

# **BROOKFIELD WATER POLLUTION CONTROL AUTHORITY**

Wednesday, November 28, 2018 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  
L. Donovan  
T. E. Lopez  
M. Brown

### **Others:**

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

**L. Trojanowski-Marconi made a motion to move agenda item 7 ahead of agenda item 6. L. Donovan seconded the motion and it carried unanimously.**

- 2. Approval of Minutes-10/24/18-L. Trojanowski-Marconi made a motion to approve the minutes from 10/24/18. J. Murray seconded the motion and it carried unanimously.**

- 3. New Business**

- a. Berkshire Industrial Park-Greg Steiner, 2 Parklawn Drive, Bethel CT was present. S. Sullivan, CCA, LLC was present. G. Steiner explained that they installed sewers in the Brookfield section of Berkshire Corporate Park about 5 years ago and had it inspected and approved by R. Prinz and D. Will. They weren't sure at the time whether to turn the line over to the WPCA because they weren't sure how the development of the rest of the Park would go and they wanted some flexibility. They are currently in contract to sell a 13 acre parcel for a world headquarters and they are requesting that the WPCA take over the sewer lines that are already installed. S. Sullivan said about 5 years ago they submitted a proposed sewer easement map and said they would like to get that processed and executed to the Brookfield WPCA. The Authority members reviewed the map. J. Sienkiewicz said he believes the WPCA has an easement there already. C. Utschig suggested the existing system be inspected with video before taking the system over to ensure there aren't any issues. R. Prinz will be present during the inspection. J. Sienkiewicz noted the Town's ordinance that states that in order to accept a sewer system into the municipal system the WPCA must go to the Board of Selectmen for approval and to the Planning Commission for 8-24 referral. K. McPadden will look into whether these have been done. **M. Brown made a motion for the WPCA to authorize staff to determine what type of inspection is required, what recording is required and what legal action is required, then communicate that to the proponent, Berkshire North LLC, and Berkshire North LLC will pay \$2,100 for anticipated legal and inspection fees and once the specifications for inspections are determined, Berkshire North LLC will arrange for those inspections with our staff to be present during those inspections. T. E. Lopez seconded the motion and it carried unanimously.**
- b. 48 Old Gray's Bridge Road-S. Sullivan, CCA, LLC was present. The applicant has requested a two-year extension of their permit, which was originally approved February 22, 2012. **Chair N. Malwitz made a motion to extend the sewer permit for 48 Old Gray's Bridge Road for 2 years. T. E. Lopez seconded the motion and it carried unanimously.**

#### 4. Old Business

- a. 84-140 Federal Road, BJ's-Discharge of Remediation Groundwater Permit Extension Request-Chair N. Malwitz explained the applicant as been doing remediation of ground water and originally said they would be putting the water through filters and discharging it into the sewer system for five years. It has been seven years and they are still doing it, at approximately 2,500 gallons per day. K. McPadden said the Authority just raised their rate by three units, bringing them to a rate of 17 units. Chair N. Malwitz proposed raising their rate based the average unit flow, using 100 gallons per day per unit. He also suggested that since the WPCA will be held to a lower total limit by Danbury in 2023, that they ask this applicant to stop discharging by that time. J. Sienkiewicz proposed to notify the applicant by letter that their permit is expired and that the WPCA proposes to renew their permit and revise their unit rates, and if they have any objection to that or would like to discuss it, they should appear at the January WPCA meeting. The Authority decided to update the current billing to reflect the new rate.

**T. E. Lopez made a motion to send a letter to the permit holder of 84-140 Federal Road (BJ's) stating that their permit expired in 2017 and the WPCA proposes to renew or extend the permit to not later than 6/30/2022, unlikely to be further extended, and their unit rate will be based on 100 gallons per day per unit effective immediately. If they wish to be heard or have an objection or have questions they should appear at the January 23, 2019 meeting. L. Donovan seconded the motion and it carried unanimously.**

- b. 857 Federal Road-Easement and Request for Permit Extension-J. Sienkiewicz said last July the property was going to be sold and they requested a permit extension and permit transfer. J. Sienkiewicz stated that the WPCA will need an easement from the applicant as well. J. Sienkiewicz sent out the letter today to the new owner.
- c. 304 Federal Road-J. Sienkiewicz said there was a significant payment made by a third party but they did not pay what was due in its entirety. Chair N. Malwitz noted the agreement with Brookfield Office Park Association (BOPA) is they are going to pay what they owe the WPCA and its up to them to collect the money from the tenants. He also noted this is the only such property like this in Brookfield according to D. Will and M. Ongaro.

#### 5. Accountant Report

- a. Monthly Financials-M. Allred discussed the monthly financial report.
- b. Budget Update- Chair N. Malwitz distributed the Brookfield WPCA Budget Projection FY 2018-2019 document and discussed the potential changes to the budget outcome. There are line item changes, but the budget outcome at yearend is unchanged. **L. Trojanowski-Marconi made a motion to acknowledge Chair N. Malwitz reported significant changes in the capital expenditures budget as reflected in the Brookfield WPCA Budget Projection FY 2018-2019 document. T. E. Lopez seconded the motion and it carried unanimously.**
- c. CCRCC Update-Chair N. Malwitz explained these are people who have made significant improvements in the Federal Road South area and have a new Grand List value. They will receive a 2% charge based on the change. K. McPadden said this year they budgeted about \$70,000 and she noted the projects she has billed out and those not yet billed.

