

BROOKFIELD WATER POLLUTION CONTROL AUTHORITY
Wednesday, August 25, 2021, 7:00 p.m.
MINUTES

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

WPCA: N. Malwitz L. Trojanowski-Marconi L. Donovan M. Brown G. Giacobone J. Murray	Others: R. Prinz, Chief of Maintenance T. Strid, Inspector K. McPadden, Executive Administrator M. Ongaro, Collector C. Utschig, Langan Engineer J. Sienkiewicz, Attorney A. Kennedy, Recording Secretary
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2. **Approval of Minutes** - 7/28/21 - **L. Trojanowski-Marconi made a motion to approve the minutes from 7/28/21. L. Donovan seconded the motion and it carried unanimously.**
3. **Correspondence** - Extension Request 468 Federal Road - Brookfield Mews - *Alfred Mattikow was present on behalf of the application.* Chairman N. Malwitz read aloud the Extension Request submitted by the Applicant. Attorney J. Sienkiewicz said the regulations contemplate a two-year permit, and on this particular application the Applicant has never signed the Permanent Maintenance Agreement. He also noted that the Applicant is not the owner of the Property. A. Mattikow said this application process was done with the permission of Danbury Hospital, the Property Owner, and all applicable documentation was signed by Danbury Hospital. He said the reason the Agreement was never signed is because there were some issues with the exact description of what was going to be covered. He also said they may or may not be building it in their own name, but they have all needed permits, which are valid. Attorney J. Sienkiewicz suggested that if the Authority chooses to extend the permits that the sewer connection permit authorizations are personal to Demarcate, LLC and cannot be transferred, as well as additional details as outlined in the motion below. **G. Giacobone made a motion to grant the sewer extension request for 468 Federal Road-Brookfield Mews with the following conditions:**
 - 1) the sewer connection permit authorizations are personal to Demarcate, LLC and may not be transferred;
 - 2) the sewer connection permit authorizations are not applicable to any project other than the project approved by the Authority and authorized by such connection permits;
 - 3) the sewer connection permit authorizations are contingent on Demarcate, LLC being the owner of the property. Demarcate, LLC shall provide proof of ownership to the Authority prior to commencement of any construction;
 - 4) the sewer connection permits associated with the community sewerage system are contingent on Demarcate, LLC executing the required permanent maintenance agreement as Owner in a form acceptable to the WPCA and submitting same to the WPCA for execution, together with the required cash deposit;
 - 5) sewer connection permits are extended for a period of 1 year only.**J. Murray seconded the motion and it carried unanimously.**
4. **Accountant Report**
 - a. Monthly Financials - Chairman N. Malwitz discussed the monthly financial report, as submitted by M. Allred.
 - b. Status of Audit for FYE June 2021 - K. McPadden gave an update on the status of the audit.
 - c. Automating Payment Process between IC and QDS – Covered under John’s report.

5. Old Business

- a. Document Scanning Project - J. Siclari said that at the request of Chairman N. Malwitz, he is looking into document management software in order to scan all the billing records going back 15 years. He said they have approached three companies so far and they are putting together proposals. J. Siclari said today he spoke with Linda from QDS and they have the capability to go back 12 years with billing records, and she is also looking into getting a QR code printed on the bills going forward, so all the information would be in that QR code.

6. New Business

- a. Staff Goals for FY 2021-2022 - L. Donovan said she saw some issues with the responses received and would like to spend about half an hour with each of the employees to help clarify how to write these goals in a measurable format.

