

BROOKFIELD WATER POLLUTION CONTROL AUTHORITY

Wednesday, November 29, 2017 Room 133 7:00 p.m.

APPROVED MINUTES

1. **Convene Meeting:** Chair Nelson Malwitz convened the meeting at 7:01 PM with the following in attendance:

<u>WPCA:</u> N. Malwitz, Chair L. Trojanowski-Marconi, Vice Chair M. Brown T.E. Lopez J. Murray M. Del Valle L. Donovan	<u>Others:</u> W. Charles Utschig, Langan (Engineer) M. Allred, Accountant Roger Prinz, Maintenance Manager Dave Will, Inspector John Siclari, WPCA Director Jeff Sienkiewicz, Attorney Kristi McPadden, Executive Administrator Mary Ongaro, Collector Emily Cole Prescott, Recording Secretary
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2. **Approval of Minutes** – 10/25/17: Vice Chair Trojanowski-Marconi made a motion to approve the minutes of the October 25, 2017 meeting. L. Donovan seconded the motion, and it carried, with Vice Chair Trojanowski-Marconi, M. Del Valle, J. Murray, M. Brown, and L. Donovan voting in favor of the motion. Chair Malwitz and T.E. Lopez abstained from the vote, which carried, 5-0-2.
3. **Correspondence:** None.
4. **New Business:** None.
5. **Old Business**
 - a. 468 Federal Rd. Brookfield Mews – Plan Revisions Tabled from 10/25/17: K. McPadden stated that she has spoken with Mr. Mattikow and made the suggestion that the applicant first work with the Land Use Commissions to finish plan revisions. **Vice Chair Trojanowski-Marconi made a motion to table discussion of this application until the regularly scheduled meeting in January. T.E. Lopez seconded the motion, and it carried unanimously.**
6. **Accountant Report**
 - a. Monthly Financials: M. Allred reviewed the monthly financials through October 31, 2017. The audit for the 2016/2017 fiscal year with the Town has not yet started. K. McPadden stated that she will ask the Town's Finance Department about the timeline for this work.
 - b. Delinquent Accounts: M. Ongaro will review the status of delinquent accounts and will work with Atty. Sienkiewicz on this matter.
The Authority moved to discussion of agenda item 10.a., WPCA New Office Update.
 - c. WPCA New Office Update: The Authority reviewed the proposed cost estimate for the new building. Chair Malwitz reviewed in detail the different costs that encompass the total proposed cost, noting what items the WPCA should remove and what items should be handled by the Authority after construction of the building exterior is complete. **T.E. Lopez made a motion to approve authorization of expenditures of up to \$530,000 for the building as proposed. L. Donovan seconded the motion, and it carried unanimously.**
7. **Employee Activity Reports (Roger, Dave, Kristi, Mary, John):**

R. Prinz presented the Maintenance Manager's Report:

Planned Construction Projects:

 - Rollingwood Sewer: Nine bids were received. The WPCA now needs to award the bid. Mr. Utschig noted the contract time is 120 days until flow. Estimated completion date is March 2018.

Active Construction Projects:

- Three Pump Station Upgrade: This project is completed, and the maintenance period ends December 31, 2017. Atty. Sienkiewicz mentioned that the contractor should be notified in writing by the engineer (Langan), per terms of the contract.

Capital Projects:

- Private Pump Station Monitoring: Data collection continues.
- Commerce Road Force Main: After jet rodding, two runs the two 3" force mains are clear; however, one line is questionable for (1 run) from Eastern Precast to discharge the manhole. Force main lines were to be connected at a new location during CES project in 1997, but has not been done. Testing and investigation is ongoing. Replacement cost is estimated between \$350,000 and \$450,000 for force main. Cost estimate for all gravity system with a central pump station would be \$1 million.

GIS:

- WPCA Pump station inspections continue to be entered. Weekly reports are generated by Langan for all pump station and grease trap inspection status.
- Quarterly meeting is due with Langan for the GIS support team.

Monitoring System:

- A meeting is scheduled with A. Sincali to discuss what the WPCA gets, reduced costs if possible, and to improve service.

