

BROOKFIELD WATER POLLUTION CONTROL AUTHORITY

Wednesday, September 26, 2018 7:00 p.m.
WPCA Office, 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
T.E. Lopez
M. Brown
L. Donovan

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

- 2. Approval of Minutes-8/22/18-L. Trojanowski-Marconi made a motion to approve the minutes for 8/22/18. T. E. Lopez seconded the motion and it carried unanimously.**
- 3. Informal Discussion**-Dennis Behunick, 121 Federal Road, Grease Trap-*Dennis Behunick and Dimitrios Triantis, Owner, were present.* D. Behunick explained they were looking for possible solutions to supplement the grease trap at this property, as opposed to remediating. He said it is a 1,000 gallon tank and has never failed, to the best of his knowledge. D. Will said the grease trap is beginning to deteriorate. Chair N. Malwitz said this is beyond the scope of the Board to deal with at this time, and would need an engineer to make a recommendation. R. Prinz noted this also falls under State Regulations which state if they are making over \$50,000 of renovations, they would need an exterior grease trap, and the current grease trap is not code-compliant. C. Utschig suggested they hire an engineer to do an assessment of what their anticipated grease trap requirements are, review the requirements for the WPCA and bring a recommendation to the Authority for review.
- 4. Correspondence**
 - Berkshire Industrial Park-Proposed transfer of installation to WPCA-Chair N. Malwitz said Berkshire Industrial Park has a client that will build their corporate headquarters on 13 acres of the property and they want to be connected to the Town sewer. They will come in with a proposal.
- 5. New Business-None**
- 6. Old Business**
 - 84-140 Federal Road, BJ's-Discharge of Remediation Groundwater Permit Extension Request-Chair N. Malwitz said BJ's was issued a 5 year permit for Discharge of Remediation Groundwater seven years ago and it is not remediated yet. They are looking to extend the permit for another 3-5 years or seek another alternative. They will be meeting with the State and will come back with a recommendation in November.

- b. 857 Federal Road-Easement & Request for Permit Extension-J. Sienkiewicz said he spoke with the Attorney who recommended he speak with Mr. Farley directly. J. Sienkiewicz requested this item be moved to Legal Matters on next month's agenda.
- c. 304 Federal Road Billing-Chair N. Malwitz explained the revised billing process for this property.

7. Accountant Report

- a. Monthly Financials- M. Allred reviewed the monthly financial statements. M. Allred suggested transferring \$31,000 from the Sandy Lane account to the Operating account. J. Sienkiewicz discussed the new WPCA building and the payment due to Longo. K. McPadden will give a check to J. Sienkiewicz for approximately \$112,000, which does not include his fee, for the closing at 30 Main Street on Friday at 11 a.m. No motion.

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

John: J. Siclari discussed the work he has been doing with the new building. He said Longo has given him an estimate for the work on the offices in the back of the building and other interior renovations in the amount of approximately \$45,000. **L. Trojanowski-Marconi made a motion to authorize the Chairman to sign the Longo contract for additional interior work as described in the work estimate, not to exceed \$50,000, if it appears in proper form. L. Donovan seconded the motion and it carried unanimously.**

Roger: R. Prinz said he does not have a formal report this month. He noted pump station inspections are done for the third quarter.

Dave: D. Will said he does not have a formal report this month. He noted grease traps are up to date, he is working on some last minute surveying and loose ends.

Mary: M. Ongaro is working on the collections for the new Rollingwood assessments this month and the payments are coming in. She noted they have received 47 payoffs so far.

Kristi: K. McPadden said she has been working on things for the new office including new business cards, envelopes, computers, etc.

9. Engineer Comments/Project Update

- a. Use Charge Study-C. Utschig said all the information has been uploaded and the goal is to analyze the data to ensure everyone is being billed properly. The Authority discussed the possibility of installing water meters for commercial properties.
- b. Caldor Pump Station Force Main Repair Bid Review-C. Utschig said they received one bid and it was significantly higher than expected. He said they now have to decide if they want to pull back the scope to accomplish the original goal of adding the mag meter to monitor the flow.
- c. CWF Construction Application Status-Dean Road-Chair N. Malwitz discussed the details of the project. C. Utschig will draft an estimate in a week to 10 days, which can be presented in a public forum in October to review the options being considered.
- d. CWF Studies Application Status – Candlewood Lake RFQ-Chair N. Malwitz explained the RFQ is a Request for Qualifications from engineering companies to do these studies and there are some companies that are interested. He said the information is on the website and the delivery date for the RFQs is end of day on Monday October 1, 2018.
- e. Water Pollution Facilities Plan Update RFQ- Chair N. Malwitz explained the RFQ is a Request for Qualifications from engineering companies to do these studies and there are some companies that are interested. He said the information is on the website and the delivery date for the RFQs is end of day on Monday October 1, 2018.

- f. Commerce Road Force Main Discharge Manhole-C. Utschig said they just got the survey information from CCA, and they are starting to move forward. R. Prinz said the scale of the project is \$35,000-\$50,000.
- g. GIS Collector as Asset Management Database-J. Siclari said they have identified the districts on the map and have put the numbers and assets in the system. The next phase will be to do a pilot of the 3-condo area and they should have a draft presentation to view at next month's meeting.
- h. Other Engineering Matters- C. Utschig discussed drafting a letter to TD & Sons. He said they have not been responsive and have not submitted their semi-final request. He said they are putting TD & Sons on notice that they have until October 10th to finish the restoration work and submit their semi-final payment requisition.

10. Legal Matters

- a. Permanent Maintenance Agreements-J. Sienkiewicz said they got the general permit from High Meadow.
- b. Regulation Amendment 7.1.1 Use Charges – J. Sienkiewicz is working on these amendments.
- c. Other Legal Matters-The Authority discussed the by-laws of the new building.

11. Other WPCA Business

- a. WPCA New Office & Garage Office Space Update – Discussed above
- b. Other WPCA Matters-Chair N. Malwitz said the new website is up and reviewed the updates.

12. Vouchers-L. Trojanowski-Marconi made a motion to accept the vouchers as presented. J. Murray seconded the motion and it carried unanimously.

13. Adjournment-L. Trojanowski-Marconi made a motion to adjourn at 8:48 p.m. T. E. Lopez seconded the motion and it carried unanimously.

*****Next meeting October 24, 2018*****