7. Engineer Comments/Project Update

- a. Route 133 Station Improvements Project - R. Prinz said the top section of the wet well was installed with a hatch in it. He said the generator pad was poured but the generator is not coming until November at the earliest. He said the new wet well has a stagnation issue and they will need a new mixer to keep it aerated until the new pumps are installed. C. Utschig explained the details of the issue and the proposed solution, and said he believes this is an appropriate step to take. **G. Giacobone made a motion to install a mixer in the Route 133 pump station tank, cost not to exceed \$18,000. M. Brown seconded the motion and it carried unanimously.**
- b. Brookfield Market Area – C. Utschig said the preliminary drawings were submitted earlier today. He said they have spent time with R. Prinz, J. Siclari and T. Strid and have come up with a hybrid design. He said based on recommendations from R. Prinz and some additional review of site conditions they have modified the design to incorporate pieces of gravity in order to reduce the number of pump stations. He said the next step is to move toward construction documents, and their goal would be to have it ready to go to bid in late September. C. Utschig said they will have to have easements and will develop a separate map for those. R. Prinz said the boring company was out there today and did nine test borings. He said there were no surprises, and noted they found rock where they expected to find it. Chairman N. Malwitz said they are asking the Town for funds to supplement this project so that no one will have to pay more than a 10% assessment. **L. Trojanowski-Marconi made a motion to approve the preparations of final construction documents and bid process for Langan for a quoted price of \$22,500. G. Giacobone seconded the motion and it carried unanimously.**
- c. **Other Engineering Matters** - Chairman N. Malwitz discussed the GIS system and said a lot of work is being done. C. Utschig Langan is responding to a lot of requests and suggestions from R. Prinz and J. Siclari. T. Strid said he uses the GIS system every day. He said Joe is creating a dashboard for them now, which will show status of private pump stations, public pump stations, and grease traps. He said they have adapted an asset management system through the GIS which will eliminate some problems that they have had. He said it is the best tool he uses for inspections.

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

Roger: R. Prinz said they are working on some capital maintenance items, evaluating bids to connect to city water at three pump stations, looking into a utility vehicle, special projects such as the Market Area, working on some outstanding electrical code issues, He discussed well abandonment at Caldor, and said they got an estimate to go onto city water there. He said there will be no assessment on the property. He asked if they were going to negotiate with BJs on this

matter, and Chairman N. Malwitz discussed the situation they are having with BJ's. Chairman N. Malwitz asked R. Prinz and T. Strid to put together a proposal with quotes and he will present it to BJ's. R. Prinz said Candlewood Lake Road water line is being extended from Nabby Road up to the school. He said his old pick-up truck is still out for auction. He said there has been no word from 15 Station Road for the ground water they were going to discharge. R. Prinz reported 13 out of 14 pump stations are inspected, and they are ahead of schedule. He said they replaced a pump that wasn't working at North Station and was notified by Jason Sivo that he is doing a test pit to produce the manhole to go up Laurel Hill Road to 730 Federal Road and the new town houses on Old Route 7.

Tim: T. Strid said 13 out of 14 pump stations are complete and the private pump stations are to be inspected in the Fall. He said Phase One is complete for Route 133, minus the generator. He said the wet well is operational. He said they are getting the mixer to resolve the issues with the wet well. He discussed Caldor, 777 & Railroad Pump Station Water Line Connections, noting bid work is completed and a contractor has been picked for each water connection. Caldor pump station waterline connection was an add on to eliminate the well at the pump station. By doing so, BJ's will no longer have to treat contaminated water on their property and discharge this filtrated water into our sewer system. Pembroke Pumping Services will be awarded the Caldor connection with a cost of \$5,825. They will also be performing the well abandonment at an additional \$9 per foot. The connection at the Caldor Pump Station will be completed before the end of September 2021. Contractors have also been chosen for the water connections at the 777 and Railroad Pump Stations. Our budget for these connections is \$32,000. T. Strid discussed the Brookfield Market Area, noting 9 borings were completed today per the engineer's plan. He said shallow rock/ledge at boring locations; B-4, B-5, and B-6. He discussed the Facilities Plan/Electrical Code Upgrades, stating the proposals for all upgrades that need a licensed electrician and cannot be performed in-house has been obtained. He said work will be prioritized, and we will start tackling the list of deficiencies. He said all the Call Before You Dig tickets are accounted for and up to date. He said the 3rd quarter FOG trap inspections are completed and the inspection reports will go out with December bills. He said all surveys of new businesses are accounted for and up to date. T. Strid discussed inspections at 291 Federal Rd., 1050 Federal Rd., 802 Federal Rd., 100 Candlewood Lake Road, 58 Old Grays Bridge, 24 Old New Milford Rd., Candlewood Lake Road Water-line extension and 730 Federal Rd. He said Public BWPCA MH inspections are underway, and they have a big push coming this fall as weather gets more tolerable.

