

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

BROOKFIELD WATER POLLUTION CONTROL AUTHORITY

Wednesday, August 24, 2022, 7:00 p.m.

MINUTES

Zoom Call-In Info:

Join Zoom Meeting

<https://us02web.zoom.us/j/89163691250?pwd=eXVvS2ZsMXA3anJvaU5oREhBbFA4dz09>

Meeting ID: 891 6369 1250

Passcode: 7757319

1. Convene Meeting

Chairman N. Malwitz convened the meeting at 7:00 p.m.

WPCA:

N. Malwitz

M. DelValle

J. Murray

L. Donovan

M. Brown

Others:

J. Siclari, Director

K. McPadden, Executive Administrator

R. Prinz, Chief of Maintenance

T. Strid, Inspector

M. Rajcula Ongaro, Collector

A. Kennedy, Project Coordinator

C. Utschig, Langan Engineering

M. Allred, Accountant

J. Sienkiewicz, Attorney

2. Approval of Minutes – 7/27/22 L. Donovan made a motion to approve the minutes from 7/27/22 as submitted. J. Murray seconded the motion and it carried unanimously.

3. Correspondence

- a. Sewer Expansion Project Questions - Chairman N. Malwitz said a postcard was sent out regarding the upcoming public information session on September 14th and noted it was requested that any advance questions be sent to office@brookfieldwpca.org. He said a Q&A sheet will be developed ahead of the meeting and posted to the website.

4. Accountant Report

- a. Monthly Financials - M. Allred discussed the monthly financial report. The auditors will be here in mid-September. Chairman N. Malwitz said the Facilities Plan section can be removed from Receipts and Expenditures on the report, as it is not active anymore.

5. New Business

- a. 450 Federal Rd. – Application for Grease Trap Waiver - T. Strid reported the Owner of Cibo Restaurant is adding a bar area in their expanded tenant space, and will be installing a 3-bay sink only for washing cups, with no food preparation in the bar area. They cannot access the existing grease trap without ripping up the restaurant floor, and Tim feels the under-sink grease trap option is acceptable in this case. **L. Donovan made a motion to approve the application as submitted for 450 Federal Rd. – Application for Grease Trap Waiver with the conditions that the approval is for Cibo Di Strata only and is not transferrable and the grease trap is for a 3 bay bar sink only with no food preparation to be permitted. J. Murray seconded the motion and it carried unanimously.**
- b. 818 Federal Road – Excavation Dewatering - *Dan Kubow was present via ZOOM*. D. Kubow said they are in the early stages of planning for a project at the Mobil Station at 818 Federal Road to replace the underground storage tanks. He said due to the water table being so high in this area, they will need to dewater the excavation by pumping the water out, treating it, and discharging it. They would like to discharge into the sanitary sewer. The Board advised that they will need to submit a formal application, along with necessary fees. K. McPadden has already provided the applicant with the proper forms to complete for the project. D. Kubow

said they will discharge approximately 100,000 gallons total and will be done over the course of a few weeks. R. Prinz said they will need to discuss the rate of discharge.

6. Old Business

- a. 1030 Federal Road - Application to Connect 4 new buildings, Application for Grease Trap Permit, Application to Connect Swimming Pool (Backwash), Community Sewer System Application - *Dainius Virbickas, Professional Engineer, Artel Engineering, was present on behalf of the Applicant.* D. Virbickas displayed a map of the site and reviewed the details of the plans. He explained they are proposing to convert the Newbury Inn into residential apartments, consisting of the existing front and rear buildings and adding four additional buildings. He discussed the anticipated flows and said he believes they are within the range for the current regulations. He said at the last meeting there was a question about the condition of the existing sewer laterals on the property and they were asked to camera the lines. D. Virbickas said the line that connects to the back building was not in the best condition and needs to be replaced. The line that connects the front building was in good condition and they propose to keep that line. He said they forwarded a pencil rendition of this to the Commission engineer, and he was kind enough to review it and respond with comments and questions. C. Utschig said they have reviewed the plans and will relay Langan's comments to the applicant in the next few days describing the required modifications. D. Virbickas will coordinate with Jeff and Chuck to get started on the engineer comments and the community sewer agreement and will get a new permit extension to K. McPadden by tomorrow. The Board will table this application to the next regularly scheduled meeting on the agreement of being provided an extension by the applicant.
- b. 434 Federal Road – Permit to Connect (New Building) - K. McPadden noted that this application was approved at last month's meeting, but she has not yet received the revised plans for this application from the applicant.
- c. 23 Gray's Bridge Road – Permit to Connect (New Building)- K. McPadden noted that this application was approved at last month's meeting, but she has not yet received the revised plans for this application from the applicant. C. Utschig said Langan received a draft of the plans for this application from S. Sullivan and they will provide some comments.

7. Project Updates

- a. Candlewood Lake/Dean Road Area Project (9/14/22 Informational Public Hearing to be held in the BHS Auditorium) - Chairman N. Malwitz read a status report from CDM Smith. He also discussed a question that has come in from the public regarding the properties in the Candlewood Lake Club that are in New Milford, and whether they will also be a part of this project. Chairman N. Malwitz said they have spoken to New Milford about it and it is not on their radar to do anything at this point. He said the residents would have to petition New Milford to be a part of the project and then there could be an agreement. A. Kennedy noted she has been compiling a list of questions as they come in from the public and will send these questions to CDM Smith on a weekly basis, in anticipation of the meeting on 9/14/22. A. Kennedy also asked if there would be a printed hand out for the public participants at the meeting, and Chairman N. Malwitz said there would be a handout from CDM Smith. A. Kennedy also discussed a recurring concern from the public of having to maintain a septic system in addition to the use of the sewer. Chairman N. Malwitz explained that only properties requiring a pump in the tank will need to use septic tanks, not all properties. Chairman N. Malwitz noted the milfoil level in the lake is down and discussed possible causes.
- b. Brookfield Market Area – Bid Package & STEAP Grant Status - C. Utschig said they are working on the bid package, and it should be done by next week. A. Kennedy will reach out to G. Dembowski regarding previous STEAP contract conditions that could be used in the bid documents. Chairman N. Malwitz discussed the work underway in having the Market Area designated as a second historic district.
- c. Route 133 Station Project Phases I & II - C. Utschig said the project is underway and he will be scheduling a meeting with R. Prinz and T. Strid to finalize the wish list and it should be ready for next month's meeting.

