

BROOKFIELD WATER POLLUTION CONTROL AUTHORITY

Wednesday, June 28, 2017 Room 133 7:00 p.m.

APPROVED MINUTES

1. **Convene Meeting:** Chair Malwitz convened the meeting at 7:04 PM with the following in attendance:

<u>WPCA:</u> Nelson Malwitz, Chair M. Brown J. Murray	<u>Others:</u> W. Charles Utschig, Langan (Engineer) Roger Prinz, Maintenance Manager Jeff Sienkiewicz, Attorney John Siclari, WPCA Director Matt Allred, Accountant Dave Will, Inspector Kristi McPadden, Executive Administrator Mary Ongaro, WPCA Collector Emily Cole Prescott, Recording Secretary
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2. **Approval of Minutes** – 4/26/17 and 5/24/17: **M. Brown made a motion to approve the minutes of the April 26, 2017 meeting. J. Murray seconded the motion, and it carried unanimously.**
3. **New Business:** None.
4. **Old Business**
 - a. 106 Federal Road – Five Guys Burger & Fries Restaurant – Connection & Grease Trap – Chair Malwitz reported that Langan has provided an engineering review, which Chair Malwitz briefly reviewed with the Authority. The applicant has revised the plans according to Langan's comments, and Langan has recommended approval of the application with the provision that a 1,000-gallon grease trap is installed. **Chair Malwitz made a motion, based on engineering review and payment of any engineering, inspection and legal fees, to approve the application for 106 Federal Road/Five Guys. M. Brown seconded the motion, and it carried unanimously.**
 - b. 10 Huckleberry Hill Road – YMCA – Request for Amendment to Permit – The request is to amend the permit to accept and modify the grease line/two slop sinks as installed. Atty. Sienkiewicz reviewed the Authority's May regular meeting minutes. **M. Brown made a motion to approve the application to modify the sewer connection permit to include the installation of the two slop grease sinks provided that they are included on the final as built drawing with the proviso that the connection is only a grease trap connection and the building itself cannot be connected to the sanitary sewer for domestic sewage. J. Murray seconded the motion, and it carried unanimously.**
5. **Accountant Report**
 - a. Monthly Financials: M. Allred presented the Monthly Financials through May 31, 2017.
 - b. Budget Discussion and Adoption: Chair Malwitz recommended amendment to the WPCA's 2017-2018 fiscal year budget to include planning of additional funds for the cost of the new WPCA office and relocation. Suggested revisions affect page three, operational costs of the Authority's 2017-2018 fiscal year budget. **J. Murray made a motion to revise the approved 17/18 fiscal year budget to increase account number 5884-02 (purchase of building for operations) by \$20,000 and to indicate that staff is authorized to make any other necessary changes that flow from that change. The purpose of the revision is to increase total estimated costs from \$355,000 to \$455,000 (for purchase of building for operations) and the estimate to be spent for the budget column ending in June 30, 2018 from \$95,000 to \$115,000. M. Brown seconded the motion, and it carried unanimously.**
 - c. FY 2015-16 Audit Update: M. Allred will compile an analysis of the Town's 2015-2016 fiscal year audit, for the Authority's review.

The Commission moved to discussion of agenda item 9.a., WPCA New Office Update.

