

BROOKFIELD WATER POLLUTION CONTROL AUTHORITY

Wednesday, September 20, 2017 Room 133 7:00 p.m.

APPROVED MINUTES

1. **Convene Meeting:** Acting Chair L. Trojanowski-Marconi convened the meeting at 7:00 PM.

<u>WPCA:</u>	<u>Others:</u>
L. Trojanowski-Marconi, Acting Chair	Eric Kingsbury, Langan (Engineer)
T.E. Lopez	Roger Prinz, Maintenance Manager
J. Murray	Jeff Sienkiewicz, Attorney
M. Del Valle	John Siclari, WPCA Director
	Dave Will, Inspector
	Kristi McPadden, Executive Administrator
	Emily Cole Prescott, Recording Secretary
2. **Approval of Minutes** – 8/23/17 – **T.E. Lopez made a motion to approve the minutes of the August 23, 2017 meeting. J. Murray seconded the motion, and it carried unanimously.**
3. **Correspondence:** None.
4. **New Business:** None.
5. **Old Business**
 - a. 468 Federal Road – Brookfield Mews Community Sewer System Application – *Eric Kingsbury of Langan* – Langan has reviewed the plans, and has submitted an approval recommendation letter. The proposed system now runs on gravity-fed lines and the proposed pump station has been eliminated. D. Will noted that there is currently no easement for the property at 426 Federal Road. The proposed, revised plans now include a grease trap for the community center. K. McPadden noted that this application encompasses two potential approvals – one for the community sewer system application and the other for the nine connection permit applications. Atty. Sienkiewicz mentioned that he had drafted a permanent maintenance agreement, which he will update to reflect revisions made to the plans. Atty. Sienkiewicz also noted the engineer's license, indicating that he had sent a letter to the engineer about the state of licensure. *Motion below.*
 - b. 468 Federal Road – Brookfield Mews Application to Connect (9 bldgs), 112 Units (8-30g)
T.E. Lopez made a motion, regarding the community sewer system application, to approve the application of Brookfield Mews for a community sewer system at 468 Federal Road subject to the following findings as required by Section 5.5 of the Sewer Use Regulations: 1.) the community sewer system will serve property identified in Section 1.2 of the Regulations for which sewage treatment capacity has been reserved or allocated; 2.) the community sewer system will, upon execution of a permanent maintenance agreement, satisfy the requirements of Section 7-246(F) of the General Statutes and Section 5.2 of the Regulations in terms of ownership and management; 3.) the community sewer system is consistent with the Authority's Water Pollution Control Plan; 4.) it conforms to design, easement and contract requirements of the Authority; 5.) is or will be approved by the Planning Commission, Zoning Commission and Inland Wetlands Commission and will be in compliance with applicable Planning, Zoning and Wetlands regulations, 6.) is or will be performed by a contractor approved by the Authority; 7.) will be subject to inspection during construction by the Authority; 8.) will be secured by a permanent maintenance agreement as required by the Regulations; 9.) will conform to any other technical requirements established by the Authority to preserve public health and safety and to preserve water quality. This approval is subject to the requirements of Langan's September 20, 2017 letter as may be amended and subject to a permanent maintenance agreement to be executed by the applicant as required by the Authority. J. Murray seconded the motion. Atty. Sienkiewicz reviewed the terms of the draft permanent maintenance agreement with the Authority. Provisions of the agreement include registration of the system with the State of Connecticut, and reimbursing the Authority as required (for legal and inspection fees). K. McPadden mentioned that the applicant has paid the \$3,500 Community Sewer System fee and nine connection application fees.

T.E. Lopez moved to amend the motion to add the requirement that the applicant pay an additional \$5,000 in inspection fees for anticipated inspections on the community sewage system and any excess will be properly applied. J. Murray seconded the motion, which carried unanimously.

T.E. Lopez made a motion to approve the nine building connection applications, subject to the requirements that the community sewer system be properly installed, and subject to the requirements of Langan's September 20, 2017 letter and subject to submittal of proper plans to the office. J. Murray seconded the motion, and it carried unanimously.

6. Accountant Report

- a. Monthly Financials: The report was distributed. In M. Allred's absence, Commissioners were encouraged to email him or to contact K. McPadden with questions.