TCD Sewer Upgrade:

- Phase 1 work complete
- Phase 2 plans are being generated

MBO Progress:

- Maintenance Manager Grade IV certification
- Maintenance crew member Grade II for C. Conway

Inspection Fees:

- Direct Labor: \$450
- Dedicated Fees: N/A

Miscellaneous:

- Pump station inspection checks: Daily inspections are required. R. Prinz stated that the WPCA is not required by law to check each station daily unless it pumps over 100,000 gallons per day or is located in a sensitive area. All stations are SCADA-equipped. Four stations are in sensitive areas, and there are three stations that pump more than 100,000 gallons per day. The seven stations that are over 100,000 gallons per day and those in a sensitive area will be checked daily, and the remaining seven stations will be checked on Mondays, Wednesdays, and Fridays. R. Prinz mentioned that with current manpower, he only has a part-time employee to complete these currently daily inspections and there are not enough work hours. J. Siclari will adjust the sheets and this process will move forward in January.
- New pump volutes received for Route 133 station to be installed.
- D. Will has completed the sewer easement clearing.
- Manhole repairs are almost complete for this fiscal year. The manhole repairs throughout the Town Center were charged to infrastructure. R. Prinz shared that the manhole repairs are done before winter to adjust for plowing during the season. Some of the manholes are located in high-traffic areas and were thus more costly than originally anticipated.

D. Will presented the Inspector's Activity Report:

- Grease/Grit Separator Inspection: D. Will is in the process of follow-up inspections.
- Four Corners Project: The WPCA work for phase one is complete. There were some manholes raised to conform to the new pavement, but the WPCA is done for the most part inspecting and completing Call Before You Dig requests.
- Surveys: All surveys are up to date that can be completed now.

- Field Service:
 - Burger King at 46 Federal Road: The applicant has installed all the new piping and new grease trap. The interior is now under construction, with an estimated February opening.
 - 15 Federal Road: The former Green Drop unit is currently under renovation. D. Will has spoken with the contractor and is waiting to receive plans to discuss a grease trap.
 - John's Best at 355 Federal Road: D. Will has met with the owner and discussed a transformation of existing septic tank to a usable grease trap.
 - Ice Cream Shop at 317 Federal Road: This will be Dubl Twister.
 - Five Guys at 106 Federal Road: Construction has started in the former Sleepy's unit. This fit-out is estimated to be a four-month project with new plumbing and grease trap.
 - Dunkin Donuts at 7 Federal Road: This unit is under construction.
 - TCD: No tenant fit-up applications have yet been submitted for the Town Center District.

K. McPadden presented the Executive Administrator's Report: K. McPadden stated that she is working on updating the Rollingwood assessments. She will be working on the permit completion process. Many times, someone will open a permit and the follow-up documentation takes some time. K. McPadden is writing a procedure for this process. K. McPadden stated that she will be changing the voicemail message to provide after-hour numbers and additional information.

M. Ongaro presented the Collector's Report: M. Ongaro stated that she is working with Quality Data to have the bills out before the holiday, in hands by December 1. More than 1600 bills have been sent. K. McPadden stated that the office had resolved an issue with Invoice Cloud.

J. Siclari presented the Director's Report: J. Siclari reported that there is a meeting with M. Brown to discuss safety on December 5. J. Siclari stated that a discussion should ensue on how to obtain/purchase a credit card from the Savings Bank of Danbury. Monthly inspections will be moved to a quarterly schedule for the main pumping station inspections. J. Siclari discussed working with the Town's HR Department and whether the WPCA will work with the current HR or move to an outside vendor. Chair Malwitz suggested that L. Donovan make a recommendation to the Authority about this concern. L. Donovan noted that this question is relative to employee operational concerns, not to pension and insurance. R. Prinz has drafted several procedures, including vehicle operations and work hour recording. These procedures will be adopted for the employees. Chair Malwitz stated that the target date for the office relocation is April 1. The WPCA will maintain the space at the Town Hall until the end of the 17/18 fiscal year.

8. Engineer Comments/Project Update

- a. Use Charge Study: Mr. Utschig shared an Excel document prepared by Langan, of the survey response compilation. The next step is to analyze the data. The purpose of the study is to determine an appropriate use fee that the Authority should charge. The secondary objective is to appropriately determine the current unit counts on the system. Mr. Utschig suggested that the Authority send another survey to those who didn't respond to obtain additional responses. At this point, response rate for commercial customers is approximately fifty percent. Mr. Utschig stated that Langan will also ask Aquarion Water for their flow meter information for additional comparison. K. McPadden explained that the Authority currently collects information on each new customer via a form that is distributed in the Land Use Office within every building permit packet and is electronically filed.
- b. Rollingwood Sewer Project Update: Mr. Utschig stated that the WPCA has received a number of bids, which range \$855,657 to \$351,791. The low, qualified bidder was TD & Sons. Mr. Utschig and Atty. Sienkiewicz vetted the information provided by this bidder. **Vice Chair Trojanowski-Marconi made a motion to award the contract to TD & Sons, the vetted contractor, for the amount of \$351,791.38. J. Murray seconded the motion, and it carried unanimously.**

