

BROOKFIELD WATER POLLUTION CONTROL AUTHORITY

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

53A Commerce Road, Unit 1

MINUTES

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

WPCA:

Chair N. Malwitz
L. Trojanowski-Marconi, Vice Chair
T.E. Lopez
M. Del Valle
L. Donovan
M. Brown
J. Murray
G. Giacobone

Others:

R. Prinz, Maintenance Manager
D. Will, Inspector
T. Strid, Maintenance Crew Member
C. Utschig, Langan Engineer
K. McPadden, Executive Administrator
M. Ongaro, Collector
A. Kennedy, Recording Secretary

7:00 p.m. PUBLIC HEARINGS: (All three were duly noticed)

- A. Proposed Federal Road Supplemental Benefit Assessments** - Chair N. Malwitz opened the Public Hearing and read the Proposed Federal Road Supplemental Benefit Assessment for the record. K. McPadden distributed copies to the Authority members for their review. There were no public comments. **L. Trojanowski-Marconi made a motion to close the public hearing for Proposed Federal Road Supplemental Benefit Assessments. T.E. Lopez seconded the motion and it carried unanimously.**
- B. Proposed Regulation Change: Licensing Program for Private Pump Stations** - Chair N. Malwitz opened the Public Hearing and read the Proposed Regulation Change for the record. K. McPadden distributed copies to the Authority members for their review. There were no public comments. **T. E. Lopez made a motion to close the public hearing for the Proposed Regulation Change: Licensing Program for Private Pump Stations. M. Brown seconded the motion and it carried unanimously.**
- C. Proposed Rate Schedule Fee Addition for Licensing Program for Private Pump Stations** - Chair N. Malwitz opened the Public Hearing and read the Proposed Rate Schedule Fee Addition for Licensing Program for Private Pump Stations for the record. K. McPadden distributed copies to the Authority members for their review. There were no public comments. **L. Donovan made a motion to close the public hearing for the Proposed Rate Schedule Fee Addition for Licensing Program for Private Pump Stations. T. E. Lopez seconded the motion and it carried unanimously.**

2. **Approval of Minutes** – 1/22/20 - **T. E. Lopez made a motion to approve the minutes from 1/22/2020. L. Trojanowski-Marconi seconded the motion and it carried unanimously.**

3. **Correspondence**

- a. Letter from P. Avery, Sanitarian to J. Siclari dated 11/19/19, re: 60 Candlewood Lake Road - Chair N. Malwitz read the correspondence aloud for the record. The Authority discussed P. Avery's correspondence and recommendation and the history of the properties in that area. **Chair N. Malwitz made a motion to note the Authority is favorably disposed to allow 60 Candlewood Lake Road to connect, noting the Property Owner must make an application and subject to payment of the capital cost recovery fee. L. Donovan seconded the motion and it carried unanimously.**
- b. Anonymous letter to Health Department, Re: Septic Concerns- Chair N. Malwitz read the correspondence aloud for the record. K. McPadden will forward the letter to Pio Lombardo.

- c. GT Waiver Withdrawal Letter from J. Casa dated 2/24/20- Chair N. Malwitz read the correspondence aloud for the record. It was noted that the café that applied for a grease trap waiver at 800 Federal Road will no longer be moving into that space; she will be moving into one of the 2 new buildings on the same property once they are built.

4. Informal Discussion

- a. 42 & 44 W. Whisconier Road – L. Baird & J. Russo Connection Inquiries-L. Baird asked that this matter be tabled as he was not able to attend the meeting. No discussion.

5. New Business

- a. 731 Federal Road – Request for Expansion-D. Virbickas, *Professional Engineer, Artel Engineering, 304 Federal Road, Brookfield CT* was present on behalf of the Applicant. D. Virbickas explained the details of the proposed project. K. McPadden noted this is a preliminary request for expansion and the applicant has submitted a check for \$3,500 as part of the requirement. She said next the applicant would go to the Board of Selectmen and the Planning Commission for an 8-24 referral. At that time, upon approval from these two Commissions, the applicant would return to the WPCA for a permit to connect. C. Utschig discussed specific information that would be needed for the project going forward. **T. E. Lopez made a motion to accept the preliminary application for a sewer extension for 731 Federal Road as submitted by Artel Engineering Group, and to send the plans to the Board of Selectmen pursuant to Section 71-6 of the Brookfield Ordinances, and to the Planning Commission for a report pursuant to Section 8-24 of the CT General Statutes. L. Trojanowski-Marconi seconded the motion and it carried unanimously.**