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

**John:** J. Siclari distributed his report to the Authority members. He reviewed the items on the report that are in process. The Authority discussed the possibility of purchasing a back-up generator for 53A Commerce Rd.

**Roger:** No report.

**Dave:** D. Will reported Colonial Plaza's grease trap was pumped, power washed and cleaned.

**Mary:** M. Ongaro reported the rest of the liens were filed this week. The bills are ready and half of them are already in the mail. T. E. Lopez asked about delinquencies and M. Ongaro said she will have to get back to him.

**K. McPadden:** No report. K. McPadden reminded the Authority members about the WPCA Holiday Party on 12/12/18.

## 7. Engineer Comments/Project Update

- a. Presentation by Joe Rosol-GIS Collector as Asset Management Database-J. Rosol said he has been working on this project since spring of 2015. He said they have been trying to capture the entire sewer system in GIS and build it to record inspections. Now they are trying to gear it for asset management for capital improvements to track it for budgets. He explained how the GIS system works and what it can be used for. C. Utschig said the GIS system will eventually be utilized by the WPCA's accountant and also by CDM Smith for the Facilities Plan. J. Sienkiewicz asked what happens with this system and information if or when the WPCA's relationship with Langan dissolves. C. Utschig says Langan stores the information and if anything happened, they would hand over the data to the WPCA. J. Sienkiewicz discussed having a contract with Langan to that effect. C. Utschig said they could create an agreement to download the updated data to the WPCA on a specified schedule. J. Sienkiewicz asked about a license to the operating system. C. Utschig said Langan's proprietary programs and the background work that they do to make their programs work are a separate issue. C. Utschig said the WPCA is not paying them to develop the program, but are paying them to collate and represent the data in a certain way. J. Sienkiewicz said the WPCA should have legal assurance that the data is usable if the relationship with Langan is severed.
- b. Use Charge Study-*Dan Murphy, CDM Smith was present.*
- c. Caldor Pump Station Force Main Repair Bid Review-Remove from agenda.
- d. Dean/Pocono Road Project/Survey Update-The survey was sent out this week.
- e. Candlewood Lake Area RFQ - Chair N. Malwitz said this study will involve the five towns and First Light. Power. He said it will involve studying the soils and will be a property by property analysis. Chair N. Malwitz said Lombardo Associates has done other projects like this with the State and the total cost that they are projecting at this point is \$300,000 to do the study. The WPCA will also apply for 55% funding from CT DEEP for this project. **J. Murray made a motion whereas the Authority has requested that a group of members and staff review the qualifications of engineering firms to perform the Candlewood Lake Sewer Study pursuant to the objective criteria established under the Clean Water Fund regulations and whereas the review group has recommended that the Brookfield WPCA select Lombardo Associates Inc. to develop a scope of study for a Candlewood Lake Sewer Study. The Authority accepts the recommendation and selects Lombardo Associates Inc. as the preferred firm for the preparation of the Candlewood Lake Sewer Study and a scope of study and fee agreement to be negotiated. Chair N. Malwitz seconded the motion and it carried unanimously.**
- f. Water Pollution Facilities Plan RFQ - *Dan Murphy, CDM Smith was present.* Chair N. Malwitz said the Water Pollution Facilities Plan is required by the State in order to receive grants, so the WPCA went through a RFQ process for firms to present their proposals and qualifications for this project. D. Murphy introduced himself and gave a brief description of the CDM Smith company. He gave the Authority Members copies of a document drafting the proposed scope of the project. He said they believe that the scope items discussed would be eligible for a 55% planning grant from CT DEEP. He said in this process they develop a scope and a fee, which once agreed to and approved by the WPCA, would be submitted to CT DEEP for their review and approval, at which point the study can move forward. T. E. Lopez asked to hear the highlights of how the review group decided on selecting CDM Smith. C.

Utschig gave an overview of the categories for which the companies were evaluated, including prior experience, capacity to do the work and experience with the agencies. The group sat through three interviews. All were qualified to do the work. The group found CDM Smith was felt to present the most complete scope of work of the firms evaluated. **L.**

**Trojanowski-Marconi made a motion whereas the Authority has requested that a group of members and staff review the qualifications of engineering firms to perform the Facilities Plan Study pursuant to the objective criteria established under the Clean Water Fund regulations and whereas the review group has recommended that the Brookfield WPCA select CDM Smith to develop a scope of study for a Waste Water Facilities Plan. The Authority accepts the recommendation and selects CDM Smith as the preferred firm for the preparation of the Waste Water Facilities Plan and a scope of study and fee agreement to be negotiated. M. Brown seconded the motion and it carried unanimously.**

- g. Commerce Road Force Main Discharge Manhole - C. Utschig reported the engineering is done. J. Siclari said the project will be deferred to the spring.
- h. Other Engineering Matters: None.

#### **8. Legal Matters**

- a. Permanent Maintenance Agreements - No report.
- b. Regulation Amendments and Additions - J. Sienkiewicz reported on changes he is drafting regarding the regulation pertaining to as-built drawings. C. Utschig gave recommendations for additional changes.
- c. Other Legal Matters-None

#### **9. Other WPCA Business**

- a. WPCA New Office and Garage Office Space Update: Covered in J. Siclari's report.
- b. FOG Update at Difficult Properties: Covered in D. Will's report.
- c. Other WPCA Matters-Chair N. Malwitz reported today's open house was successful.

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

#### **11. Adjournment**

**T. E. Lopez made a motion to adjourn at 10:08 p.m. M. Brown seconded the motion and it carried unanimously.**

**\*\*\* Next Meeting January 23, 2019 \*\*\***