaro presented her report, explaining the billing and collection processing.

## **7. Engineer Comments/Project Update**

- a. Use Charge Study – Mr. Utschig stated that Langan has substantially completed the analysis, and a meeting is now scheduled with K. McPadden, Chair Malwitz, and John Siclari to review the next steps of the project. Mr. Utschig noted that the actual flow data from the customers is very consistent with the institutional flow data from the Health Department. Mr. Utschig noted that one of the recommendations will be to send one single bill to commercial building owners, rather than one for each tenant. Atty. Sienkiewicz suggested the Authority consider how larger residential properties are treated, as either commercial or residential spaces.
- b. Rollingwood Sewer Project Update – Mr. Utschig suggested that this item and the following two be removed from Engineering Comments and included on the Maintenance Manager's Report moving forward.
- c. GIS Sewer Modeling/Scanning Update/Forms (Manhole, Pump Station, Grit & Grease Trap) – Langan continues to provide reports to the Authority. Joe Rosol from Langan will be here 2/2/18.
- d. Caldor Meter Proposal – Mr. Utschig distributed copies of the proposal, noting that it is a follow-up of last month's meeting. K. McPadden reviewed the motion made at the November meeting, where the preliminary construction cost was estimated to be \$107,000.
- e. CWF Construction Application Status – Dean Road – Discussed below.
- f. CWF Studies Application Status – I&I and Candlewood Shores – Discussed below.
- g. Water Pollution Facilities Plan Update – The Authority is not actively working on these items until a meeting has been held with the State to confirm that money will be available for the grant funds. Mr. Utschig noted that his hope is that the WPCA hosts a meeting in early February to move these three matters forward.
- h. Other Engineering Matters

**8. Legal Matters**

- a. Permanent Maintenance Agreements – Atty. Sienkiewicz explained that High Meadow and Newbury Crossing are working to obtain the necessary DEEP approval.
- b. Other Legal Matters – A public hearing date is to be scheduled for 32 new assessments, on March 28<sup>th</sup>. Atty. Sienkiewicz stated that at the next meeting, a resolution for review and possible approval will be available.

**9. Other WPCA Business**

- a. WPCA New Office Update – Chair Malwitz noted that construction is moving forward on the new office space. K. McPadden is working on the IT needs for the building and coordination of the move.
- b. Other WPCA Matters

**10. Vouchers: The Authority reviewed the vouchers. Vice Chair Trojanowski-Marconi made a motion to approve the vouchers as presented. T.E. Lopez seconded the motion, and it carried unanimously.****11. Adjournment: Vice Chair Trojanowski-Marconi moved to adjourn the meeting at 8:33 PM. T.E. Lopez seconded the motion, and it carried unanimously.**

\*\*\* Next Meeting February 28, 2018 \*\*\*