

Minutes not yet
approved. Approval
and any edits made in
succeeding minutes.

BROOKFIELD WATER POLLUTION CONTROL AUTHORITY
53A Commerce Rd. Unit 1, Brookfield CT, 06804
Wednesday, August 23, 2023, 7:00 p.m.
MINUTES

Zoom Call-In Info:

<https://us02web.zoom.us/j/89163691250?pwd=eXVvS2ZsMXA3anJvaUSoREhBbFA4dz09>

Meeting ID: 891 6369 1250

Passcode: 7757319

1. **Convene Meeting:** Chairman N. Malwitz convened the meeting at 7:00 p.m.

WPCA:

N. Malwitz, Chair
L. Trojanowski-Marconi, Vice Chair
J. Murray, Member
L. Donovan, Member
M. Brown, Member
M. DelValle, Alternate
M. Wolk, Alternate

Others:

L. McMahon, Langan Engineering
S. Harding, Commission Attorney
A. Kennedy, Operations Manager
K. McPadden, Executive Administrator
R. Prinz, Chief of Maintenance
T. Strid, Inspector
M. Ongaro, Collection Specialist

2. **Approval of Minutes** - 7/26/23 - **L. Trojanowski-Marconi made a motion to approve the minutes from 7/26/23 as submitted. M. Brown seconded the motion.** L. Donovan opined that the amount of discussion included in the minutes under the public comment section was excessive and should be limited to a statement of whether the speaker had an opinion pro or con to a specific matter. Attorney S. Harding said legally the Commission can decide how they would like the minutes to be presented. **The motion passed 4-1, with L. Donovan opposed.** 8/16/23- **L. Trojanowski-Marconi made a motion to approve the minutes from 8/16/23 as submitted. J. Murray seconded the motion and it carried unanimously, with M. Brown absent for the vote.**
3. **Election of Treasurer** - L. Donovan nominated J. Murray for the position of Treasurer. No other nominations were made. J. Murray accepted the nomination. **L. Trojanowski-Marconi made a motion to close nominations and elect J. Murray as Treasurer. J. Murray seconded the motion. S. Harding added that this position will run parallel with the other executive offices in this term and new officers will be elected in February pursuant to the WPCA By-Laws. The motion carried unanimously, with M. Brown absent for this vote.** Chairman N. Malwitz noted that the Treasurer will be involved with recording check numbers as recommended by the auditors. Chairman Malwitz said he requested the accountant submit the financial report on the Friday prior to the meeting and add J. Murray to that distribution for review.
4. **Correspondence/Public Comment/Informal Discussion**
Public Comment:
Tim Cicchese, 50 South Lakeshore Drive, Director-Candlewood Shores Tax District. He spoke regarding the Shores review response to the sewer study.
Deirdre Coury, 57 Skyline Drive. D. Coury spoke as authorized by the Candlewood Shores Tax District. She spoke regarding the Candlewood Lake sewer study. She submitted a statement, that reads in part, "CSTD will no

longer participate or cooperate in the WPCA's sewer project, and we respectfully advise the WPCA that it will not be permitted to access or to conduct any work on our private roads and property."

James Miner, 18 South Lakeshore Drive. J. Miner spoke and asked questions regarding the Candlewood Lake Area sewer study.

- a. Email correspondence received from Deirdre Coury dated 8/21/23 - Attorney S. Harding gave a brief description of the correspondence and his response.

5. Accountant Report

- a. Monthly Financials - M. Allred discussed the monthly financial report.
- b. Vouchers - K. McPadden reviewed the list of vouchers and explained the expenses paid. She asked Treasurer J. Murray to verify the check numbers associated with the vouchers. M. Allred said he will look into having the software in his office verify the check numbers going forward, and whether or not this would satisfy the recommendation of the auditors. **Chairman N. Malwitz made a motion to approve the vouchers as presented. L. Donovan seconded the motion and it carried unanimously.**
- c. Internal Control Recommendations - Payrate documentation & check log - A. Kennedy explained the recommendations made by the auditors. She said the Town Controller has shared with them the documentation and spreadsheet used to track payrate documentation. A. Kennedy said another recommendation from the auditors and the Town Controller was to use Positive Pay service from the bank. M. Allred discussed the features of that service and strongly recommended the WPCA move forward with implementing Positive Pay. M. Allred said we should verify it is set up with the payee name, amount, check date and check number. A. Kennedy noted that Savings Bank of Danbury has offered to waive the fees associated with this service. **L. Trojanowski-Marconi made a motion to authorize A. Kennedy in her role as Operations Manager to execute any and all documentation related to the Positive Pay Program with Savings Bank of Danbury contingent upon any and all recommendations from the WPCA Accountant. L. Donovan seconded the motion and it carried unanimously.**

