

# **BROOKFIELD WATER POLLUTION CONTROL AUTHORITY**

Wednesday, December 16, 2020 7:00 p.m.

## **MEETING VIA ZOOM**

### **DRAFT MINUTES**

#### **1. Convene Meeting**

##### **WPCA:**

Chair N. Malwitz  
L. Trojanowski-Marconi  
L. Donovan  
M. DelValle  
J. Murray

##### **Others:**

T. Strid, Maintenance Crew Member  
M. Allred, Accountant  
J. Sienkiewicz, Attorney  
C. Utschig, Langan Engineer  
J. Siclari, Director  
K. McPadden, Executive Administrator  
M. Ongaro, Collections  
A. Kennedy, Recording Secretary

#### **2. Approval of Minutes –11/18/20 L. Trojanowski-Marconi made a motion to approve the minutes from 11/18/2020. L. Donovan seconded the motion and it carried unanimously.**

#### **3. Correspondence**

- a. Letter from Rev. George O'Neill, St. Joseph Church Re: 2% CCRCC Deferment Request - Chairman N. Malwitz explained that St. Joseph's Church has connected to the sewer system and there is a capital cost recovery charge, which they are asking to pay \$10,000 upfront and the balance over the next four years. **L. Donovan made a motion to approve the request from St. Joseph's Church to defer the balance of their charges on the initial connection of their sewer, so that they will pay \$10,000 upfront and the balance over the next 4 years. L. Trojanowski-Marconi seconded the motion and it carried unanimously.**
- b. E-mail from D. Hawley Re: 1030 Federal Road Usage Charge - D. Hawley was present. D. Hawley said the Newbury Inn has been closed since the first week of June and they are trying to get this property approved for a new use of apartments. He said they are going before the Zoning Board of Appeals in January. K. McPadden said the applicants are currently being charged for 27 units. D. Hawley said the back building is where the two people are that they are trying to evict. The Authority determined that since there are three buildings on the property, they can reduce the charge to 3 units. **Chairman N. Malwitz made a motion to reducing the billing for 1030 Federal Road Use Charges to 3 units given that the hotel is closed, and the property owner may come back when he vacates the property completely. M. Delvalle seconded the motion and it carried unanimously.**

#### **4. Accountant Report**

- a. Monthly Financials - M. Allred discussed the monthly financial report.

#### **5. New Business**

- a. 1050 Federal Road – Application to Disconnect – Discussed with 5.b.
- b. 1050 Federal Road – Application to Connect - *Trevor Biggs was present.* Mr. Biggs explained that they are putting up a new DOT garage right next to the old one, and then taking down the old one, and would like to re-route the sanitary sewer on site. He said they are installing a new water/oil separator. Chairman N. Malwitz said Langan Engineering will conduct a review of the drawings. K. McPadden noted the Applicant has requested a waiver of the Application Fee and she explained that the engineering and inspection fees were not able to be waived. **L. Donovan made a motion to accept the Application to Connect for 1050 Federal Road, subject to the collection of engineering and inspection fees in the amount of \$3,150, and a \$400 application fee, for a total of \$3,550, noting there is no fee for the disconnect. L. Trojanowski-Marconi seconded the motion and it carried unanimously.**

- c. 730 Federal Road – Application to Connect-*Steve Sullivan, CCA, LLC was present.* S. Sullivan said they are proposing to connect into the planned sewer extension up Laurel Hill Road. He said the new building will have medical offices, business offices and retail. They have two proposed lines out of the building, one is into an external grease trap, and the other is domestic sewage going into the planned sewer extension line. **L. Donovan made a motion to accept the Application to Connect for 730 Federal Road, subject to collection of engineering fees and legal fees in the amount of \$4,500. M. DelValle seconded the motion and it carried unanimously.**
- d. 37 Old Route 7 – Amended Extension Permit - *Steve Sullivan, CCA, LLC was present.* S. Sullivan said they are requesting to change the route of the previously approved sewer extension. He said the applicant is requesting to also reduce the amount of sewer main that would be owned and maintained by the Authority. K. McPadden noted that the permit execution, Permanent Maintenance Agreement, and inspection fees are still outstanding from the original approval. C. Utschig suggested that the Authority accept the application, establish the appropriate fees and let Langan do their review. Attorney J. Sienkiewicz said there will be legal fees for two components, review of the easement and modification of the sewer system and modification of the extension permit.
- e. 14 Candlewood Lake Road – Application to Connect/Change of Use - *Michael Marinis, P.E. was present.* Mr. Marinis explained that this application is for proposed grocery store, but he does not have the final floor plan yet with the number of sinks, toilets and urinals. He said the grease trap was sized based on the contract with the tenant. He said he is expecting to get that information in the next week or so and will forward it to the Authority. C. Utschig said they would not start their review until they know what the flow is going to be. **Chairman N. Malwitz made a motion to accept the Application to Connect for 14 Candlewood Lake Road, subject to the receipt of the \$400 application fee, \$1,000 engineering review fee, and \$1,000 inspection fee. L. Donovan seconded the motion and it carried unanimously.**

6. **Old Business**

- a. 2 Production Dr./984 Federal Rd. – Application to Connect (Tabled until January 2021)
- b. Silvermine Manor PMA Status - Attorney J. Sienkiewicz said he sent them the final agreement and it was being reviewed by the Management company. Chairman N. Malwitz said they will table this to the next meeting.

