

BROOKFIELD WATER POLLUTION CONTROL AUTHORITY

Wednesday, July 22, 2020 7:00 p.m.

MINUTES

Call In Info

Zoom: <https://us02web.zoom.us/j/84030746916>

Meeting ID: 840 3074 6916

1. **Convene Meeting**—Chair N. Malwitz called the meeting to order at 7:02 p.m.

WPCA: Chair N. Malwitz J. Murray L. Donovan M. Brown G. Giacobone	Others: D. Will, Inspector R. Prinz, Maintenance Manager T. Strid, Maintenance Crew Member C. Utschig, Langan Engineer J. Sienkiewicz, Attorney J. Siclari, Director K. McPadden, Executive Administrator A. Kennedy, Recording Secretary
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2. **Approval of Minutes** – 6/24/20-M. Brown made a motion to approve the minutes from 6/24/20. G. Giacobone seconded the motion and it carried unanimously.
3. **Correspondence-**
 - a. 731 Federal Road-Letter to withdraw application for sewer extension—Chair N. Malwitz discussed a letter received from Tony Lucera, noting that he will be proceeding with a pump solution for the project, therefore withdrawing his application for a sewer extension. **G. Giacobone made a motion to accept the letter to withdraw the application for sewer extension for 731 Federal Road. J. Murray seconded the motion and it carried unanimously.**
4. **New Business**
 - a. Silvermine Manor HOA Comment-*Stephanie Ansel, Silvermine Manor, Unit #2, Treasurer of the Association, was present.* Attorney J. Sienkiewicz explained over the past few years he has been working to bring all of the sewer maintenance agreements into compliance with the regulations. Silvermine Manor has a gravity system and they have a maintenance agreement, for which they have not been keeping up with the annual deposits to the WPCA. Attorney J. Sienkiewicz contacted the Condo Association last Fall through their management company to discuss the problem and suggested a solution, which he drafted and sent to them. He has not had any call-backs or communications from them, so then forwarded his letter to the three officers of the Association. He said he has the revised agreement, and explained the changes made to the terms of the agreement. C. Utschig suggested doing an inspection of the manholes, and if there were any problems with the manholes, then they could look further. R. Prinz said they did a manhole inspection and the system looked good for the most part. He said there were two manholes in need of repair and estimated it would cost them about \$2,500 to make the needed repairs. Chair N. Malwitz proposed Silvermine Manor complete the repairs to the manholes and while J. Sienkiewicz finalizes the new agreement as if the system has a 100-year life. T. Strid will forward the information on the manhole inspection to S. Ansel.

5. Old Business

- a. 100 Candlewood Lake Road – Application to Connect—*D. Overton, Milone & MacBroom was present.* C. Utschig said they reviewed the plans and the Applicants made a set of revisions, which were acceptable. He said they have an approval letter recommending the Authority approve the plans based on the conditions in their letter. J. Siclari noted they had discussed the water main going up Candlewood Lake Road and the inspection of any conflicts with the water main to the sewer line, and suggested they include those inspection costs into the project. Because the water line and the school project are two separate projects, they will be kept separate. **L. Donovan made a motion to approve 100 Candlewood Lake Road – Application to Connect, subject to the recommendations made by Langan Engineering, as set forth in their letter dated July 22, 2020. M. Brown seconded the motion and it carried unanimously. J. Murray made a motion to reconsider the previous motion made regarding 100 Candlewood Lake Road—Application to Connect. Chairman N. Malwitz seconded the motion and it carried unanimously. M. Brown made a motion to approve 100 Candlewood Lake Road – Application to Connect, subject to the recommendations made by Langan Engineering, as set forth in their letter dated July 22, 2020 and subject to the Applicant paying the customary inspection and engineering fees when billed, and further that the \$400 initial application fee is waived, since it is a Town project. G. Giacobone seconded the motion and it carried unanimously.**
- b. 100 Candlewood Lake Road – Application to Disconnect—C. Utschig said Langan’s letter did not specifically address the disconnect, but they did look at the application to disconnect and there is no additional engineering associated with it. **Chairman N. Malwitz made a motion to approve 100 Candlewood Lake Road – Application to Disconnect, with the stipulation to pay the inspection fees and waive the \$400 application fee. G. Giacobone seconded the motion and it carried unanimously.**
- c. 800/806 Federal Road – Grease Trap Calculations—*A. Rothman and S. Sullivan were present.* C. Utschig said the only open items were providing calculations that supported the size of the grease traps. S. Sullivan provided this information and Langan reviewed it and they recommend that the Authority approve the modifications. **L. Donovan made a motion to approve the modifications to the building sewer installation for 800/806 Federal Road to provide for grease traps of 2,500 gallons each for buildings 2&3, allowing the WPCA to sign subsequent building permits. G. Giacobone seconded the motion and it carried unanimously.**
- d. Brookfield Market Area—No discussion.
- e. Job Descriptions – Loretta—L. Donovan shared a document that was drafted regarding D. Will’s job description, and explained the process used in drafting this document. She discussed with the Authority some of the job responsibilities and qualifications listed. Once the Authority has had time to review this job description, she will submit Roger’s job description.

