

BROOKFIELD WATER POLLUTION CONTROL AUTHORITY

Wednesday, August 26, 2020 7:00 p.m.

MINUTES

Call In Info

Zoom: <https://us02web.zoom.us/j/83999453240>

Meeting ID: 839 9945 3240

One tap mobile: +16465588656, 83999453240# US (New York)

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

WPCA:

Chair N. Malwitz
M. DelValle
L. Donovan
M. Brown
G. Giacobone
L. Trojanowski-Marconi

Others:

R. Prinz, Maintenance Manager
T. Strid, Maintenance Crew Member
J. Sienkiewicz, Attorney
C. Utschig, Langan Engineer
J. Siclari, Director
K. McPadden, Executive Administrator
M. Ongaro, Collector
A. Kennedy, Recording Secretary

2. **Approval of Minutes** – 7/22/20 - **L. Donovan made a motion to approve the minutes from 7/22/2020. G. Giacobone seconded the motion and it carried unanimously.**

3. **Correspondence** - None

4. **New Business**

- a. 800 Federal Road “Four Corners Nutrition” – Grease Trap Waiver Application - K. McPadden said Four Corners Nutrition submitted their application and the specs for an AGR unit, with the \$400 application fee. Following discussion, **L. Trojanowski-Marconi made a motion to approve the application for 800 Federal Road “Four Corners Nutrition” – Grease Trap Waiver Application, contingent on receipt of the \$150 inspection fee, noting the unit is personal to Four Corners Nutrition, and subject to engineering approval of the detail of the under-sink grease trap. L. Donovan seconded the motion and it carried unanimously.**
- b. 1120 Federal Road – Contesting of Sewer Use Charge - Chair N. Malwitz said a company has been charged for more employees than they have had over the past few years. He said per Attorney J. Sienkiewicz they can make an adjustment for possibly the past 3 years. Chair N. Malwitz said he would be comfortable with making an adjustment for the past three years as a credit to their account, once they have all of the details. **L. Trojanowski-Marconi made a motion to table the application for 1120 Federal Road-Contesting of Sewer Use Charge to the next regularly scheduled meeting. L. Donovan seconded the motion and it carried unanimously.**

5. **Old Business**

- a. Facilities Plan - *Dan Murphy, CDM Smith, was present.* D. Murphy displayed a slide show presentation for the meeting participants to view, and gave an overview of the Facilities Plan report. He said the goal of the report was to document the existing conditions of the infrastructure, recommend upgrades if needed, and review the finances of the WPCA to ensure the rate structure was there to support the needs moving forward.
- b. Silvermine Manor PMA Status - Attorney J. Sienkiewicz said he sent an email to Stephanie Ansel asking if any progress had been made on getting the repair work done and did not hear back. T. Strid said S. Ansel emailed him asking for the list of things that needed to be fixed. **Chairman N. Malwitz made a motion to table the agenda item Silvermine Manor PMA Status. M. Brown seconded the motion and it carried unanimously.**
- c. Job Descriptions – L. Donovan reviewed the job descriptions for T. Strid and R. Prinz. L. Donovan said she will email the job descriptions to the Authority members for their approval.

6. Accountant Report

- a. Monthly Financials - M. Allred reviewed the Monthly Financial Report.

7. Engineer Comments/Project Update

- a. Route 133 Station Improvements Project - Chair N. Malwitz said they are currently evaluating the bids for this project. C. Utschig said they had the bid opening last week and received six bids. He said TD & Sons was the low bid at \$238,000 and the high bid was just over \$1 million. C. Utschig said they are a little concerned that TD & Sons bid may not be qualified. He is recommending that they sit down with TD & Sons to determine whether they have a qualified bid. C. Utschig said he will try to schedule it for next week.
- b. Other Engineering Matters - None

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

Roger: R. Prinz said they are waiting on final payment request from contractor for the Commerce Drive Force Main. He said permanent pavement has been completed for the ONMR and Federal Road Force Main and they need the release from CTDOT and payment request. R. Prinz discussed the bids received for the 133 Pump Station upgrade. He said he thinks TD & Sons does not understand how big the wet well is going to be and they have under-bid. R. Prinz said all valve pits have new valves installed and site restoration has been completed on Federal Road. He said the August 4th tropical storm caused many stations to go offline and cell service disruptions. R. Prinz said the 3rd quarter pump station inspections have been completed. R. Prinz asked Chairman N. Malwitz what he would like to do with the proposal for Mag meter at the Caldor Station. Chairman N. Malwitz discussed the details of the proposal. **Chair N. Malwitz made a motion to adopt the Tiger Mag installation proposal for Caldor Station up to \$25,000, noting funds are to be taken out of the 3 Condo District. M. Brown seconded the motion and it carried unanimously.**

Tim: T. Strid said they got new gutters installed on the Route 133 Pump Station building, redirecting the water from the new driveway that was installed. He said the 3rd quarter pump station inspections have been completed and they will do a big push in the month of September to get the private pump stations done. T. Strid said he is going to talk to Joe Rosol about coming up with a form on the GIS collector that can be printed and stuffed in to the December mailing with the bills, in order to give the owners an idea of what they looked at, specifically if something important is found during inspection. He said the Federal Road Valve pits are complete. He said he performed 3 emergency CBYD's and 10 routine CBYD's. T. Strid said they had a good team effort during the recent storm and assisted the Police Department by lending them a generator.