- d. Caldor Valve Bypass Project - C. Utschig said he has been working with T. Strid and R. Prinz and plans should be worked out in the next couple of days.
- e. Danbury Plant & Brookfield Allocation - Chairman N. Malwitz discussed an email discussion with Danbury officials regarding Brookfield's allocation. There is still no resolve to the capacity issue.
- f. Other Engineering Matters - None

8. **Employee Activity Reports** - Chairman N. Malwitz noted the employee reports were distributed to the Board for their review. Attorney J. Sienkiewicz asked about an item listed in K. McPadden's report regarding 777 Federal Road. Attorney J. Sienkiewicz asked about the anticipated flows for this project. K. McPadden said she has not been given that information as of yet. She said the application is in View Permit and she has noted in the system that they will need to come before the WPCA for approval. K. McPadden said the Will-Serve letter issued to this property in the past clearly stated it regarded that specific project for that specific time-period and was not valid indefinitely. The Will-Serve letter also specifically states it is based on whether we have the capacity at the time of application.

9. **Legal Matters**

- a. Collection Update - Attorney J. Sienkiewicz said they have one property scheduled for a levy & sale.
- b. Discussion of TSI Protocols - A. Kennedy explained that the WPCA will not be able to utilize the Phase 2 program offered by TSI, as they would keep a percentage of the amount collected. A. Kennedy said we will continue to send accounts to TSI for the Phase 1 program, as it has been effective to this point. She noted they should come up with a regular schedule of when to send accounts to TSI using realistic expectations. A. Kennedy also asked for preferred criteria to use when sending delinquent accounts to Attorney J. Sienkiewicz for collection. Attorney J. Sienkiewicz said the basic criteria should be a delinquent balance of \$3,000 or three billing cycles.
- c. Regulation Update – Use Charges - T. Strid said they are aiming to have the completed spreadsheet to present to the Board by September 14th. A. Kennedy said she and K. McPadden think it may run past September 14th, as there is more work that needs to go into this process. Attorney J. Sienkiewicz said he has comments to send in regarding the redline document sent to him by A. Kennedy. A. Kennedy reviewed a few categories near completion on the spreadsheet, noting most categories are showing an increase in use charges based on the new regulations.
- d. Regulation Update – 2% CCRCC Payment Deferral - K. McPadden discussed the 12 townhouses currently being sold at 37 Old Route 7 and noted the 2% CCRCC will be approximately \$6,700 for each townhouse. She said the regulations currently require a threshold of \$15,000 to warrant a deferral, therefore these property owners would have to pay this total in full. K. McPadden said the developer, Paul Scalzo, reached out to her to request the WPCA grant a deferral option for these amounts. Attorney J. Sienkiewicz reviewed the current regulation and Chairman N. Malwitz proposed they change the regulation to read “2% CCRCC between \$3,000 and \$15,000 requires \$2,000 upfront and the balance to be paid over 4 years at 6% interest.” Public Hearing will be held in October to amend the regulations.
- e. 766, 770, 774 Federal Road – Moratorium Question - K. McPadden explained two of these properties are connected to sewer and one is not, but all have been previously assessed. She said they want to combine all three properties into one lot and the developer is wondering how the moratorium would apply. K. McPadden noted there is nothing in the file describing what their initial discharge request was when they originally connected. Attorney J. Sienkiewicz and the Board discussed the current regulation as it would pertain to these properties, and it appears that these properties, if combined, could be allotted 2,000 gallons per day (based on the current moratorium regulation).
- f. Other Legal Matters - None

10. Other WPCA Matters

- a. Other WPCA Matters - L. Donovan discussed the process of assisting the employees with establishing their annual goals. K. McPadden said going forward she would like to see the Board give the employees an overall feel for what types of goals they have for the WPCA staff as a whole, prior to the employees establishing individual goals. L. Donovan said the Board did not have a chance to do that this year, but plan to meet before the next set of goals are created, to discuss what the Board is aiming for in terms of the WPCA as a whole.

A. Kennedy discussed the WestCOG Hazard Mitigation Plan as it pertains to items eligible for a possible FEMA Grant. She noted the WPCA was not consulted when this HMP was created, and said we need to ensure the WPCA's priorities are properly communicated.

K. McPadden said that she worked with R. Prinz and T. Strid to update the sewer map and the changes were made by J. Rosol. Attorney J. Sienkiewicz said he would like all the previous revision dates added to the map, and he will work on the legal notice. Chairman N. Malwitz said he would like to add this to the public hearings in October. Attorney J. Sienkiewicz asked how this relates to the Town's POCD. A. Kennedy will look into it and report back.

Steve and Toni Pollizzi were present. T. Pollizzi asked a question regarding the milfoil in the lake, and the Board discussed informally.

11. Vouchers - L. Donovan made a motion to approve the vouchers as presented. J. Murray seconded the motion and it carried unanimously.

12. Adjournment - M. Brown made a motion to adjourn at 9:04 p.m. L. Donovan seconded the motion and it carried unanimously.

*** Next Special Meeting September 14, 2022 ***

*** Next Regular Meeting September 21, 2022 ***