6. Old Business

- a. 640 Federal Road-Change of Use Application - L. McMahon said the Applicant has been in contact with the WPCA and understands there are upgrades that need to be made. She said the Applicant plans to submit a formal plan and at that point Langan will start their review. T. Strid said he has been in contact with the property owner, and the property owner is aware that a caveat had been placed on the land records before he purchased the property and there are a lot of upgrades to be done. T. Strid said the property owner would work with his contractor on this upon return from vacation. Attorney S. Harding noted that if the plans have not been approved by Langan by the next Commission meeting, the property owner would have to request an extension.

7. New Business

- a. 887 Federal Road - Request to add gravity sewer line to existing system - K. McPadden explained the request made by the property owner R. Marin, who was present. T. Strid noted this would have to be submitted to the Engineer for review. K. McPadden said she sent this request to Langan on 8/2/23. L. McMahon said they would like to process and accept this as a new application and set a fee of \$750 for engineering. T. Strid said inspection fees will depend on what is discussed with the engineers. He explained some details of what would be needed to add the gravity line. R. Prinz noted his concern that the current pump station on the property would be oversized if they went ahead with this plan. The property owner was present and explained the issues relating to this plan. K. McPadden noted there is still \$2,900 held on account and no other fees need to be collected at this time. **M. Brown made a motion to accept and approve the application contingent upon Staff and Engineering approval of final plans and inspection. L. Trojanowski-Marconi seconded the motion and it carried unanimously.**

8. Project Updates

- a. Candlewood Lake Area Study - Chairman N. Malwitz said he attended a meeting with the Economic Development Commission and said he tried to relay that this was just a study at this point and the WPCA has not made any decisions on what to do. He discussed previously issued reports based on the study. Chairman Malwitz said a meeting is set up on Thursday September 14th in East Hartford for CDM Smith to tell us where they are with the options they are researching, and they should be ready to present at the September 20th commission meeting. Chairman Malwitz said the next logical step would be to present the study in a public hearing. M. Brown agreed and said at that point it should be removed from the agenda. L. Donovan asked if the September 14th meeting could be recorded and presented to the Commission later. Attorney S. Harding said he would investigate that.
- b. Dean/Pocono Road Area Study - A. Kennedy said we should hear back from the LISFF in November.
- c. Brookfield Market Area Project - Status of STEAP Grant - A. Kennedy said they received approval for the plans and specs and are now waiting for the contract to be issued. She also noted Attorney S. Harding is in communication with the Town Attorney to clear up a misunderstanding about the need for a town meeting for First Selectwoman T. Carr to sign the contract, when received. R. Prinz asked if this project would be funded by the WPCA or would the WPCA go out to bond. Chairman N. Malwitz said it would likely be self-funded. The Commission, Attorney S. Harding and A. Kennedy discussed issues relating to funding, the bid process, and the anticipated contract.
- d. Route 133 Station Project Phase II - L. McMahon said they will submit a draft of the civil and electrical plans they have put together on Friday. She said the structural plans still need some work. R. Prinz and T. Strid discussed the pump selection and additional details of the project.
- e. Caldor Valve Bypass Project - A. Kennedy thanked R. Prinz and T. Strid for putting in 17+ hours on this project. T. Strid and R. Prinz discussed the project, which was completed overnight. R. Prinz noted that T. Strid did a fantastic job working with the contractor. T. Strid discussed some issues that came up during the work and explained the process.
- f. Grinder for 777 Pump Station - R. Prinz recommended that the WPCA goes along with Langan's study evaluation of this station. L. McMahon said Langan is submitting this on Friday. T. Strid noted at the last staff meeting there was discussion regarding an upgrade for the 777 Station in the future.
- g. Danbury Plant & Brookfield Sewer Allocation - Discussion of Next Steps
 - A. Langan Sewer Capacity Analysis - Chairman N. Malwitz said he sent Langan a spreadsheet of 25-30 properties to use in this analysis and explained the purpose of this study. L. McMahon said they have started working on this and they should have something back to the WPCA in about 2 weeks.
 - B. RCAP Agreement - R. Prinz said he reviewed the documents and had a few questions. A. Kennedy and R. Prinz will discuss the questions next week. R. Prinz said if this I&I study is being submitted by Brookfield, he would like to review it before it is sent to Danbury.
- h. Other Engineering Matters - No discussion.

