

BROOKFIELD WATER POLLUTION CONTROL AUTHORITY

Wednesday, October 25, 2017 Room 133 7:00 p.m.

APPROVED MINUTES

1. **Convene Meeting:** Acting Chair Louise Trojanowski-Marconi convened the meeting at 7:02 PM with the following in attendance:

<u>WPCA:</u> L. Trojanowski-Marconi, Acting Chair M. Brown J. Murray M. Del Valle L. Donovan	<u>Others:</u> W. Charles Utschig, Langan (Engineer) 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** – J. Murray made a motion to approve the minutes of the September 20, 2017 meeting. M. Del Valle seconded the motion. Acting Chair L. Trojanowski-Marconi, J. Murray, and M. Del Valle voted in favor of the motion, with M. Brown and L. Donovan abstaining from the vote.
3. **Correspondence:** The Authority noted the following pieces of correspondence:
 - a. Letter from Imagineers to N. Malwitz, dated 10/13/17
4. **New Business:** None
5. **Old Business:**
 - a. 468 Federal Road: Approved Plan Revisions – J. Siclari explained that the plan has been revised, based on review by the Inland Wetlands Commission. **M. Brown made a motion to table this application amendment to the November meeting. L. Donovan seconded the motion, and it carried unanimously.**
6. **Accountant Report:**
 - a. Monthly Financial Results: M. Allred reviewed the monthly financial results.
7. **Employee Activity Reports (Roger, Dave, Kristi, Mary):**

R. Prinz presented the Maintenance Manager's update:

Construction Projects Planned:

 - Rollingwood Sewer Extension: The project is out to bid, and the pre-bid meeting was held on October 25. Approximately 10 contractors have picked up the bid packages.
 - Pump Station #1 Tiger Mag: See engineer report.

Active Construction Projects:

 - Three Pump Station Upgrade: This project is completed. The maintenance period ends on December 31, 2017.
 - Gen run signals are not being transmitted from 777 Federal Road or railroad identified, one set of parts on hand now, install scheduled

Capital Projects:

 - Private Pump Station Monitoring: Meter readings are available monthly; quarterly meters are working, but no data as of yet.
 - Commerce Road Force Main: 33 Commerce Road – cross over manhole upgrade completed provisions made for future hook up of property
 - Initial testing finds that three runs both lines clear, one line is blocked for 2 runs from 53 Commerce Road north to discharge manhole.

- Field observations indicate that existing force main is reaching end of service life replacement cost \$350-450 K. Total new system is projected at \$1 million all gravity with a central pump station.

GIS:

- WPCA pump station inspections continue to be entered; weekly reports are being generated for all pump stations and grease trap inspections.
- Private pump stations information has been added during inspections.

Monitoring System: Meeting to be held with A. Sincali to better understand what WPCA gets and if the WPCA can reduce its costs

TCD Phase One Sewer Update: Working with G. Dembowski to identify upgrades needed for phase two improvements.

MBO Progress: Attended class (3 days) for waste water collection system operator
Maintenance manager tested for Grade VI certification, which is the highest level
Maintenance crew member tested for grade II

Miscellaneous:

- Daily pump station inspection checklists are being accomplished, information received at operator's class might have an impact on frequency of checks and could potentially reduce man hour requirements
- New pump start relays installed at Route 133 station (12 years) and new volutes on order \$7,000
- Yearly sewer easement clearing is in progress.
- Mr. Utschig suggested that the Authority check on the projects that have been approved but are not yet generating flows so there is a comparison available between the amount of gallons currently in use and approved but not yet connected. R. Prinz noted that recent research indicates 110 gallons per day per residence for sewer planning purposes.

D. Will presented the Inspector's Activity Report:

- Grease/Grit Separator Inspections: Inspections for the quarter are complete. Letters will be sent next week.
- Town Center: There has been no sewer conflicts. WPCA has been working with the contractor to be sure things go smoothly.
- Surveys: All are up to date that may be completed at this time.
- New ice cream shop at 317 Federal Road, which would bring four restaurants to one, 1,000-gallon grease trap
- Five Guys will be adding a grease trap at 106 Federal Road.
- YMCA pool building is complete and online again. There will be a gain in units.
- No action at Webster Bank building.
- Hummus and Pita shop will be opening at 15 Federal Road.

K. McPadden presented her update: Surveys (about 300) have been received from last month's mailing of more than 600 surveys. K. McPadden has met again with the IT Department about the new building. Easement clearing notices have also been mailed.

M. Ongaro presented her update: M. Ongaro has done work on the billing and collections for the delinquent statements. She is now assisting K. McPadden with surveys. The next billing cycle is December 1, which paperwork process begins in early November.