9. Other WPCA Business

WPCA New Office Update: *Peter Eckert of Architects' Guild LLC and Rich Longo, builder and building owner, were present for discussion.* Mr. Eckert explained the plan to outfit the new office location, which office re-design has been discussed with the WPCA employees. The process now includes creation of building plans, reflected ceiling plan, power plan, and coordination to install necessary audio-visual equipment. Mr. Longo stated that it would be best for the WPCA to decide now whether it plans to build the upstairs mezzanine of the unit, for the possible option of more than 1,000 square feet additional storage space for WPCA records. After discussion, the WPCA agreed to move forward with the installation of an unfinished mezzanine area. Chair Malwitz asked Atty. Sienkiewicz to represent the Authority at the Planning Commission's upcoming meeting on July 6th to request 8-24 referral approval for the office relocation. There was brief discussion about the proposed size of the conference room, and whether it would be sufficient to seat the number of people who regularly attend monthly meetings. **J. Murray made a motion that the Authority submit a section 8-24 referral request to the Planning Commission and subsequent referrals to the Board of Selectmen and Board of Finance and if necessary, to town meeting seeking authorization to purchase unit one, building A at 53 Commerce Road for WPCA offices and operations at an estimated total cost of \$455,000 inclusive of building purchase, architectural, fit up, furnishings and legal expense with the expense to be paid with Authority funds and long-term borrowing estimated at eighty percent for a term of twenty-five years from commercial or other lending sources. Chair Malwitz seconded the motion.** Chair Malwitz noted that the WPCA has grown out of its current, 285 square-foot office. **The motion carried unanimously.**

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

R. Prinz presented the Maintenance Manager's Report:

Planned Construction Projects:

- Rollingwood Sewer Extension: *This item will be discussed during Legal Matters.* A new planting and trench restoration plan has been submitted to Langan for review. The closure report for the oil spill status has been received from the CT DEEP, but the site name should be corrected on that report. Mr. Utschig noted that Langan will request that correction.
- Town Center District/Streetscape Phase One: Six locations without cleanouts have been identified during phase one of the streetscape project. The estimated cost to install cleanouts at property lines is \$8,500. The justifications for installation of cleanouts include the upcoming underground utility installation moratorium, future development and maintenance issues. **J. Murray made a motion to approve the sewer lateral installation and cleanouts along Federal Road at an estimated cost not to exceed \$11,000 with funding to come from the Federal Road District as a result of the phase one TCD streetscape project. M. Brown seconded the motion, and it carried unanimously.**

Active Construction Projects:

- Brooks Quarry Sewer: This project has been closed out, with no maintenance period. The Brookfield Housing Authority plans to draft a bill of sale to the WPCA for the lines.

Federal Road Sewer Improvements: All contracts are substantially complete. There are a few minor punch lists, and the target date for installation is September 17th.

GIS Project:

Pump station work/inspection is being captured.

Parcel information is saving time and improving Call Before You Dig (CBYD) accuracy.

Monitoring Issues: There have been multiple requests to the representative, with no reply.

Commerce Road Force Main: Anticipated finish installation of valves at 71 Commerce in the second week of July

D. Will presented the Inspector's Activity Report:

Grease and Grit Separator: Inspections are due this month.

Four Corners Project: There have been many CBYD calls for the area.

Surveys: All surveys are up to date.

Field Service: P. Rogers has sent a check to the WPCA office for commercial permit and will be replacing a manhole behind the Bed, Bath and Beyond building to repair a faulty manhole, leaking groundwater.

450 Federal Road: The owners are widening the road. Phase four of the Oak Meadows condominiums construction is scheduled in late summer.

K. McPadden presented the Executive Administrator's Report: The WPCA office has been very busy accepting payments and answering inquiries about the collections process. K. McPadden has also received several phone calls about various property development inquiries throughout the Town.

M. Ongaro presented the Collector's Report: Collections have been ongoing in the WPCA office, and there has been much activity in the office because of collections.

7. Engineer Comments/Project Update

- a. Use Charge Study: Langan has drafted a letter to send to multiple tenants, which gives each property owner the opportunity to report the square footage of each tenant space. Chair Malwitz suggested creation of an online survey where property owners may submit their information electronically.
- b. Rollingwood Sewer Project; Clean Water Fund Application: Mr. Utschig clarified that the Town cannot bid this project until information is received from the State. D. Will indicated that the Rollingwood community is looking for a status update.
- c. Brooks Quarry Project Update; DPH Compliance Status of Deficiencies; Aquarion Connection: This project is complete, and there is now a sequence of steps for the Housing Authority to complete to close the paperwork.
- d. GIS Sewer Modeling/Scanning Update/Forms (Manhole, Pump Station, Grit & Grease Trap): This work is ongoing, and Mr. Utschig will determine what is required to resolve minor issues.
- e. Water Pollution Facilities Plan Update: Mr. Utschig stated that there is a proposed request for proposal by the WPCA to consultants, which Mr. Utschig will ask Atty. Sienkiewicz to review.
- f. Other Engineering Matters: Langan will submit a proposal at next month's meeting for review of the meter at Caldors.

