

BROOKFIELD WATER POLLUTION CONTROL AUTHORITY

Wednesday, July 26, 2017 Room 133 7:00 PM

APPROVED MINUTES

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

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| <u>WPCA:</u> Nelson Malwitz, Chair L. Trojanowski-Marconi, Vice Chair M. Brown J. Murray L. Donovan | <u>Others:</u> W. Charles Utschig, Commission Engineer Roger Prinz, Maintenance Manager Jeff Sienkiewicz, Commission Attorney John Siclari, WPCA Director Matt Allred, Commission Accountant Dave Will, Inspector Kristi McPadden, Executive Administrator |
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2. **Approval of Minutes** – 5/24/17 and 6/28/17: **L. Trojanowski-Marconi made a motion to approve the minutes of the May 24, 2017 meeting as amended. M. Brown seconded the motion, and it carried unanimously. J. Murray and L. Donovan recused themselves as they were not present at the 5/24/17 meeting. M. Brown made a motion to approve the minutes of the June 28, 2017 meeting. J. Murray seconded the motion and it carried unanimously. L. Trojanowski-Marconi and L. Donovan recused themselves as they were not present at the 6/28/17 meeting.**
3. **New Business**
 - a. 468 Federal Road – Brookfield Mews Community Sewer System Application – Chair Malwitz noted correspondence received from the applicant, asking that the application be held until a future date.
 - b. 468 Federal Road – Brookfield Mews Application to Connect (9 bldgs), 112 Units (8-30g) – Chair Malwitz stated that this application had been received by the Town before the Monday (07/23) deadline for the housing moratorium.
4. **Old Business**
 - a. 14 Candlewood Lake Road – Application to Install Manhole – D. Will noted that plans have been received, but the WPCA is now pending receipt of inspection fees.
5. **Accountant Report**
 - a. Monthly Financials – M. Allred reported the monthly financials.
 - b. FY16 Audit Report – M. Allred presented a comparison between audit year 2015 and audit year 2016.
 - c. Cash Box Draft Policy – J. Siclari will schedule a meeting with K. McPadden and M. Allred about the establishment of a cash box policy and petty cash fund. K. McPadden reported how the current cash box is used.
 - d. Other: Chair Malwitz noted that there was a question of financing for the new office location at 53 Commerce Road. There is a statutory maximum on the Town's borrowing, and the First Selectman's concern is about borrowing that would affect the bond rating. Chair Malwitz noted that in his opinion, the best long term option is to fund the new office location with a loan instead of a bond.
6. **Employee Activity Reports (Roger, Dave, Kristi, Mary):**

D. Will presented the Inspector's Activity Report:

 - Grease and Grit Separator: Inspections are in process. Updates to the GIS forms are needed.
 - Four Corners: D. Will stated that the drainage work has started and this project is moving forward.
 - The work for the gas main on Station Road is scheduled next week.

- Surveys that can be completed now are up to date.
- 14 Candlewood Lake Road (Raymour & Flanigan): The WPCA is waiting for payment of inspection fees.
- 7 Federal Road (former Pizza Hut): D. Will reported that replacement sewer lines have been started and the grease trap is in repair. One-half of the building will be dedicated to Dunkin Donuts and the other half will be for another business, which business has not yet been confirmed.
- 46 Federal Road (former Webster Bank): Burger King has leased this property. R. Prinz stated that a sewer hookup drawing and field investigation are required because the pitch from the building to the existing sewer line is somewhat questionable.
- 106 Federal Road (future Five Guys/former Sleepy's): Work has not yet started

R. Prinz presented the Maintenance Manager's Report:

- Rollingwood Sewer Extension: A request has been submitted for an executive session discussion about this matter.
- Caldor's: R. Prinz asked that the repairs at this location be more of a priority because the WPCA needs accurate information on flows in the area to properly plan for future development.
- Three Pump Station Upgrade: The upgrades are complete. Longo has also received building department sign-offs for the completed work. 2.5% retainage will be placed on the August voucher listing for payment
- R. Prinz stated that assistance from Langan is needed to update the GIS-based inspection forms.
- Monitoring System: The flow meters for 777 Federal Road and the North Station are now reporting continuous flow recording with gallons per day tracking.
- North Station: R. Prinz explained alterations that should be made to the system to increase redundancy. He mentioned that daily physical checks are still required.
- Town Center District: R. Prinz reported progress on cleanouts in the Town Center District, relative to ongoing sidewalk construction.
- The flow meter transmitter has been replaced because it had not been reading correctly.
- A replacement gate opener has been installed at Sand Cut.
- Flows have been consistently more than 300,000 gallons per day.