John: J. Siclari said COVID precautions are still in place in the office and the Town has mandated that masks be worn when gathering indoors. He said there is no status change in the FEMA claims. He said he is still working with the time and attendance program UKG as the Town tries to integrate it with MUNIS. He said the Lower Federal Road Project plan is set to move the utility poles back in the fall and for construction to start in spring of 2022. J. Siclari said Natasha is working on lien releases and the billing process manual will be finalized this week. He said he has spoken to Invoice Cloud about the issue with QDS and he will continue to follow up. He discussed cyber insurance and document management software. He said the construction of Phase Three of Streetscape is pushed off until spring of 2022. He said R. Prinz updated the emergency operations plan for J. Purcell.

Mary: M. Ongaro said she worked with the Assessor on some information they requested. She said she and Natasha worked on delinquent statements, lien releases and the billing process manual. She said she is working on month end issues and year end reports for the accountant for the auditors.

Natasha: N. Friary said she has been assisting M. Ongaro with the lien releases. She said she has been adding to the manual everyday and should be done by the end of the week. She also said that she has put in her two weeks' notice with the WPCA as she has accepted a full-time position at Westchester Medical Center. She thanked everyone.

Kristi: K. McPadden said there is still a problem with deferred accounts in QDS and Linda is working on it. She will follow up with Linda. K. McPadden said permanent maintenance agreement notices have gone out and actuarial adequacy reports are slowly coming in. She is working on the record retention plan, and she and J. Siclari completed the Capacity Analysis Spreadsheet. She discussed 15 Station Road, noting they are waiting on approvals from Danbury and the State before they can move forward with the one-time discharge. K. McPadden said for 316 Federal Road, once they pay their delinquent fees, they need to apply for a disconnect permit and remove the grease trap. She said the Town is going out to bond in October and the WPCA is looking to bond the Clean Water Fund Three Condo District Loan, which currently has a 2% interest rate. She said this will provide a considerable savings and will tie in with the reassessment with the Three Condo District and Branson coming online. She said A. Rothman is requesting a will-serve letter for 19 & 23 Station Road. She spoke with Attorney J. Sienkiewicz about that, and he suggested she find out what the anticipated flows are.

9. Legal Matters

- a. Collections - No discussion.
- b. Insurance Requirement Update - Attorney J. Sienkiewicz said he had no update on this matter. C. Utschig said Langan has a company they use as part of their risk management group that does evaluations of contracts and insurances. He offered to ask them if this is a recommendation they can provide.
- c. American Rescue Plan Grant Request to TOB – This matter is discussed under the Brookfield Market Area above.
- d. Other Legal Matters - Attorney J. Sienkiewicz said the issue with Demarcate, LLC points out a flaw in the WPCA's system, including giving permits to non-owners and no due date for signing the permanent maintenance agreement. He would like to clean up that process by adding a 60- or 90-day deadline for permanent maintenance agreements. Attorney J. Sienkiewicz also discussed 101-105 Laurel Hill Road, and said it was approved without the final plans and the community sewage agreement was not drafted. He said a community sewage system is defined by state law as a system that serves two or more residential units in two or more buildings. He said for this property the community system is small, but each building has a grit separator and a pump chamber. He said when he drafted it, he drew up a hybrid agreement to include the grit separators and the pump chambers in the agreement.