J. Siclari presented his update: J. Siclari is developing a staff meeting process to track the progress of all ongoing projects: maintenance, billing, administration. The system will be task-and date-oriented to keep everyone on track. He distributed a copy of the draft proposal for the Authority's review. He mentioned other ongoing projects:

- 53 Commerce Road: The purchase contract is yet to be finalized.
- Ongoing Customer Development: K. McPadden maintains a spreadsheet of development projects to track current and expected flows.
- Candlewood Shores: Details are needed to apply for the next phase of Clean Water Funding.
- Dean Road: This area is a potential sewer area, for the Clean Water Funding application process.
- I&I Study: This project is ongoing.
- TCD Phase Two: This project is pending design and further work from the Town.
- US Automation: R. Prinz discussed briefly during his report.
- Petty Cash or Corporate Purchasing Card: This matter is currently under review.
- Use Study: Mr. Utschig is scheduled to discuss this study.
- EAP SSOA Model: This is a sanitary sewer overflow analysis and planning tool which is under review.

8. Engineer Comments/Project Update

- a. Use Charge Study – Mr. Utschig reported that more than 600 survey forms have been sent to users. The next steps include to track and analyze the data. The target is a sixty percent response rate, if not higher.
- b. Rollingwood Sewer Project Update – An addendum will be issued to the bid, relative to the date of bid opening.
- c. GIS Sewer Modeling/Scanning Update/Forms (Manhole, Pump Station, Grit & Grease Trap) – Langan provides scheduled reporting. Langan is working with the WPCA to update forms, and complete updates on a quarterly basis. For efficiency purposes, Mr. Utschig asked the WPCA to compile a list of items to be revised or added.
- d. Water Pollution Facilities Plan Update – Mr. Utschig stated that he will obtain information on what has been done for this project thus far and report back to the Authority on next steps.
- e. Caldor Meter Proposal – Mr. Utschig had met with R. Prinz to retrofit an existing manhole and install the Mag Meter, which is a better method to monitor flows. The second option is to incorporate a more permanent solution with more substantial repair. This is the primary discharge to Danbury, but there is limited option to isolate the system. The proposed, permanent repair will cost substantially more, but is the better option both for safety and long-term use.
- f. SSOAP Tool Box – This is a modeling project, which will be pursued with a small quadrant of existing data to determine how best to move forward. Mr. Utschig stated that based on his preliminary review of the information, it seems to be more complex than the Authority requires at this point, especially because infiltration into the system is low.
- g. CWF Construction Application Process – Dean Road & CWF Studies Application Status, I&I and Candlewood Shores – Mr. Utschig noted how projects for this type of funding are ranked. J. Siclari and Mr. Utschig will discuss this matter in further detail.
- h. Other Engineering Matters – None.

9. Legal Matters

- a. Rollingwood Easements – Atty. Sienkiewicz stated that he should have the signed easement, which was scheduled to be mailed.
- b. Permanent Maintenance Agreements – There is no new report on permanent maintenance agreements.
- c. Other Legal Matters – None.

10. Other WPCA Business

- a. WPCA New Office Update – Atty. Sienkiewicz asked the Authority whether the contract documents and architectural plans have been reviewed and approved by both Authority and staff. Atty. Sienkiewicz stated that he has received a simple contract for purchase, and he outlined some of the details of the document. He reviewed proposed revisions he had made to the document. A finalized contract should be ready by the next meeting.
 - b. Other WPCA Matters – None.
11. **Vouchers:** The Authority reviewed and signed the vouchers. **L. Donovan made a motion to approve the vouchers. M. Brown seconded the motion, and it carried unanimously.**
12. **Executive Session – Personnel Matters:** At 9:01 PM, L. Donovan made a motion to enter into executive session to discuss personnel matters, relative to a safety incident involving one of the employees. J. Siclari had informed the employee that this matter was to be discussed during executive session at tonight's meeting, but the employee did not elect to have this matter discussed outside of executive session. Vice Chair L. Trojanowski-Marconi invited the Commission, J. Siclari and Attorney Sienkiewicz into the executive session. M. Brown seconded the motion, and it carried unanimously. *At this time, all other staff and audience members left the meeting room.*
A motion was made by L. Trojanowski-Marconi at 9:30 pm to come out of executive session. The motion was seconded by J. Murray and passed unanimously. It is noted that there were no motions made during executive session.
A motion was made by L. Trojanowski-Marconi to appoint J. Murray, L. Donovan and J. Siclari to investigate and make recommendations back to the Commission on the employee's safety incident. The motion was seconded by M. Brown and passed unanimously.
12. **Adjournment:** A motion was made by L. Trojanowski-Marconi to adjourn the meeting at 9:40 pm. The motion was seconded by L. Donovan and passed unanimously.

*** Next meeting scheduled for November 29, 2017 ***