

BROOKFIELD WATER POLLUTION CONTROL AUTHORITY
Wednesday, July 25, 2018 Room 133 7:00 p.m.
APPROVED MINUTES

1. **Convene Meeting:** Vice Chair L. Trojanowski-Marconi convened the meeting at 7:00 p.m.

WPCA:

L. Trojanowski-Marconi, Vice Chair
T.E. Lopez
M. Brown
L. Donovan
J. Murray
M. Delvalle

Others:

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

2. **Approval of Minutes:** L. Donovan made a motion to approve the minutes from 6/27/18. M. Brown seconded the motion and it carried unanimously.

3. **New Business:**

a. 857 Federal Road-Extension Request: K. McPadden sent out letters a few months ago to permits that would be expiring and today received a call regarding this property. They were conducting a title search for a property transfer and K. McPadden explained the permit was expired. K. McPadden received a letter from Attorney Liam Davis Glynn, representing Brookfield Development, LLC requesting an extension and read it aloud for the record. The Authority members discussed the proposed development of this property and K. McPadden noted they did receive an extension in April 2016. J. Sienkiewicz said he remembers there being an issue regarding a request for an easement at this property and asked K. McPadden to have Attorney Glynn contact him to discuss. **T. E. Lopez made a motion to table the extension request for 857 Federal Road. J. Murray seconded the motion and it carried unanimously.**

4. **Old Business**-None

5. **Accountant Report**

a. Monthly Financials: M. Allred reviewed the monthly financial statements. No motion.

6. **Employee Activity Reports (John, Roger, Dave, Mary, Kristi):** No motion.

John: J. Siclari reported they are still waiting on approval of the job descriptions submitted. The Authority members asked questions regarding the new job descriptions and R. Prinz explained the need for the new descriptions, including wanting to move to certification level hiring. L. Donovan said she believes the new job descriptions contained more information than they needed. J. Sienkiewicz suggested putting the job descriptions on next month's agenda as Old Business. J. Siclari said they would also like to start the process of hiring a new full time employee. K. McPadden noted the new full-time employee was taken out of the budget. J. Siclari said they are looking at using the GIS collector system that they have to track all their assets, putting all the asset data in the system. J. Siclari gave an update on the new building,

noting that CT Multimedia have installed their equipment and the furniture will be delivered in August. He said painting touch-up work is in progress, the paving is done, stairs are done with the correct treads, HVAC is complete, countertops are all in, carpet and tile is in, and they are working on the logo for the front door. J. Sienkiewicz said they are still not close to a closing date and discussed everything that needs to be done before closing.

Roger: R. Prinz said the electrical plans have been completed for the TIGERMAG and Force Main repair at the Caldor pump station and he would like to get the approval to go out to bid, which they will do by invitation only. He said they asked CCA to do some surveying at the Commerce Road Force Main to locate the gas line, but that has not been completed. R. Prinz has bumped up the estimated cost about \$10,000 due to the engineering and surveying which was not figured in the beginning. He said they did get an as-built from the contractor on the Rollingwood Sewer Extension however they have not submitted their final request for payment and they have not completed the paving. R. Prinz suggests not giving them a semi-final payment until that is done. He said they will be doing some test pits for Phase Two of the TCD and the WPCA is involved in two of them. R. Prinz said they received the manhole pans and started installing them. He said there is a quarterly meeting for the GIS coming up and said they will discuss an “approved but not constructed” layer, as-built submission requirements, and using the system for WPCA asset management/inventory. R. Prinz said at D. Will’s request they are going to investigate allowing outside contractors to access the grease trap layer. He said the pump station inspection tracking feature is working well. R. Prinz said the RFQ process has started for the Water Pollution Facilities Plan. He said they are being more stringent with requiring people to come in for a permit whenever they are doing sewer work. T. E. Lopez asked if that was in the regulations and R. Prinz said the regulations are out of date and need to be updated. R. Prinz said they were contacted by Todd Brown at the University of Hartford asking for old pumps to use as trainers. R. Prinz donated an obsolete grinder pump and when they dropped it off they discussed the possibility of the University sending interns to work for the WPCA. He said the sewer bypass is now all electronic reporting. R. Prinz said they have now had three monthly safety meetings, in June they did Personal Protective Equipment, in July they did Globally Harmonized System refresher with WPCA specific chemicals. He said they were unable to effectively repair the old Caldor grinder and the new one should be shipped on Monday. The cost was approximately \$17,000. R. Prinz said the Dean Road sewer extension is back in play. R. Prinz discussed the Town offices being connected to the sewer. He said there is an RFQ for the Shores sewer project and the paving work is being done at Brooks Quarry.

