

# **BROOKFIELD WATER POLLUTION CONTROL AUTHORITY**

Wednesday, April 22, 2020 7:00 p.m.

## **MINUTES**

### **1. CALL IN INFO**

Zoom (participant): <https://zoom.us>

Meeting ID: 464 475 5169

### **2. CONVENE MEETING: Chair N. Malwitz convened the meeting at 7:00 p.m.**

#### **WPCA:**

Chair N. Malwitz

L. Trojanowski-Marconi, Vice Chair

L. Donovan

M. Del Valle

M. Brown

J. Murray

G. Giacobone

#### **Others:**

D. Will, Inspector

R. Prinz, Maintenance Manager

T. Strid, Maintenance Crew Member

C. Utschig, Langan Engineer

J. Sienkiewicz, Attorney

M. Allred, Accountant

J. Siclari, Director

K. McPadden, Executive Administrator

M. Ongaro, Collector

A. Kennedy, Recording Secretary

### **3. APPROVAL OF MINUTES – 3/25/20 - M. Brown made a motion to approve the minutes from 3/25/2020. J. Murray seconded the motion and it carried unanimously.**

### **4. CORRESPONDENCE - No discussion.**

### **5. OLD BUSINESS**

- a. 731 Federal Road – Municipal Sewer Extension - Chair N. Malwitz said Langan had a discussion with the Applicant's engineer regarding lower cost construction solutions. He also noted the Applicant received a Section 8-24 approval from the Planning Commission. He said next steps are up to the developer.
- b. 37 Old Route 7 – Municipal Sewer Extension - *S. Sullivan, CCA, LLC was present on behalf of the application.* S. Sullivan said he spoke with Eric Kingsbury yesterday regarding engineering comments. C. Utschig said Langan issued a memo with comments regarding suggested plan revisions. He reviewed the revisions requested in the memo and asked for the Authority's permission to share that memo with the Applicant. Chair N. Malwitz gave permission for the memo to be sent to the Applicant.
- c. 37 Old Route 7 – Application to Connect (6 Duplex Condominiums)
- d. 401 Federal Road – Application to Connect (Twins BBQ) - *S. Sullivan, CCA, LLC was present on behalf of the application. G. Steiner, Applicant, was present.* C. Utschig said Langan has completed their review and are recommending approval of the application and extension, and a letter has been submitted for the record. C. Utschig discussed two of the issues noted in Langan's review, including the minimum slope, which given the low flows that they will have, may cause solid separation, and the Owner needs to be aware that if a problem arises, they will need to remedy that. G. Steiner said he accepts that. C. Utschig also discussed that because this is a kitchen facility, it will need to have a grease trap and Langan is ok with the Applicant using the under-sink unit used at their current location. **L. Trojanowski-Marconi made a motion to approve 401 Federal Road-Application to Connect (Twins BBQ), with the condition that an appropriate grease trap application be submitted if it has not been. L. Donovan seconded the motion and it carried unanimously.**
- e. 756 Federal Road – Application to Install 2-1,000 Gallon Grease Traps - C. Utschig said this is a post construction approval, as the work has already been done. He said Langan has issued a review letter which contains a few comments they would like the Applicant to address, in order to

have the drawings completely and accurately reflect what was built, including details of the grease trap that was used. **L. Trojanowski-Marconi made a motion to approve 756 Federal Road-Application to Install 2-1,000 Gallon Grease Traps, under the conditions that they satisfy the engineering comments and all necessary fees are paid, noting a discharge permit will not be issued until drawings are submitted and satisfactory. M. Brown seconded the motion and it carried unanimously.**

- f. 14 Candlewood Lake Road – Application to Modify Existing Sewer - C. Utschig said after discussions with the Applicant, the Authority will be receiving from the Applicant a revised set of drawings that has a gravity solution with no pump station.

