

# **BROOKFIELD WATER POLLUTION CONTROL AUTHORITY**

Wednesday, February 24, 2021 7:00 p.m.

## **MINUTES**

### **Zoom Call-In Info:**

<https://us02web.zoom.us/j/83277030538?pwd=TUovSGpiRHJoc0x4UVVJIWGNDUGRldz09>

Meeting ID: 832 7703 0538

Passcode: 022421

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

**WPCA:**

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

**Others:**

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

2. **Approval of Minutes** – 1/27/21 - **L. Trojanowski-Marconi made a motion to approve the minutes from 1/27/21. G. Giacobone seconded the motion and it carried unanimously.**

3. **Correspondence**

- a. Letter from S. Dunn, First Selectman to S. Polizzi, resident, dated 2/3/21 and letter from S. Polizzi to S. Dunn Re: Brookfield sewer project for the Candlewood Lake Drainage Area, dated 1/21/21- Chairman N. Malwitz explained this was a letter from a resident of the Candlewood Peninsula area, who was concerned that if they sewer the area the wells could have insufficient flow. P. Lombardo is working on pulling from the information collected to write a report to address these concerns.

4. **Accountant Report**

- a. Monthly Financials - M. Allred discussed the monthly financial report.  
b. Danbury Bill Analysis - M. Allred explained the details of the Danbury Bill Analysis. The commission agreed to keep the price per gallon to .0029.  
c. Budget Update - Chairman N. Malwitz reviewed the Budget Update, explaining the need to raise the current rate. He discussed having a public hearing later in the year.

5. **Old Business**

- a. 984 Federal Road/2 Production Drive - Application to Connect - C. Utschig said he reached out to the Applicant but has not yet gotten a response. He said the Authority approved a permit to install a manhole and about 100 feet of pipe. He said there is an outstanding question about how the grease trap requirements for this site will be managed, and the Applicant needs to come in with a plan to deal with that. C. Utschig said there is no action required by the Authority until the Applicant responds.

6. **New Business**

- a. 731 Federal Road – Application to Connect - *M. Micoli, Artel Engineering and T. Lucera, Applicant, were present.* M. Micoli said they have received approvals from the Zoning Commission and the Inland Wetlands Commission. They are now requesting approval to connect two proposed buildings. She said for each of the buildings they will have grease trap and discharge to a pumping station, which will pump up to the sewer on Federal Road. She said there

will be two individual pumping stations instead of one due to the flood plain from the Still River. She provided grease trap sizing calculations in the documentation. M. Micoli and T. Lucera explained additional details of the site plan. **M. Brown made a motion to accept 731 Federal Road – Application to Connect, subject to receipt of the \$1,000 engineering review fee and \$2,500 inspection fee and forward the application to Langan for engineering review. L. Donovan seconded the motion and it carried unanimously.**

**7. Engineer Comments/Project Update**

- a. Route 133 Station Improvements Project - C. Utschig said they are in receipt of the shop drawings for the wet well and the contractor is moving along.
- b. Brookfield Market Area - Chairman N. Malwitz said last time they approved the expenditure of up to \$75,000 for the whole project and he is going to develop the program enough to have a public hearing, possibly in April. He also noted there was an article in the News Times that mentioned this project.
- c. Other Engineering Matters

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

**Roger:** R. Prinz said Old New Milford Road project will be closed out before June 30<sup>th</sup>. He said the submittals are under review for 133, and they have not given him a schedule and they have an estimated June completion date. He discussed the Capital Maintenance Budget and explained some highlights. R. Prinz said there are 4 direct conflicts with the gas and water extensions to the new school for the Candlewood Lake Road Utilities Extension. He said they have to figure out how many inspection hours they will need for this project. He said the WPCA has identified other companies in the area that support Mission System should our rep become incapacitated. He said they will review the existing US Automation contract, and said all outstanding issues were addressed and updates were installed during last field visit. He said they are working on a more precise cost estimate for Correcting Code issues as identified in the Facilities Report and on call suggestions were implemented. R. Prinz said CBYD yearly renewal is in process and due March 15. He said the Quarterly PS inspections are on track for completion.

**Tim:** T. Strid said the first quarter pump station inspections are under way and on track for this quarter. He said there was a private pump station issue at 640 Federal Road, Pulcinella, and they had to contact the Health Department. He said the issues have been addressed with the Property Owner and two new pumps and a new control panel are going to be installed this Monday. He said the Caldor Flow meter upgrade is working as it should and providing them with up to the minute flow numbers. He said the post expansion board was installed and the rain gauge was hooked back up. T. Strid said all CBYD tickets are up to date and accounted for. He said the first quarter FOG inspections are completed. He said a detailed comb through of our FOG traps were done to be more accurate for June billing. He said 3 grease traps were removed from GIS and 4 grease traps were added. T. Strid discovered damage to the grease trap frame and cover at 849 Federal Road from snow plowing. He said the Property Owner was notified and frame and cover was reset. He said all surveys of new businesses are accounted for and up to date. He noted Branson is up and running and was surveyed: 173 employees – billing for 43 units, and Rom-Tech is up and running and was surveyed: 72 employees - billing for 18 units. T. Strid said Echo Bay Marina connected to the water line off of Federal Rd. and brought it up Elbow Hill Rd. to connect to their new building. There was a crossing of our sewer line where the water line ended up above our sewer line approximately 1.5' +/- . He said the 2-year contract with A-to-Z Property Maintenance for mowing of the pump stations expired, and 3 new mowing bids were received for the 2021-2022 mowing season. He noted AMS Property Maintenance was awarded the contract for 2021-2022, at a savings of over \$1,500 a year.