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

R. Prinz presented the Maintenance Manager's Report:

Construction Projects Planned:

- Rollingwood Sewer Extension: Attended Sandy Lane Board of Directors' Meeting. There is a plantings agreement for the same amount of evergreen trees. This will be approximately \$15,000 of plantings on the property.
- Pump Station #1 TIGERMAG and Force Main Repair: The engineer is drawing draft plans and specification plans (two options). The two options are to take the Venturi tube out and replace with a Tiger Mag or add a line and put the Tiger Mag in a vault. He explained the difference in costs associated with both options.

Construction Projects Active:

- Three Pump Station Upgrade: This project is completed. The maintenance period ends December 31, 2017.

Capital Projects:

- Private Pump Station Monitoring: Thirty-one dent meter installations are complete. Fifteen duplex and one simple station. Letters are to be sent with findings and repairs needed, meter readings will be done monthly/quarterly.
- Commerce Road Force Main: 71 Commerce Road crossover manhole upgrade completed. Request one additional to allow for testing and cleaning - \$7,500. R. Prinz explained that drain fittings instead of pressure fittings had been used, and he had reported a needed repair. R. Prinz suggests that another manhole be installed on Commerce Road, in front of Eastern Precast on the east side. The cost is \$7,500. The additional manhole will assist with locating the problem. The cost of a new force main would be about \$400,000. His proposal is to test the lines to replace the problem areas. The force main will eventually need to be replaced, and R. Prinz suggested that the WPCA consider this item in their upcoming capital costs. For a new system, the cost is prohibitive.
- Note: Field observations indicate that existing force main is reaching end of service life estimated replacement cost: \$350-450K/Total new system: \$1 million +/- with gravity-fed and central pump station

GIS:

- WPCA Pump Station inspections are being entered, weekly reports are now being generated for both pump stations and grease traps.
- Private pump stations – additional information will be added to the form for inspections.
- Engineer to report on tasks/services that are included in yearly budget and set up quarterly visit by GIS specialist

Monitoring System:

- Gen run signals not being transmitted from 777 or Railroad identified - parts on order in the 1st week of October. A. Sincali submitted bills that required more information to process also increase in yearly costs, request meeting to better understand what WPCA gets and how we can reduce costs if possible. R. Prinz stated that itemized information should be submitted with each invoice. R. Prinz indicated that the current invoice is appropriate. K. McPadden stated that some of the invoices include more than one fiscal year. K. McPadden stated that the WPCA has requested quarterly bills.

TCD Phase One Sewer Upgrade:

- Two additional locations have been upgraded. Subway, funeral home cleanouts added and moved out of bike path, special manhole frame and covers 4” vs. standard 8”. Working with Greg Dembowski to identify upgrades needed for Phase Two improvements. A bike path will be installed on the west side of Federal Road, and cleanouts and other work has been done near the area.

Miscellaneous:

- Pump cranes switched between Cedar Brook and Route 133, crane speeds now appropriate to wet well depths/Daily pump station inspection checklists now required to be completed.

Dave Will presented the Inspector’s Activity Report:

- Grease/Grit Separator Inspections: Inspections are in progress. Langan is sending an updated grease trap report every week.
- Four Corners Project: Granite curbing has been installed. Work with the contractor has been done to help alleviate sewer issues and concerns.
- Surveys: All surveys are up to date that can be completed at this time.
- Field Service: New sewer line replacement at Raymour and Flanigan. The speed of the groundwater is quite high. The manhole that had been leaking water has been repaired and there is now new pipe in the ground that has been dye-tested, inspected and air-tested.
- Campy’s Cookout across from 540 Federal Road is now open.
- 46 Federal Road: Interior demolition has been done, but construction has stopped.
- Tavern 487 Restaurant: This restaurant has closed and there is talk of a new restaurant moving in. D. Will suggested that the WPCA review the matter of the grease trap with the engineer.
- 7 Federal Road, Dunkin Donuts: The interior work is now being done. The grease line has been done, so both sides of the building are able to tie into the grease trap.
- He mentioned other locations that are moving within the Town.

K. McPadden presented the Executive Administrator’s Report: 665 surveys were mailed to commercial properties in town, requesting information. All had the option of scanning and emailing the returned surveys, completing the surveys online, or completing and mailing a hard copy back to the office.

- CIRMA – Audit was completed today for workers’ comp, which is done annually.
- There is a meeting set up with the Town’s IT Department to review the requirements for the new building.
- Brookfield Market: K. McPadden stated she received a question about future sewer in the area. There is currently an application in front of the DEEP to add this area to the state priority list.