10. Other WPCA Matters

- a. Updates
 1. Dean Road/Candlewood Lake Area Project – Chairman N. Malwitz said he is setting up a meeting September 16th in Hartford with the key person at the CT DEEP, as well as Representative Steven Harding, State Senator Craig Miner, First Selectman S. Dunn and the engineers to talk about going forward with the project and asking for another planning grant to complete the engineering for the Candlewood Peninsula, which would be a 55% grant. Loretta Donovan made the following motion:

Whereas the Brookfield Water Pollution Control Authority has solicited requests for qualifications from engineering firms and teams for the provision of engineering services in connection with the design of a wastewater collection system to serve the Candlewood Lake Peninsula Area and appointed a committee of members, staff and qualified individuals to review the qualifications of such engineering firms and teams pursuant to objective criteria as required by Section 22a-482-4(i)(3) and (4) of the DEEP Clean Water Fund Regulations; and

Whereas the committee has determined that the engineering services team led by CDM Smith is the most qualified team to design the facilities in question and has

recommended that the Brookfield Water Pollution Control Authority select the engineering services team led by CDM Smith to design such Candlewood Peninsula Area wastewater collection system;

Now therefore, the Authority accepts the recommendation of said committee and selects the engineering team led by CDM Smith as the most qualified firm for the preparation of the Candlewood Lake Peninsula Area wastewater collection system design and authorizes the Chairman, with the assistance of staff, to negotiate a scope of services and a fee agreement with CDM Smith for the design of such facilities; and to return such negotiated agreement to this Authority for final approval and for such funding authorization as may be required to fund such agreement.

Further, the Authority designates its Chairman as the appropriate official to execute any documents as may be necessary to effect or secure funding for the foregoing engineering services from the Connecticut Department of Energy and Environmental Protection or to implement the foregoing with CDM Smith.

L. Trojanowski-Marconi seconded the motion and it passed by unanimous vote of the members present.

G. Giacobone made a motion to adopt the Authorizing Resolution Required To Obtain Clean Water Fund Financing For Water Pollution Abatement Facilities, as shown in attached. J. Murray seconded the motion and it carried unanimously.

2. Danbury Plant/Sewer Capacity - Chairman N. Malwitz said he is attempting to get First Selectman S. Dunn to set up a meeting with the Mayor of Danbury to go over this issue.
- b. Other WPCA Matters - None

11. Vouchers - L. Trojanowski-Marconi made a motion to approve the vouchers as presented. G. Giacobone seconded the motion and it carried unanimously.

12. Adjournment - L. Trojanowski-Marconi made a motion to adjourn at 8:43 p.m. L. Donovan seconded the motion and it carried unanimously.

Authorizing Resolution Required To Obtain Clean Water Fund Financing For Water Pollution Abatement Facilities

Be it resolved that it is in the best interests of the Brookfield Water Pollution Control Authority to enter into contracts with the Department of Energy & Environmental Protection as appropriate to secure Clean Water Fund financing in aid of the design and construction of water pollution abatement facilities, including, without limitation, the so-called Candlewood Lake Peninsula Area wastewater collection facilities. In furtherance of this resolution, the Chairman of the Brookfield Water Pollution Control Authority is authorized to enter into, and sign said contracts on behalf of the Authority for such purposes. The Chairman of the Brookfield Water Pollution Control Authority is further authorized to provide such additional information and execute such other documents as may be required by the state or federal government in connection with said contracts and to execute any amendments, rescissions, and revisions thereto.

The Town Clerk, Andrea DiStephan is authorized to impress the seal of the Town of Brookfield on any such document, amendment, rescission, or revision.

I, Andrea DiStephan, the Clerk of the Town of Brookfield, do hereby certify this to be a true copy of the resolution duly adopted at the official meeting of the Brookfield WPCA on August 25, 2021, and that it has not been rescinded, amended or altered in any way, **and that it remains in full force and in effect.**

[Town Clerk]

Date

[SEAL]