6. Accountant Report

- a. Monthly Financials - Chair N. Malwitz discussed the Monthly Financial Report. He also discussed the Danbury Plant Charge Account and proposed moving money from that account into a CD since it is just sitting until the Danbury Plant Expansion happens. **T. E. Lopez made a motion to allow the Chairman to work with Savings Bank of Danbury to open a “bump up” CD in the amount of \$140,000 to be taken from the Danbury Plant Charge Account. L. Donovan seconded the motion and it carried unanimously.**
- b. Budget Process for FY 2020-2021- Chairman N. Malwitz asked J. Murray and M. Brown to help with the budget process. He said J. Siclari is proposing meetings on March 5, March 12 and March 19 at 8:30am.

7. Old Business

- a. Candlewood Lake Area Sewer Study Update- Chair N. Malwitz said he had a few meetings with P. Lombardo and reported they are over budget by about \$40,000, but CDM Smith will be under budget by approximately \$40,000. He said P. Lombardo did some work and testing that was not part of the original scope of the project, which put them over. Chair N. Malwitz said P. Lombardo is working on a project summary and they will be recommending sewers for part of the study area. Chair N. Malwitz will be meeting with the Mayor of Danbury on March 4th to discuss capacity and could also look into New Milford. M. Brown suggested avoiding New Milford if possible. Chair N. Malwitz noted the WPCA, with P. Lombardo, will hold an information meeting on March 31st at 7 p.m. in the Brookfield High School auditorium and a postcard mailer will go out to all the properties in the study.
- b. Facilities Plan Update- Chairman N. Malwitz said he and J. Siclari met with CDM Smith in East Hartford. He said they did the video work of the lines, which showed relatively high flows and some grease on Candlewood Lake Road near the Caldor station wet well tank and there is one spot on Federal Road where something punctured the line at about 10 o'clock. There is nothing gushing in or out, and they do not think it needs to be repaired at this time. CDM Smith is supposed to submit a draft in about 3 weeks and should present it at the next meeting.
- c. Delinquent Collections Initiative, Transworld Systems- M. Ongaro said she has worked with Transworld Systems and they have 20 accounts in active collection, 6 accounts in installment plans, and 4 accounts working with WPCA.

- d. Job Descriptions- L. Donovan discussed working with J. Siclari on job descriptions. She said they have received some information from Society of Human Resource Management, which is a National HR organization, in order to come up with a standardized model. She said they will not be ready to present anything until possibly April.

8. Engineer Comments/Project Update

- a. Old New Milford/Federal Road Force Main Update- C. Utschig said the project has started and is in progress. R. Prinz gave a description of the work being done. C. Utschig said in his opinion, the WPCA received a good price for the contract value received.
- b. Brookfield Market Area Update- Chair N. Malwitz will go to the March 2 Board of Selectmen meeting to request the Town of Brookfield funding to pay for the pump station and crossing of the Route 25 bridge to allow properties to connect.
- c. Route 133 Station Improvements- C. Utschig said they have a final report and plan, which includes construction of the new driveway, installation of a secondary wet well, installation of a new propane tank and a generator. He said they have some adjustments to make and will have it back in next week with supplemental data.
- d. Grinder Alternatives- C. Utschig said they are getting interesting responses from equipment suppliers and finding that they are all trying to build into their pumps the ability to handle the new type of sanitary waste that is being created (specifically wipes). He said this is a universal problem and the technology to deal with it has not kept up with the impact it is having to the sanitary sewer systems.
- e. Other Engineering Matters-No discussion.

9. Employee Activity Reports (Roger, Dave, Tim, Mary, Kristi)

Roger: R. Prinz distributed his report and summarized the details. He said the plans are in hand for the valve pit upgrades and will move on to this when they are done with the flow meters. They met with Eric K. on February 20th and they learned the auxiliary wet well will have to be pushed back more. He said the generator set will work if they move the driveway back a little bit, which will save money. He said he sent a letter to the design engineer for CDOT project 18-135 lower Federal Road improvements detailing sewer conflicts. He gave an update on the manhole inspections and the 1st quarter pump station inspections.

Tim: T. Strid distributed his report and summarized the details. He gave an update on manhole inspections and pump station inspections. He said a seal failure was confirmed on pump #2 at the North Pump Station, which was removed and replaced with the spare pump. He said that one mix flush valve on pump #1 at the Sand Cut Pump Station was not working properly and was removed and to be sent out for repair. He gave an update on the Cedarbrook and Stony Hill Village Flow Meter Improvements. He said they purchased an extension pole to avoid confined space entry.