J. Siclari presented the Executive Director’s Report: J. Siclari is developing a draft safety manual. He works with ongoing projects as needed.

8. **Engineer Comments/Project Update:**

- a. Use Charge Study: E. Kingsbury reported that 120 surveys have been returned to date. These responses will be sent to Langan for processing.
- b. Rollingwood Sewer Project; Clean Water Fund Application – Chair Malwitz had planned to send a letter to the DEEP about this application and review timeline. Authority members briefly reviewed the minutes of the previous meeting. The possible concern is that if the WPCA advertises the project before the State approves the bid package, it will not be able to use this funding if awarded. However, the age and current condition of the system are of concern, and the Authority discussed how best to move forward without further delay. *There was a brief speaker phone conversation with Chair Malwitz, from about 8:30 AM to 8:35 PM, where the status of the matter was discussed as noted above.* **J. Murray made a motion to authorize the Vice Chair or Director, in the absence of the Chair, to send a letter to the DEEP regarding the Clean Water Fund Application for the Rollingwood Sewer Project to the effect that the pump station at Rollingwood is in imminent danger of failure and the**

WPCA feels it has no choice but to put this project out to bid by Tuesday, October 3. T.E. Lopez seconded the motion. Discussion. J. Murray moved an amendment to the above motion: to authorize the project to be out to bid not earlier than October 3 and not later than October 6, unless positive word is received from the State of Connecticut and that Langan will prepare the bid packages for the Executive Administrator to submit to the appropriate publication outlets. T.E. Lopez seconded the motion, and it carried unanimously.

- c. GIS Sewer Modeling/Scanning Update/Forms (Manhole, Pump Station, Grit & Grease Trap) – Langan continues to provide weekly reports to the WPCA. Authority staff has been asked for a list of improvements to the system.
- d. Water Pollution Facilities Plan Update – Langan is currently compiling a draft for review of a Request for Proposal for this project.
- e. Caldor Meter Proposal – E. Kingsbury stated that R. Prinz, Mr. Utschig and he will meet to discuss this matter.
- f. Other Engineering Matters – *At this time in the meeting, Acting Chair Trojanowski-Marconi asked if Director Siclari had an update to provide. For organizational purposes, his update is provided above, under item 7.*

9. Legal Matters

- a. Rollingwood Easements – Atty. Sienkiewicz stated that two easements have been executed, and he will complete the last easement with Sandy Lane. **T.E. Lopez moved to authorize the cutting of a check from the Rollingwood Project account in the amount necessary to pay for the Sandy Lane easement. J. Murray seconded the motion, and it carried unanimously.**
- b. Permanent Maintenance Agreements – Atty. Sienkiewicz reviewed which agreements had been executed, and which are still pending finalization.
- c. Other Legal Matters – Atty. Sienkiewicz has been reviewing the new office update paperwork, which is discussed directly below.

10. Other WPCA Business

- a. WPCA New Office Update – Atty. Sienkiewicz reviewed that based on his discussions with Town Attorney Tom Beecher, it was decided that the WPCA may continue to move forward with the purchase. Chair Malwitz has also sent a letter to the Board of Finance, asking for reconsideration of the financing for this purchase. Because the Authority will be the first tenant in the space, Atty. Sienkiewicz asked how the Authority would like the property to look, specifically whether there was any type of external activity the Authority would not like to occur at the complex. Atty. Sienkiewicz also asked the Authority for additional details of the proposal, including whether the Authority plans to have designated parking, community well and whether the Authority would be considered part of a private water company, zoning at the location, and an overall budget for the proposed purchase. Atty. Sienkiewicz also mentioned that the Authority will be required to review the by-laws of the association. It was noted that the building is currently a shell, and the interior will need to be constructed. An architect had been hired to design the interior and provide cost estimates. Atty. Sienkiewicz stated that the Authority should review the architectural proposal in full detail. K. McPadden mentioned that P. Kurtz had done much of the preliminary work, especially relative to financial comparisons. J. Siclari suggested hosting a meeting with P. Kurtz and Chair Malwitz to review the noted concerns. J. Murray volunteered to assist with plan review.
- b. Other WPCA Matters – None.

11. Vouchers: The Authority reviewed the vouchers. J. Murray moved to approve the vouchers as presented. T.E. Lopez seconded the motion, and it carried unanimously.

12. Adjournment: At 9:27 PM, J. Murray moved to adjourn the meeting. M. Del Valle seconded the motion, and it carried unanimously.