**6. NEW BUSINESS - None**

**7. ACCOUNTANT REPORT**

- a. Monthly Financials - M. Allred discussed the monthly financial report.
- b. Covid-19 Pandemic Update - Chair N. Malwitz said the State of CT has stated that every Town must give the option of some kind of relief to people that are affected by COVID-19, and these people need to demonstrate that their income has been reduced by at least 20% or some other factors. The Town of Brookfield has decided to extend the due dates by 90 days for any water, sewer charges and assessments, as well as real estate, motor vehicle and other property taxes. This form will be organized in cooperation with the Tax Assessor. Chair N. Malwitz also discussed commercial accounts that may have had to close, and how the WPCA could recalculate their survey in order to assist with their bills for a specific time frame.
- c. FY21 Budget-The budget narrative will require some revision. There also may be adjustments due to impact from the Covid-19 emergency.

**8. OLD BUSINESS**

- a. Candlewood Lake Area Sewer Study Update - *J. Wiggins, 14 Hickory Hill Road was present.* J. Wiggins asked a few questions regarding the Sewer Study, and Chair N. Malwitz responded with explanations. J. Wiggins expressed concerns with residents being forced to connect to sewer service.
- b. Facilities Plan Update - Chair N. Malwitz said CDM Smith has been hit hard during this pandemic and their representative that the WPCA has been working with is currently hospitalized after a severe auto accident. Therefore, this project is currently delayed, but CDM Smith committed to have the report done by the middle of May.
- c. Delinquent Collections Initiative, Transworld Systems - M. Ongaro said she has work to do to update the TSI list after payments come in, and delinquent accounts are still in collection.
- d. Job Descriptions – L. Donovan said they will be ready to discuss this next month.

**9. ENGINEER COMMENTS/PROJECT UPDATE**

- a. Old New Milford/Federal Road Force Main Update - R. Prinz said the project is completed except for the permanent road paving.
- b. Brookfield Market Area Update - The conversation with the Board of Selectmen and the Board of Finance has been deferred until June or July.
- c. Route 133 Station Improvements - C. Utschig said they developed a set of documents for R. Prinz to get the driveway installed and are working on the bid package for the remaining pump station improvements and are committed to having a preliminary set of drawings for the Authority to review by the next meeting.
- d. 291 Federal Road Facility Design Analysis - Chair N. Malwitz and J. Sienkiewicz discussed the WPCA regulations pertaining to items being put into the sewer system such as wipes, incontinent pads, etc. **M. Brown made a motion to direct the WPCA's engineer to contact the engineer for 291 Federal Road to request that they implement a solution to the anticipated use of wipes/diapers and other materials that would have a tendency to block the public sewer line**

**to request that they capture that material on site before it gets to the public sewer. Chair N. Malwitz seconded the motion and it carried unanimously.**

e. Other Engineering Matters-No discussion.

**10. EMPLOYEE ACTIVITY REPORTS (Roger, Dave, Tim, John, Mary, Kristi)**

**Roger:** R. Prinz said the paving is not completed for the Commerce Drive Force Main. The flowmeters for Cedar Brook and Stony Hill Stations are done. The 133 Pump Station driveway and rolling gate upgrade will happen this fiscal year. The Federal Road Valve Pit Upgrade will be done by the end of the fiscal year. R. Prinz said Andy Sincali will come tomorrow to help Tim and the electrician with the Monitoring System. He said they have COVID-19 procedures in place, including working remotely, social distancing, PPE masks mandatory within 6 feet. He said the CDOT project Teams meeting has been pushed back to April 28, but all of the WPCA's comments are in. Second quarter pump stations have not been started yet. R. Prinz said he is working on getting his replacement truck and discussed price ranges. R. Prinz said he wrote a CBYD policy for the maintenance department.