Dave: D. Will distributed his report and summarized the details. He said Branson's infrastructure is coming along rapidly and they are almost a month ahead of schedule. He said 401B Federal Road has been inspected and is ready to be occupied by April 1st. Pieology is hoping to open by March 1st, but they still have work to do to pass inspection. The old Shell Station at 138 Federal Road is disconnected and waiting for demolition. Market Place at 189 Federal Road had an issue at opening with the discharge line. It has been repaired. He said they are keeping an eye on McDonalds grease trap for compliance. He said DelPrimo at 450 Federal Road is one month out to opening, Blu Spa at 450 Federal Road has a couple small things to repair before opening, and the Italian deli is moving along at the south end of the building, possibly opening mid-April to beginning of May. He said there has been no action at 636-640 for the new cupcake shop. He said Mr. Batista from Dunkin Donuts was contacted about an updated site plan including 2 new grease traps already installed and a WPCA permit, and Artel Engineering has been retained to do this work. He said there was a little work done at 20 Station Road, they are prepping the building for demolition. He said work is scheduled to begin soon for a new state garage, and some demolition is scheduled in March.

Mary: M. Ongaro said she has worked on information from the schools and reported findings for billing.

Kristi: K. McPadden said she is interviewing new cleaning companies for the office, issuing permits to discharge, scanning as-builts, sending permit expiration letters, working with the Town to set up cyber training. She said there was a temp here today entering surveys. She said the time and attendance program is on hold. She verified if all Authority members have now been sworn in.

10. Legal Matters

- a. Permanent Maintenance Agreement Update- K. McPadden said J. Sienkiewicz is working on Silvermine Manor.
- b. Berkshire Corporate Park Sewer Takeover-No discussion.
- c. To act upon Resolution Approving Federal Road Supplemental Benefit Assessments -**T. E. Lopez made a motion to approve the [attached] Resolution Approving Federal Road Supplemental Benefit Assessments. L. Trojanowski-Marconi seconded the motion and it carried unanimously.**
- d. To act upon Proposed Regulation Change: Licensing Program for Private Pump Stations - **T. E. Lopez made a motion that the Authority amend the Sewer Use Rules and Regulations by adopting the following Section 7.5.1 dealing with inspection fees for pump station and FOG equipment:**
7.5.1 Inspection Fees - Pump Stations and FOG Interceptors and Management Equipment: The Authority shall establish an annual inspection fee to defer the Authority's program costs associated with building sewer pump station inspections and with external FOG interceptor and internal FOG management equipment inspections. Such fees shall be paid by the sewer user whether or not an inspection of the user's pump station or FOG interceptor or management equipment actually occurs. Such inspection fee shall be determined following public hearing as required by Section 7-255 of the General Statutes and shall be based on the anticipated costs to the Authority of determining owner compliance with the provisions of Section 3.2.1 and Section A-1.3.1 of these regulations as to pump stations and with the provisions of Section 3.3 and Sections A-1.4 and A-1.5 of these regulations as to FOG interceptors and FOG management equipment. Such inspection fee shall be levied on a semi-annual basis as an addition to the property owner's sewer use charge. J. Murray seconded the motion and it carried unanimously.
- e. To act upon Proposed Rate Schedule Fee Addition Licensing Program for Private Pump Stations - **M. Brown made a motion that the Authority establish an annual inspection fee of \$80.00 per year (\$40.00 semiannually) to be known as the Inspection Fee – PS/FOG. Such inspection fee shall be levied with respect to each pump station and each FOG interceptor or FOG management equipment constituting a part of the owner's building sewer installation and shall serve to recover the costs associated with the Authority's pump station and FOG inspection programs. Such fee shall become effective with the June 1, 2020 billing. Staff is directed to file and to publish notice of such fee, and the date that it shall be due, as required by Section 7-255 of the General Statutes not later than May 1, 2020. M. DelValle seconded the motion and it carried unanimously.**

11. Other WPCA Business

- a. Danbury Plant Update-Chair N. Malwitz is meeting with the Mayor of Danbury, along with S. Dunn and G. Dembowski on Wednesday March 4.
- b. Other WPCA Matters (CAWPCA)- Chair N. Malwitz discussed applying to become a board member for the CT Association of WPCA's. He inquired if the Brookfield WPCA will cover the expenses involved. The consensus was favorable and would be good for Brookfield to be represented in this way.

12. **Vouchers** - T. E. Lopez made a motion to accept the vouchers as presented. L. Donovan seconded the motion and it carried unanimously.
13. **Adjournment** - T. E. Lopez made a motion to adjourn at 9:12 p.m. L. Trojanowski-Marconi seconded the motion and it carried unanimously.