7. Engineer Comments/Project Update

- a. Use Charge Study: A letter has been drafted for multi-tenant owners to assist with data gathering. This will be sent to all commercial tenant property owners, but primarily multi-tenant property owners.
- b. Rollingwood Sewer Project; Clean Water Fund Application – K. McPadden stated she has received an email from C. Chu of the DEEP stating the signed letter sent on June 15th had not been received. The application cannot be processed or done until the contract is complete. K. McPadden reported her follow-through. The proposed contract has not yet been approved, but the WPCA cannot submit an application until the contract is complete. Mr. Utschig explained the next steps in the process before work may begin. Chair Malwitz requested a letter be sent promptly to the State of Connecticut noting that the pump station at Rollingwood is failing, and State Wetlands approval is not required for this project. Chair Malwitz asked Mr. Utschig to complete the letter this week to send on the WPCA letterhead.
- c. Brooks Quarry Project Update: DPH Compliance Status of Deficiencies; Aquarion Connection: One payment issue requires resolution. The easement and bill of sale have been sent to Mr. Steele.
- d. GIS Sewer Modeling/Scanning Update/Forms (Manhole, Pump Station, Grit & Grease Trap): Mr. Utschig mentioned the checklist compiled at a previous WPCA meeting. Langan has completed the programming for these checklist items. Mr. Utschig stated that he will review this matter with staff at Langan.
- e. Water Pollution Facilities Plan Update: This item is on Langan's list to complete and will be done in coordination with the work on the Candlewood Shores study. K. McPadden asked if the WPCA must be tasked with this study. Atty. Sienkiewicz replied that theoretically, the study of

possible need is part of the WPCA's charges. Chair Malwitz will send a letter to the Board of Selectmen notifying them of the study and its purpose.

- f. Caldor Meter Proposal: This item will be distributed by the next meeting.
- g. Other Engineering Matters: There were no additional matters.

8. Legal Matters

- a. Rollingwood Easements: Atty. Sienkiewicz stated that Rollingwood has signed the easements, but he has not received the tax forms. The WPCA also has the Kelly easement, and the Sandy Lane easement will be discussed during executive session.
- b. Permanent Maintenance Agreements: Newbury Crossing PMA has been sent to the association and the other two (High Meadow and Ledgewood) are drafted.
- c. Other Legal Matters: The documents for Brooks Quarry are now ready. Atty. Sienkiewicz had attended a Planning Commission meeting to discuss the new office relocation.

9. Other WPCA Business

- a. WPCA New Office Update: The Planning Commission has unanimously approved the WPCA's office relocation. The architect has done additional work on the interior plan. The WPCA is not yet in contract, and the Board of Selectmen's next steps include scheduling a town meeting and referring the matter to the Board of Finance. Chair Malwitz indicated that the staff has been involved in the design of the office. This is a 3,000 square-foot building space (2,000 square feet office space and 1,000 square feet garage space). The Town and WPCA will be gaining an asset with this purchase.
- b. Other WPCA Matters: Chair Malwitz reviewed tasks which PT Director J. Siclari will start in his first days. Director Siclari's hours will be from 8:00 AM to noon. A laptop computer will need to be purchased. Chairman Malwitz gave some examples of the work he would like the Director to work on:
 - Employee Matters
 - Financials
 - CT Law for Sewer Authority
 - Rate Study
 - Private Pump Station and I&I Study
 - GIS System Use and revisions for improved efficiency
 - Understand and work in the field on private pump station checks, etc.
 - Draft Safety Manual (safety procedures, especially with manholes)
 - Study toolbox for EPA sewer safety precautions
 - Attend Development Services Team meetings
 - Vehicle monitoring
 - Learn the WPCA Rules and Regulations
 - Collection System Certification Course

- 10. Vouchers** – The Authority reviewed the vouchers. **L. Trojanowski-Marconi made a motion to approve the vouchers as presented. M. Brown seconded the motion, and it carried unanimously.**

- 11. Executive Session** – To discuss Rollingwood Sewer Extension Easement Acquisitions - **At 8:29 PM, L. Trojanowski-Marconi made a motion to enter into executive session to discuss Rollingwood Sewer Extension Easement Acquisitions and the Chairman invited all present to stay for the executive session. L. Donovan seconded the motion, and it carried unanimously.**

L. Trojanowski-Marconi made a motion to come out of executive session at 8:53 PM. M. Brown seconded the motion, and it passed unanimously. It was noted that no motions had been made during executive session.

A motion was made by L. Trojanowski-Marconi to authorize the Chairman, WPCA Counsel, Engineer and Maintenance Manager to proceed as discussed in executive session. The motion was seconded by J. Murray and passed unanimously.

- 12. Adjournment - A motion was made by L. Trojanowski-Marconi at 8:55 to adjourn. The motion was seconded by M. Brown and passed unanimously.**

*** Next meeting scheduled for August 23, 2017 ***