8. Legal Matters

- a. Rollingwood Easements: Atty. Sienkiewicz reported that the Kelly easement has been acquired, and the next step is to work with Sandy Lane for their easement, as there is current objection to the landscape plan.
- b. Permanent Maintenance Agreements: Atty. Sienkiewicz indicated that he has sent the agreement to Newbury Crossing Condominium Association. The WPCA discussed other permanent maintenance agreements throughout the Town, and Chair Malwitz indicated that it was his intention that the previously agreed upon permanent maintenance agreements are revised based on the WPCA's new policies, to be adopted by 2018. **M. Brown made a motion for a resolution that would authorize the permanent maintenance agreements for High Meadow and Ledgewood to be based upon pump station costs of \$8,000 for High Meadow and \$29,000 for Ledgewood with pumps & electrical for High Meadow at \$2,000 and pumps and electrical for Ledgewood of \$10,000. J. Murray seconded the motion, and it carried unanimously.**
- c. Other Legal Matters: None.

9. Other WPCA Business

- a. WPCA New Office Update: *This item was discussed earlier in the meeting.*
- b. Brookfield Market Connection Inquiry: K. McPadden noted that she had added a few inquiries received in the WPCA office to this meeting's agenda. K. McPadden stated that this property is listed on the WPCA Sewer Map as a future anticipated connection. The history of the property was briefly discussed, and K. McPadden noted that the owners cannot install a private force main in the road. The owners are currently considering adding apartments over the garage of

Brookfield Market. The cost of connection for the property had previously been estimated at greater than ten percent of the assessed property value.

- c. 14 Candlewood Lake Road – Raymour & Flanagan – Additional Work: *This item was discussed in field service during the Inspector's Activity Report.*
 - d. 818 Federal Road – Expansion: K. McPadden reported that the owner plans to expand the building, to have a Brazilian restaurant in the gas station.
 - e. 70 Stony Hill Road – Land Use Application: K. McPadden stated that the current owner had purchased the property with the hope to connect to sewer. An application has been submitted to the Planning Commission to build condominiums with septic systems. K. McPadden noted that she had spoken with Atty. Sienkiewicz about this proposed plan because some of the units appear to create a community sewer system. K. McPadden reviewed details of the proposed plan. The Authority has been asked to comment about the proposed plan prior to the July 6th Planning Commission meeting. The owners/developers have also met with the Development Services Team about this proposal. Atty. Sienkiewicz cited Connecticut General Statutes Section 7-245 and 7-246(b)(4), as well as Section 5.1 of the WPCA Rules and Regulations. The plan as proposed has a community system, which is prohibited under the current regulation. Atty. Sienkiewicz will draft a letter indicating such to reply to the Planning Commission's request for comment about the proposed plan.
 - f. Other WPCA Matters: None.
10. **Vouchers:** The Authority reviewed the vouchers. **Chair Malwitz made a motion to approve the vouchers as presented. M. Brown seconded the motion, and it carried unanimously.**
11. **Executive Session** – To discuss personnel matters – **At 9:57 PM, Chair Malwitz made a motion to enter into executive session [to discuss personnel matters] and to invite Atty. Jeff Sienkiewicz and John Siclari to stay for the executive session. J. Murray seconded the motion, and it carried unanimously. At this time, all present except those invited into the executive session left the meeting room. J. Murray made a motion to come out of executive session at 10:30 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 Chairman Malwitz to implement the salary adjustments as discussed during executive session, effective July 1, 2017. The motion was seconded by M. Brown and passed unanimously.
12. **Adjournment:** A motion was made by Chair Malwitz at 10:37 to adjourn. The motion was seconded by M. Brown and passed unanimously.

*** Next meeting scheduled for July 26, 2017 ***