*** Next Meeting March 25, 2020 ***

RESOLUTION APPROVING
FEDERAL ROAD
SUPPLEMENTAL BENEFIT ASSESSMENTS

Whereas, the Brookfield Water Pollution Control Authority has constructed improvements to the Brookfield Sewer System known as the Federal Road Sewer Extension and has conducted a public hearing and has given due consideration to the comments of the public presented at such public hearings:

Now Therefore, be it resolved as follows:

1. Pursuant to resolutions adopted by the Authority on June 23, 1993 and July 28, 1993, as amended by resolution adopted on March 21, 2007 and as modified by resolutions adopted on January 11, 2012 and April 22, 2015, the Authority hereby levies a supplemental benefit assessment against each of the properties and the owners thereof as set forth on **Schedule A** as such properties have been improved so as to increase their assessed valuation for tax purposes or have received a certificate of occupancy prior to September 30, 2019. The supplemental benefit assessments are in an amount equal to **4.65%** of the property's equalized assessed value as of October 1, 1983, less any applicable credits as more fully described in Section 7 of the Authority's resolution of March 21, 2007, as modified by the Authority's resolutions of January 11, 2012 and April 22, 2015.
2. Such supplemental benefit assessments shall be due and payable on **June 1, 2020**, provided however, that at the option of the owner, the supplemental benefit assessment may be paid in **four (4) equal annual installments of principal**, the first of which shall be due on **June 1, 2020** and with subsequent installments due on June 1 of each subsequent year, together with interest on the unpaid principal amount of such supplemental benefit assessment at the rate of 5.5% per annum; provided further, however, that if any such installment remains unpaid for thirty (30) days after the same shall become due and payable, then at the option of the Authority, the entire unpaid balance of such benefit assessment, together with all unpaid interest, shall become immediately due and payable. The Authority shall have all of the rights provided by Section 7-254 of the Connecticut General Statutes, as amended, with respect to delinquent assessments.
3. Any property owner subject to such supplemental benefit assessment may prepay any or all installments for which such property owner is liable at any time prior to the due date thereof and no interest on any such prepaid installment shall be charged beyond the date of such payment.
4. The Executive Administrator of the Authority is directed to cause notice of the levy of such supplemental benefit assessments *and of the due date for payment of such supplemental benefit assessment* to be filed in the Office of the Brookfield Town Clerk not later than on April 24, 2020 and to be published twice in a newspaper having circulation in the Town of Brookfield, the first such publication to be not later than April 24, 2020, and the second such publication to be not later than May 8, 2020, and to mail a copy of such notice, and of such supplemental benefit assessment, to the affected property owner at the owner's address as shown on the last completed grand list, or to any such subsequent address of which the Authority may have knowledge, not later than April 24, 2020.

SCHEDULE A
Proposed Supplemental Benefit Assessments

<u>Owner</u>		<u>Street Address</u>	<u>Proposed Assessment</u>
CIRMIN DEVELOPMENT LLC	6	OAK BRANCH DRIVE	\$3,749.92
LUTZ, PAUL E. & JANET B.	9	OAK BRANCH DRIVE	\$3,382.12
CIRMIN DEVELOPMENT LLC	12	OAK BRANCH DRIVE	\$3,711.57
HANDAL, VICTOR H.	13	OAK BRANCH DRIVE	\$3,409.66
CIRMIN DEVELOPMENT LLC	1	OAK MEADOWS DRIVE	\$3,491.94
CIRMIN DEVELOPMENT LLC	2	OAK MEADOWS DRIVE	\$3,128.12
CIRMIN DEVELOPMENT LLC	15	OAK MEADOWS DRIVE	\$3,721.12
CIRMIN DEVELOPMENT LLC	26	OAK MEADOWS DRIVE	\$4,192.36
CIRMIN DEVELOPMENT LLC	27	OAK MEADOWS DRIVE	\$4,162.60
CIRMIN DEVELOPMENT LLC	31	SHORT OAK DRIVE	\$4,161.65
CIRMIN DEVELOPMENT LLC	32	SHORT OAK DRIVE	\$4,116.61
CIRMIN DEVELOPMENT LLC	33	SHORT OAK DRIVE	\$4,116.61
CIRMIN DEVELOPMENT LLC	34	SHORT OAK DRIVE	\$4,116.61
CIRMIN DEVELOPMENT LLC	39	SHORT OAK DRIVE	\$3,889.98