Dave: D. Will reported that the third quarter inspections are about half done now, including a few properties with issues which have been rectified. He said the Four Corners project is stalled at the moment with the two new buildings on hold indefinitely. D. Will said the surveys are up to date. He said Sikorsky Credit Union will open on the 1st of August, Pita & Hummus is expected to open this week, CVS is in process of construction. He said Raymour Property Management is looking to change one manhole in the back which is leaking ground water, and a permit will be pulled. D. Will said he attended a bypass computer class at the DEEP in Hartford.

Kristi: K. McPadden said she has been fielding a lot of calls regarding the Rollingwood Sewer Assessment. She said last week she mailed out 247 letters to all of the Rollingwood people and she is receiving a lot of calls inquiring about the elderly deferral. She mailed out the Permanent Maintenance Agreement Actuarial Adequacy letters and those are slowly coming in. Mary is on vacation for three weeks, returning August 6th.

7. Engineer Comments/Project Update

- a. Use Charge Study-E. Kingsbury said for the use charge study Langan was asked to look at and compare the WPCA flows to Aquarian flows and the WPCA flows to the theoretical flows for CT Department of Health. He handed out spreadsheets with this data and reviewed the findings with the Authority members. E. Kingsbury recommended the Authority review the types of uses and what is being charged by the current regulations.
- b. Caldor Meter Proposal-E. Kingsbury said the plans are done and they are now just looking for a recommendation from the Authority of a date that they would like to send out a request for bids from contractors. **L. Donovan made a motion to authorize the issuance of bid documents for the Caldor project with the dates of the pre-bid meeting and the dates of the opening of bids to be established by Roger, Nelson and the consulting engineers. J. Murray seconded the motion and it carried unanimously.**
- c. CWF Construction Application Status-Dean Road-E. Kingsbury said C. Utschig is wrapping up his construction estimate and he will submit that to R. Prinz, J. Siclari and N. Malwitz next week.
- d. CWF Studies Application Status-Candlewood Lake-C. Utschig and N. Malwitz have been working on the RFQs for engineers and C. Utschig anticipates that to be wrapped up by next week. E. Kingsbury said he thinks C. Utschig has a few clarification items for J. Sienkiewicz.
- e. Water Pollution Facilities Plan Update
- f. Commerce Road Force Main Discharge Manhole-E. Kingsbury said they are trying to get CCA out there to give additional information so they can get the design started.
- g. GIS Collector as Asset Management Database-E. Kingsbury said there is a GIS meeting scheduled for August 2nd to go over putting new information into the GIS model. He said they are looking to establish a written procedure for when someone wants to obtain a permit, they would submit approved permit drawings that will be put up on the system.
- h. Other Engineering Matters

8. Legal Matters: No motion.

- a. Permanent Maintenance Agreements-No report.
- b. Other Legal Matters-No report.

9. Other WPCA Business: No motion.

- a. 304 Federal Road Billing Unit Study-J. Siclari said N. Malwitz sent him a basic spreadsheet of all the accounts at 304 Federal Road and he expanded on the spreadsheet with the survey information, last year's units and the current units. J. Siclari said after reviewing the information, the reason why it went from an annual cost of approximately \$7,000 to over \$20,000 is that we were only billing a third of the customers at the property, and now all of the tenants are being billed, regardless of whether they have fixtures or not. J. Sienkiewicz said to put this on next month's agenda under Legal and he will draft an opinion letter.
 - i. Letter from Thomas H. Wilkeson, Esq. to BWPCA dated 6/28/18, Re: 304 Federal Road
- b. WPCA New Office Update – Discussed under J. Siclari's report
- c. Job Description Approvals – Discussed under J. Siclari's report
- d. Full Time Employee – Discussed under J. Siclari's report
- e. Food Trucks-J. Siclari spoke to the Health Department and according to them, Brookfield only has one approved food truck currently. The Health Department is going to speak to the owner of this food truck to find out what they do with their grease.
- f. Other WPCA Matters - None

- 10. Vouchers-T. E. Lopez made a motion to approve the vouchers as presented. J. Murray seconded the motion and it carried unanimously.**

- 11. Executive Session – Goal Setting - L. Donovan made a motion to go into executive session at 9:32 p.m. to discuss goal setting. T.E. Lopez seconded the motion and it carried unanimously.**

L. Donovan made a motion to come out of executive session at 10:15 p.m. T.E. Lopez seconded the motion and it carried unanimously. No motions were made during executive session.

- 12. Adjournment – L. Trojanowski-Marconi made a motion to adjourn at 10:16 p.m. M. Brown seconded the motion and it carried unanimously.**

*** Next meeting August 22, 2018 ***