- c. GIS Sewer Modeling/Scanning Update/Forms (Manhole, Pump Station, Grit & Grease Trap): Mr. Utschig stated that a follow-up meeting with the Team is needed. J. Siclari will schedule meeting.
- d. Water Pollution Facilities Plan Update: Mr. Utschig stated that a meeting should be held to ensure the Authority has the most significant opportunity to obtain funding for the Clean Water Fund Application, and that each of the projects are ranked accordingly and as highly as possible, based on the ranking system for the funding application.
- e. Caldor Meter Proposal: Mr. Utschig distributed a memo dated November 29, 2017 Re: Langan Project No. 190011011. He explained both options (one and two) for the Authority's consideration. Per the terms of the memo, option one consists of removal of the existing venturi tube and replacement with a Mag meter in the existing manhole for a preliminary cost estimate of \$24,750. Option two includes installing a Mag meter that will allow for access to the force main for maintenance which does not exist at this time and provides a point where bypass pumping can occur without having to pump and haul when bypass pumping is required. The estimated cost of this second option is \$107,210. The Authority reviewed details of the proposal with Mr. Utschig. Mr. Utschig explained that the second option will provide the WPCA with additional flexibility to manage the system. R. Prinz suggested that this work is planned for next fiscal year. **Chair Malwitz made a motion to authorize Langan to spend up to \$15,000 in engineering fees for option two of the project. Vice Chair Trojanowski-Marconi seconded the motion, and it carried unanimously.**
- f. SSOAP Toolbox: Mr. Utschig stated that he has looked into the possibility of using this toolbox with the Authority. However, he does not recommend its use at this time because it is very complicated, and is a tool that more directly applies to combined sewers, where sanitary and storm water sewage is discharged directly.
- g. CWF Construction Application Status – Dean Road: *This item was discussed above, during agenda item 8.d.*
- h. CWF Studies Application Status – I&I and Candlewood Shores: *This item was discussed above, during agenda item 8.d.*
- i. Other Engineering Matters: There were none.

9. Legal Matters

- a. Rollingwood Easements: Atty. Sienkiewicz stated that the Rollingwood easements are complete.
- b. Permanent Maintenance Agreements: Atty. Sienkiewicz provided a brief update on the status of pending permanent maintenance agreements.
- c. Other Legal Matters: No other matters at this time. *Please refer to motion below, regarding the High Meadow Permanent Maintenance Agreement.*

10. Other WPCA Business

- a. WPCA New Office Update: *This item was discussed during agenda item 6.*
- b. 2018 Meeting Calendar: The Authority reviewed the 2018 Meeting Calendar, and scheduled the 2018 regular December meeting on December 12. **Vice Chair Trojanowski-Marconi made a motion to adopt the 2018 Meeting Calendar as presented, with the meeting date of December 12th. T.E. Lopez seconded the motion, and it carried unanimously.**
- c. Policy Discussion (Workers Comp, Vehicle Operation, Time Accounting): *This item was discussed during the Director's Report.*
- d. Other WPCA Matters: There were none.

- 11. 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.**

Atty. Sienkiewicz asked the Authority to return to discussion of Legal Matters.

Legal Matters: High Meadow Permanent Maintenance Agreement – **M. Brown made a motion that, upon the finalization of the High Meadow permanent maintenance agreement, that the Chairman be authorized to execute on behalf of the WPCA and the necessary signatories be authorized to issue a check back to High Meadow to close out the existing escrow the WPCA is now holding. J. Murray seconded the motion, and T.E. Lopez abstained from the motion. The motion carried, 6-0-1.**

12. Executive Session

- a. **Personnel Issue:** **At 9:17 PM, Vice Chair Trojanowski-Marconi made a motion to enter into executive session to discuss personnel matters and invite the Authority, Atty. Sienkiewicz and J. Siclari. T.E. Lopez seconded the motion. Atty. Sienkiewicz explained the FOIA procedures regarding executive session and discussion of personnel matters. L. Donovan stated that she will not make her report in a public session. D. Will consented to the Authority's discussion of the personnel matter in executive session. The motion carried unanimously. At this time, all but the Authority, Atty. Sienkiewicz and Director Siclari left the meeting room.**

At 10:57, Vice Chair Trojanowski-Marconi made a motion to come out of executive session. L. Donovan seconded the motion, and it carried unanimously. It was noted that no motions had been made during the executive session.

A motion was made by L. Donovan that with respect to employee DW, the Chairman is authorized to issue a letter of reprimand, suspension and corrective action as discussed in Executive Session. The contents of the letter to be discussed with the employee by Commissioners Murray, Donovan and Malwitz as soon as a meeting may be scheduled. The motion was seconded by Vice Chair Trojanowski-Marconi, and carried unanimously.

- 13. Adjournment: At 10:58, Vice Chair Trojanowski-Marconi made a motion to adjourn the meeting. T.E. Lopez seconded the motion, and it carried unanimously.**

*** Next meeting January 24, 2018 ***