**Dave:** D. Will said he has been going through the entire grease trap list and updating and cleaning it up. He is working with individual pumpers to try and see exactly who gets pumped and who is on hold. He is working with the State task force to establish some guidelines for this program during the virus. He said he is keeping a list of restaurants that are open or closed. D. Will said at 291 Federal Road has installed all sewer lines and road crossing and they are continuing to do inverts and manholes. The air test is now scheduled for Friday. He said he has been working with Raymour and Flanagan to come up with a feasible plan to repair a section of bad piping in the south end of the building that houses CVS, Michaels and the future Raymour Scratch & Dent (previously TJ Maxx) and should have a plan for approval tonight. D. Will said he was asked to inspect the new Italian Restaurant at 800 Federal Rd and will do a dye test on Friday. D. Will said he noticed a lot of cars at the old Siemens at 100 Silvermine but has not been able to enter the building yet and doors are locked. He will be contacting the owner to get a status. The new Heat and A/C Warehouse DASCOS is on schedule to open at the old On Track Carting on Silvermine in May. The medical building at 401 Federal is opening soon, doing move in and set up now.

**Tim:** T. Strid said manhole inspections are on hold for now since they are two person jobs. He said he has been working on the pump stations and the Cedarbrook & Stony Hill Valve Box Improvements. He said he is working with R. Prinz on figuring out a plan of action for this quarter's inspections due by June 30, 2020.

**John:** J. Siclari said they are having weekly team briefings regarding corona virus issues. He said he is compiling all the virus-related labor and equipment for a FEMA claim. He said they are working independently for now. He said an Asset Management program presentation was done by Archibus on March 10<sup>th</sup> and they are still waiting for a proposal. He said he is still working with the Town to get the FEMA reimbursement from the May 2018 storm, totaling approximately \$20,000. He said the Time & Attendance switchover with Paychex is on hold. He emailed J. Gay (the Town's Purchasing Agent) regarding financing for the new truck. He contacted Brookfield Glass to install a mail slot on the front door, which was done Monday.

**Mary:** M. Ongaro asked about the new fees for the pump station inspections and grease trap inspections and whether they will be implemented at this time. Chairman N. Malwitz said to go ahead with those fees since all the legal requirements have been complete. Discussion continues how those fees should be implemented under the direction of J. Siclari. M. Ongaro said she is scheduled to work with R. Prinz on the pump station report and will meet with D. Will to review his list of grease traps.

**Kristi:** No report other than the office has been busy.

**11. LEGAL MATTERS**

a. Permanent Maintenance Agreement Update - J. Sienkiewicz said he got the Cedarbrook agreement signed, recorded and returned to the WPCA. Silvermine Manor is still unresolved, and J. Sienkiewicz detailed the correspondence he has had with them.

- b. Berkshire Corporate Park Sewer Takeover - J. Sienkiewicz said they was a hold up due to an easement with Branson over the sewer line, which he requested that easement be released. Branson has now released their interest in the sewer easement, so they can now move forward. *G. Steiner was present*. He thanked J. Sienkiewicz for his help in moving this forward.
- c. Other Legal Matters - J. Siclari discussed the sewage backup they recently had and how to respond to a spill on a private system. R. Prinz discussed the situation he witnessed at the recent spill. He said it was a health hazard and they gave them the option of the WPCA handling it or they could have their own people handle it. T. Strid said he was there as well, and the situation needed to be handled right away, and they could not wait for the property management company to mobilize.

**12. OTHER WPCA MATTERS**

- a. Danbury Plant Update - Chairman N. Malwitz said he has not heard anything back from Danbury at this time. He said he has a meeting set up with the Mayor from New Milford on Google Meet and asked J. Siclari to join.
- b. Other WPCA Matters - No discussion.

**13. VOUCHERS - L. Donovan made a motion to accept the vouchers as presented. L. Trojanowski-Marconi seconded the motion and it carried unanimously.**

**14. ADJOURNMENT- M. Delvalle made a motion to adjourn at 9:00 p.m. L. Trojanowski-Marconi seconded the motion and it carried unanimously.**

\*\*\* Next Meeting May 27, 2020 \*\*\*