**John:** J. Siclari said COVID-19 office rules are still in place and they continue to work at the office with existing COVID precautions. He said there has been no change in the FEMA claims. He said there has been no change with the time and attendance program UKG (Ultimate Kronos Group), and the plan is to go live in spring. He said they are working on addressing some pump station electrical code deficiencies sited in our facility plan. He said there is no change with the Lower Federal Rd improvements and still looking like the final design in May, advertise in June, and construction to start

in October 2021. J. Siclari discussed the conflicts with the water and gas line extension projects and said they will come up with some charges for inspections and get that to the Town. He said the billing integration between GIS and QDS has been completed, and they still need to make some tweaks for June. He said they are working on getting a temp to help assist with upcoming Federal Rd North and Sandy Ln District Lien Releases. He said they have found a new maintenance tech for our Mission system. His name is Reed Soley with Control Systems of Connecticut. Chairman N. Malwitz has reached out to him to inquire about assisting us if we needed help. J. Siclari said there is still no report or invoice for the Inventory Evaluation of our new office content done on 10/15/20. He said the Town is working on resolving some issues with contractor. He said the new truck was delivered on Thursday 1/21/21. He said the FY21/22 Draft Budget has been completed. J. Siclari noted they are considering selling the 2014 Toyota Tacoma pickup and are working on getting a clean title and determining the truck value. He said he has requested everyone's vacation schedule to determine how much vacation time will be carried over into the next budget year. He said the RFQ was sent out for the Candlewood and Dean Rd Project and is due back 2/26/21, with the interview process to start mid-March.

**Kristi:** K. McPadden said she sent out the RFQ to 6 different engineering firms, and put it on BIZNET and CTSOURCE (State sites). She said it also ran in the Danbury News Times for 3 days and uploaded it to the Town website. Chairman N. Malwitz just recently extended for a week to March 5<sup>th</sup> and she adjusted each site, and noted all questions are being directed to the Chairman. She said she is working with QDS to clean up the deferred assessment accounts. She is working with Paychex to resolve an issue with the Family Medical Leave charge. She said she has been working on the budget, specifically the forecasted 2% capital cost recovery connection charge. K. McPadden said she sent an in-depth memo to the Board of Selectmen for their March meeting regarding an application that was tabled for a sewer extension, community sewer system and permit to connect. She said she also wrote a blurb for the March Brookfield Spotlight regarding deferred assessments. She also noted that she is holding down the fort while M. Ongaro is out of the office due to family emergencies.

#### 9. Legal Matters

- a. Collections - Chairman N. Malwitz would like to see TSI be utilized for collections again, since they were able to collect about 1/3 of the money that was outstanding.
- b. Easements: 117 Old State Road and 107 Old State Road - K. McPadden said she received a call from Chris Steiner regarding the connection for 117 Old State Road as it relates to 195 Federal Road. R. Prinz said there is a sewer line that runs behind Country Kids and goes down into a commercial condo unit and then goes up the hill. He is unsure if there is an easement on it and there may be situation where sewage is going through another property and is not under the control of the WPCA. He agreed to provide details for a legal opinion from Attorney J. Sienkiewicz.
- c. Deferred assessments - K. McPadden said the deferred assessment application period started February 1<sup>st</sup> and confirmed that both new and existing applicants will need to apply. Attorney J. Sienkiewicz said there are multiple types of tax relief that can be given to elderly or disabled customers and discussed some details of these programs. K. McPadden said the Town requires customers to file annually for the Town program, and Attorney J. Sienkiewicz said the WPCA should follow that program.
- d. Other Legal Matters - Attorney J. Sienkiewicz said there has one foreclosure that is in the redemption period, and he sent out a special private notice, but has not gotten a response. He said he has been trying to assemble various types of insurances for review that are required in the WPCA bid documents to assess what is needed and what is not.

#### 10. Other WPCA Matters

- a. Updates
  1. Dean Road/Candlewood Lake Area RFQ Update - Chairman N. Malwitz said this RFQ calls for teams to put together a proposal for both or either Dean Road and Candlewood projects, in order to keep the benefit assessments down. He noted he has extended the due date to March 5<sup>th</sup>. He said they will need to put together a team for the facilities plan and the original Candlewood study to evaluate the qualifications of the engineering teams that will be bidding.
  2. Danbury Plant - Chairman N. Malwitz said he has not gotten a response from Danbury.

- b. Other WPCA Matters - Chairman N. Malwitz said he reached out to a Mission Communication no-contract possibility and now there is another possibility out of Waterbury to look at, regarding a new program that is not as expensive.
- 11. **Vouchers** - L. Trojanowski-Marconi made a motion to accept the vouchers as presented. J. Murray seconded the motion and it carried unanimously.
- 12. **Adjournment** - L. Trojanowski-Marconi made a motion to adjourn at 8:49 p.m. M. DelValle seconded the motion and it carried unanimously.

\*\*\* Next Meeting March 24, 2021 \*\*\*