7. **Engineer Comments/Project Update**

- a. Route 133 Station Improvements Project - Attorney J. Sienkiewicz said the issue regarding builder's risk insurance is still unresolved. Chairman N. Malwitz asked J. Siclari to find out if the WPCA has builders risk insurance under the Town's insurance policy.
- b. Other Engineering Matters - None

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

**Roger:** R. Prinz said the Old New Milford Road and Federal force main maintenance period expires in October 2021. He said the contractor for the 133 Pump Station upgrade has not provided the requested information and insurance documentation. He said no schedule has been provided, although the estimated completion date is June. He said they are starting on Capital Maintenance estimates for the FY22 budget, including PS1 Bypass, station upgrade to building and driveway work, 133 pumps and controls, and 777 railroad and High School pump station water connections. He discussed the Tiger Mag installation at the Caldor pump station and said it went online on December 8<sup>th</sup>. He said the new meter is reporting total flow and GPM, and new flow meter performance appears to be excellent. R. Prinz said Andy S. was at the Caldor PS and Roger said he is not looking well. Roger is concerned about a succession plan for him. He said the Facilities Plan is being reviewed and will have comments in for January. R. Prinz said the grease trap and private pump station reports were included in the December billing. He said the Maintenance Manager's

vehicle may be ready by the end of January. He said the sewer repairs and cleaning were completed at Silvermine Manor.

**Tim:** T. Strid reported that the 4<sup>th</sup> quarter pump station inspections are complete, and the private pump station inspection forms were distributed in December's bills. He discussed the Caldor Flow Meter Upgrade and said the flow meter has been installed, electrical is complete and they are now tied into Mission. He said the flow meter is 100% operational and is gathering information. He said all Call Before You Dig tickets are accounted for and up to date. He said the FOG trap inspection forms were distributed in December's bill and all surveys of new businesses are accounted for and up to date. He said 15 Station Road and 887 Federal Road were disconnected from Brookfield Municipal Sewer, and St. Joseph's Church and Parish Office were connected to the Brookfield Municipal Sewer. He said the fall clean-ups at all pump stations are 100% completed. He also noted the plows, sander, snowblowers, magic salt and shovels are all prepped and ready.

**John:** J. Siclari reported that COVID-19 office rules are still in place and the WPCA staff has decided to continue to work at the office with existing COVID precautions since they can maintain social distancing the way the office is laid out. He said he has been enrolled by the Connecticut Department of Public Health as part of the Vaccine Administration Management System (VAMS) as the Employee coordinator for the COVID vaccine. He will be enrolling and submitting a roster by group 1a, 1b, 1c phase qualification. He reported there has been no change on the FEMA claims. J. Siclari said he and K. McPadden have been attending implementation process conference calls twice a week regarding the new Time and Attendance program UKG (Ultimate Kronos Group). He said training will take up a lot of their time and explained that the discovery phase is completed and UKG is working on the build phase. He said the plan is to go live early spring. He said there is no update on revised start for Lower Federal Rd improvements CDOT 18-135. J. Siclari said the WPCA has received plans for an Aquarian water main extension from 58 Vale Rd to Sandy Ln Village. The plans are to be reviewed with Snyder Civil Engineering. He received draft plans for the CLR water line ext. and have reviewed them. There are several areas where the sewer line is crossed. Side Note: An inspection agreement should be in place before the start of these projects. He said he has been working with GIS and QDS to integrate billing for grease trap and private pumping station inspection fees, which is completed. Currently Invoice Cloud has created 2 new bill types for GT (type 07) and PPS (type 08) bills for online payment. IC is having several issues with account conveyance and auto pay. He said they are holding weekly meetings with IC to get this sorted out and will need to get QDS to create unique ID for GT and PS bills to be able to group with other bill types. J. Siclari said Future Subnets installed the video conferencing system in the conference room on Saturday 11/14. This can also be used as a full functioning workstation. He said an inventory evaluation for the new office content was done on 10/15 by the Town contractor Industrial Appraisal Company for \$570 and should have the report in a few weeks. He noted that Roger's truck is built and should be delivered in mid-January.

**Kristi:** K. McPadden said there is no update on the 53 Commerce Road Association. The defibrillator was delivered on 12/10 and a brief training was given to all employees. She said there are several outstanding issues with Invoice Cloud and QDS and they are working to get them resolved. She said the sewer connection permit was issued to 60 Candlewood Lake Road and once they are connected, a 2% CCRCC will be invoiced for approximately \$3,491. K. McPadden said the Kronos initial set up is underway and she and J. Siclari have the link for the training module. She said 2% CCRCC invoices were mailed at the end of November, totaling \$143,000. She said there will be one assessed property in June 2021, 450 Federal Road, and is estimated at approximately \$43,000.

## 9. Legal Matters

- a. Collections - Attorney J. Sienkiewicz gave an update on collections issues.
- b. Other Legal Matters - None

**10. Other WPCA Matters****a. Updates**

1. Candlewood Lake Area Sewer Study - Chairman N. Malwitz said the next step would be a public hearing to discuss the study.
2. Danbury Plant - Chairman N. Malwitz said they have a verbal agreement with the outgoing Mayor Boughton but have not gotten any written confirmation on the flow expectations.
3. Dean Road/Pocono Road Project - Chairman N. Malwitz said he is working on putting out an engineering proposal request for bids.
4. Brookfield Market Area - Chairman N. Malwitz said they have to go to the Town to request funds for this project.

**b. Other WPCA Matters - None****11. Vouchers - Chairman N. Malwitz made a motion to accept the vouchers as presented with the addition of \$2,412.82 to Allingham, Readyoff & Henry, LLC for collections, making the total vouchers \$88,240.94. L. Trojanowski-Marconi seconded the motion and it carried unanimously.****12. Adjournment - L. Trojanowski-Marconi made a motion to adjourn at 9:03 p.m. L. Donovan seconded the motion and it carried unanimously.**

\*\*\* Next Meeting January 27, 2021 \*\*\*