John: J. Siclari said they are still following COVID-19 protocols in the office. He said one employee was exposed to a household member who tested positive, so that employee will be quarantining for 14 days and working from home. He said they have a new stand-by on-call policy in place as of August 10th. He discussed the current FEMA claims in effect. J. Siclari said Mandatory Harassment Training has been completed by all BWPCA employees. Town has decided to go with Kronos for the Time & Attendance program, which works in conjunction with MUNIS. The Controller will provide John with a cost estimate for both, since the WPCA would need to set up payroll in MUNIS. Once estimates are in, he will look at our current way of tracking time and attendance, vs. signing up with an outside company. J. Siclari said the Lower Federal Rd improvements CDOT 18-135 was supposed to have a Start date of Spring 2021, but rumor has it that there may be delays due to Covid-19 and budget constraints. Construction contract for the Vale Rd water line extension from Berkshire Corp Park to Greenfield Global, 58 Vale Rd, was awarded to Tinker Construction and is 100% complete. Dave monitored several crossings under the sewer main and Tinker has been billed for his time. John also made a note that an inspection agreement should be in place for the Candlewood Lake Rd water main extension for the new Huckleberry Hill School project. J. Siclari said they are looking into using GIS Collector data for Grease trap and Private pumping station inspection billing. Leo DiNicola and Linda Gordon from QDS will work with Joe Rosol from Langan to develop the database that will allow the GIS data to be fed directly to QDS for billing in December. He said the kickoff meeting is TBD. J. Siclari said a meeting is scheduled for Wed 9/2/20 with Land Use regarding some customer concerns.

Kristi: K. McPadden said a few months ago they had an inquiry from 32 Silvermine Road about connecting. She said they received a letter from the Sanitarian recommending that they connect based on the location of the well and the amount of wetlands on the property. She said R. Prinz looked at it

and decided it did not require engineering or Commission review. She said Roger approved it and she sent them an approval letter. The Applicant will also get a bill for 2% capital cost recovery fee. K. McPadden said 53 Commerce Road Association was formed and she sent out a letter to the three other purchased units letting them know what the status is. She has not heard back from anyone yet. She said the FY21 vacation summaries are complete and handed out and she is going to be putting those on the shared drive. K. McPadden said Notice of Installments were completed and given to M. Ongaro for filing on the land records. She said audit work is going to start in September. K. McPadden said she sent out 14 permanent maintenance agreements letters and has received 4 back to date. K. McPadden said she has been busy with correspondence lately and has three permits that are expiring, for which she is sending out letters, giving them an opportunity to extend. She is also sending out three letters for expired permits that the Commission voted in 2018 not to extend. She is sending out 5 letters to completed projects. She is refunding the escrow funds totaling \$11,306.45. She is sending out 10 invoices totaling \$13,744.75 and one extension withdraw refund of \$3,310. K. McPadden said she received a call from Alfred Mattikow regarding 468 Federal Road, which was approved approximately a year a half ago, and he said they will be starting up soon. K. McPadden said she received a call from 58 Old Gray's Bridge Road, and they currently hold a permit to connect. They submitted a revised plan which will need to come back before the Commission. She invoiced the Police Department for the generator use and manpower but has not received payment yet. K. McPadden said they received an email today from HR that the State is switching insurance carriers to Anthem on October 1, 2020, and the Town of Brookfield and WPCA will be following suit.

Mary: M. Ongaro said she is the quarantined employee, as her son tested positive for COVID-19. She said she is working on her reports and delinquent statements. She will need to test again for COVID-19 before returning to work.

9. Legal Matters

- a. Birdsall Bankruptcy - Attorney J. Sienkiewicz said he received a letter about two weeks ago from Argo Partners offering to pay \$1,250 for an assignment of their claim in bankruptcy against Birdsall Engineering. He said the WPCA paid \$5,000 to Birdsall Engineering for Jodi Chase's retainer for an environmental report on the High Meadow project. They went into bankruptcy and did not pay Jodi Chase or return the money to the WPCA. The WPCA filed the claim about six months after it was due and has been sitting there for the past seven years. The offer is now approximately \$1,400.
- b. Other Legal Matters - Chair N. Malwitz discussed the current forbearance program which allows customers to delay their payments to September 1st. He said they have a customer in the entertainment business asking for more time. Chair N. Malwitz said he appealed to the State Covid-19 email address (Covid19.jic@ct.gov) with copies to COST (Counsel of Small Towns) and Steve Harding, but hasn't received a response to date.

10. Other WPCA Matters

- a. Updates
 1. Candlewood Lake Area Sewer Study - Chair N. Malwitz said he will have to see what the State wants to do, since they can not have a public hearing yet.
 2. Danbury Plant - No update.
 3. Brookfield Market Area - Chair N. Malwitz said he has to meet with the Board of Selectmen and the Board of Finance regarding funding for this project.
- b. Other WPCA Matters

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

12. Adjournment-L. Trojanowski-Marconi made a motion to adjourn at 9:05 p.m. L. Donovan seconded the motion and it carried unanimously.