6. Accountant Report

- a. Monthly Financials—Chairman N. Malwitz said M. Allred will attend the meeting next month and will discuss the year end report and the report for the Operations in July.

7. Engineer Comments/Project Update

- a. Route 133 Station Improvements—C. Utschig reported that potential contractors have until Monday to submit any project questions, and Langan has until the following Friday

to submit the responses to those questions. He said things are on track for the scheduled bid opening date of August 10th at 2:00 pm.

- b. Keystone Electrical Review—Chair N. Malwitz said they received a report on the facilities plan from CDM Smith regarding electrical codes that was a bit unsettling. C. Utschig said Langan, along with R. Prinz, T. Strid and Keystone, went through every station, looking at the comments from the facilities plan and helped put them into context. He said they tried to give the Authority some practical interpretations and solutions for some of the issues.
- c. Other Engineering Matters—No discussion.

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

Roger: R. Prinz discussed Capital Construction Projects for FY 19, specifically Commerce Drive Force Main. He said the permanent paving plan was approved by the State, but the contractor has not completed the paving. He said he would like Langan to send the contractor a letter stating that their time is expired, and they are expecting them to complete the work. C. Utschig said he could work with Attorney J. Sienkiewicz on the letter, after reviewing the contract. R. Prinz discussed the Old New Milford Road and Federal Road force main, noting the permanent pavement has been completed, and due to the deflection in the line and the DOT specs, it has added \$10,000 to the overall project cost. He said the pavement item estimate was low in the original contract documents. R. Prinz discussed the 133 Pump Station upgrade, and said they had a pre-bid meeting with prospective bidders. R. Prinz said they are progressing on the valve pits on Federal Road, with 2 of 3 pits completed to date, and the next is scheduled for July 28th. R. Prinz discussed the Monitoring System, and said Andy came up and the Eastview flowmeter is now reporting to Mission. R. Prinz discussed the Facilities Plan, noting Langan and Keystone electrical inspection of pump stations. He said they had discussions on NFPA and electrical codes and discussed that stations should be brought up to current codes, creating an action plan and costs to be worked up. R. Prinz said the 3rd quarter pump station inspections are underway, with 40% completed. He said they are researching feasibility of replacing some existing pumps with a newer style to eliminate “Muffin monsters”. He said the Tiger Mag installation at Caldor station has a cost estimate of about \$30,000. He reported that his replacement truck has been ordered and the expected delivery is Sept/Oct. R. Prinz discussed the new work hours, which are 7:30 a.m. to 4:00 p.m. with a mandatory ½ hour lunch break. He discussed issues with the mandatory lunch break, which will be addressed with J. Siclari.

Dave: D. Will reported that grease trap inspections are complete for the quarter and all but one situation has been rectified. He said the surveys are in process. He said the Newtown Savings Bank is closer to completion and will be opening the first week of August. He said he was asked to inspect the new Italian Restaurant at 800 Federal Rd. They are approved by the WPCA. They should be operational for pizza only in 2 weeks. He said construction has begun at 804 Federal Rd. The tanks have all been pumped and removed on Monday and the site work has begun for the 2 new buildings. He said the medical building at 401 Federal Road is open, but the lab is not open yet. He will try to get an appointment to survey the lab. D. Will said the existing red building at 401 Federal Road is getting ready for Twins BBQ to occupy it, and the opening is roughly a month away. He said there is a new restaurant opening at the former Campy’s location, called JJ Stacks, and it will be a breakfast/lunch/dinner spot. D. Will said site work has begun at the former Peter’s Imports, which is Tony Lucera’s Enclave project. D. Will said the owner of the Frankie’s Diner building called and met him about re-opening the diner himself but has been approached to demolish it and open a car wash. There was a grease line backup at Pulcinella’s Friday night,

causing a spill in the parking lot. He said he was not notified, and he found workers cleaning it up on Monday. The lines between the tank and the kitchen were clogged and now everything has been cleaned and is operational.

Tim: T. Strid discussed the Eastview Pump Station is 100% completed and was installed in-house, and electrical and Mission is 100% operational. He said the Route 133 Pump Station new gate is 100% completed and the new driveway is installed with paving set for after the new wet well is installed and other pump station upgrades. He said the gutters are to be replaced on the pump house this week to redirect water from pouring on to the newly installed driveway. He said they are doing very well this quarter with the quarterly pump station inspections, now that the Covid-19 restrictions have been eased. He said they are on track to have all 14 completed by September 30, 2020. T. Strid discussed the Federal Rd. Valve Pit Upgrades, noting 2 out of 3 valve pits are 100% completed, with the third scheduled for next week, to close out the valve pit project. He said they performed 5 emergency CBYD's and 16 routine CBYD's so far for the month of July 2020.