9. **Employee Activity Reports** - R. Prinz reported the flow at 342,000 GPD for July. He noted that July was almost the wettest July on record, which proves that Brookfield's I&I is working well. M. Brown discussed the option of changing the employee activity report process from individual reports to one combined report presented by the Operations Manager. There was discussion regarding the need for employees to attend the monthly Commission meetings. R. Prinz discussed 133 Phase 1 retainage needing to be released. **L. Trojanowski-Marconi made a motion to release to T. D. & Sons the retainage from the Route 133 Project - Phase 1 upon receipt of their final requisition. L. Donovan seconded the motion and it carried unanimously.**

10. Legal Matters

- a. Collection Update - Attorney S. Harding said he spoke with M. Ongaro and they are going to meet to discuss a few accounts after Labor Day.
- b. Other Legal Matters - No discussion.

11. Other WPCA Matters

- a. Proposed Procurement Policy - Attorney S. Harding discussed the current draft and suggestions from L. Donovan for revisions. K. McPadden noted two additional policies that currently do not exist. One policy needed is for petty cash, and another policy needed is for expense reimbursements. Attorney S. Harding will review all recommended policies.
- b. Fire Marshal Inspection of 53A Commerce Road - A. Kennedy said at the most recent staff meeting there was discussion regarding occupancy allowances for the office. She called the Fire Marshal for an inspection and there were items needed to comply, including an inspection by our alarm company and replacement of a few batteries in our illuminated exit signs. The inspection has been completed by the alarm company and A. Kennedy will look into either replacing the batteries or signs, depending on cost. R. Prinz noted we do not need as many as we currently have.
- c. Office Hours-A. Kennedy noted she submitted a memo to the Commission regarding updating the WPCA office hours to mirror the new hours at Town Hall. There will be exceptions. N. Malwitz requested that the hours of each employee be communicated to the Commission.
- d. Society for Human Resource Management - A. Kennedy said she is interested in becoming a member of SHRM in her efforts to become more proficient in HR matters.

CUSI Billing Software - A. Kennedy said Krisi, Mary and herself attended a live demo with a representative from this software company. A. Kennedy said there is still much to look in to, but she was impressed with what she saw in the demo.

K. McPadden said she received a call from a company called Water Works in Brookfield, regarding a request to discharge water containing lead in excess of the allowance per WPCA Rules and Regulations. M. Brown said that amount of lead could violate our contract with Danbury. The Commission agreed that Water Works would have to apply to Danbury for a permit on this matter before coming to the Brookfield WPCA.

M. Brown made a motion to go into Executive Session at 9:18 p.m., inviting Attorney S. Harding to join. L. Trojanowski-Marconi seconded the motion and it carried unanimously.

12. Executive Session

- a. Pending Litigation
- b. Personnel Matters

L. Trojanowski-Marconi made a motion to come out of Executive Session at 9:55 p.m. M. Brown seconded the motion and it carried unanimously.

There were no motions made during or following Executive Session.

13. Adjournment - L. Donovan made a motion to adjourn at 9:56 p.m. L. Trojanowski-Marconi seconded the motion and it carried unanimously.

*** Next regular meeting Wednesday, September 20, 2023 ***