John: J. Siclari said the Coronavirus issues have subsided somewhat and hopefully, compiling virus-related labor and material expenses for the July FEMA claim will have very little to report. He said the Covid-19 office reopening rules are still in place as follows: All employees are back working out of our office. The installation of a sneeze shield at the transaction counter was completed. Customers will be allowed to enter building by appointment only. All employees have their temperature checked daily. All visitors will have their temperature checked, answer the CDC's screening questions regarding their health, and sign in on the contact tracing log before entering the office. J. Siclari discussed the new BWPCA work hours for all employees started July 1, 2020 as follows: 7:30 AM – 4PM, M-F with unpaid 1/2hr lunch and 2 paid 15 min breaks (One AM & One PM). He said they are still working on one detail on their new Standby (On Call) Pay Policy effective July 1, 2020, which is on hold until some pay policy issues are sorted out. He said the weekend station checks will continue until the new policy is initiated. J. Siclari said there is still no word on receiving \$587.59 from FEMA for management fees. He said they received FEMA reimbursement for the May 2018 Storm for \$11,751.84. FEMA took out category "Z" management fees of \$587.59. Once FEMA signs off on the mgmt. fees, we should receive the money, which will bring the total to \$12,339.43. J. Siclari said there is still no word from the Town yet on picking a vendor for a time and attendance program. He said he and K. McPadden attended an Executime webinar on June 4th, and he sat in on a Kronos webinar on June 12th. J. Siclari said once estimates are in, they will look at the current way of tracking time and attendance and compare it to signing up with an outside company. J. Siclari said he had a meeting with L. Donovan last week to continue work on pay policy revisions. He said these will need to be completed and be in place for the Time and Attendance program to work. J. Siclari discussed the Lower Federal Rd improvements noting a rumor that there may be delays due to Covid-19 and budget constraints. J. Siclari said the 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 approximately 50% completed. He said Dave has been monitoring several crossings under our sewer main.

Kristi: K. McPadden said she received an inquiry from 10 W. Whisconier Road, which is labeled as a sewer avoidance property, and told him the property is failure only, and he will need a letter from the Town Sanitarian or an engineer that the septic is in failure and cannot be fixed to code. She discussed the Covid-19 Deferral applications, noting 10 customers applied & set up in QDS (overall 23 applied to the Town). K. McPadden discussed the June 1 pump station inspection billing – 31 billed, 26 paid (\$1,042), 1 deferred, 4 unpaid. She said she asked Mary to give them a separate number (05 assessment, 06 use – 07 PS, 08 GT) so that

they can be separated and viewed right away (currently there's no way of seeing them without knowing the account number). K. McPadden discussed the 53 Commerce Road Association update – 4 out of 7 units have sold. She said she will reach out to the owners. She said per J. Sienkiewicz, they are entitled to elect 1/3 of the board. When the 5th unit sells, the unit owners are entitled to elect the majority of the board of directors (2). She said she has begun working on the FY20 audit. She discussed the new FY vacation summaries and will hand them out next week. She said she mailed out the PMA letters and should start receiving responses soon.

9. Legal Matters

- a. Collections—Attorney J. Sienkiewicz said collections have been suspended by the Governor until mid-August.
- b. Other Legal Matters—Attorney J. Sienkiewicz said he drafted a letter to respond to Chairman N. Malwitz's question regarding correctional bills.

10. Other WPCA Matters

- a. Updates
 1. Facilities Plan—Chairman N. Malwitz said he prepared something to send to CDM Smith next week to adjust their projections of what rates might be in the future. He said he will send them the Keystone report as well.
 2. Candlewood Lake Area Sewer Study-No discussion.
 3. Danbury Plant—Chairman N. Malwitz said Danbury is in the process of reconfiguring the plant COVID facility to a 600-unit condo development, which will be a “city within a city” with its own infrastructure.
 4. Brookfield Market Area—Chairman N. Malwitz said this is on the agenda for September or October for the Selectmen to review.
- b. Other WPCA Matters—Chairman N. Malwitz said they looked at putting a better flow meter in at the Caldor Station and they have one bid on that project. He said the Tiger Mag proposal would be about \$30,000 all-in. He discussed some of the details of the project.

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

12. Adjournment- M. Brown made a motion to adjourn at 8:48 p.m. L. Donovan seconded the motion and it carried unanimously.

*** Next Meeting August 26, 2020 ***