

**BROOKFIELD WATER POLLUTION CONTROL AUTHORITY**  
Wednesday, July 28, 2021 7:00 p.m.  
**HYBRID MEETING MINUTES**

**Zoom Call-In Info:**

<https://us02web.zoom.us/j/81631106113?pwd=TTducVNBbnFNXU0JLeG9aU3NEYysvdz09>

Meeting ID: 816 3110 6113

Passcode: 072821

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

<b>WPCA:</b> N. Malwitz L. Trojanowski-Marconi L. Donovan M. Brown M. DelValle G. Giacobone	<b>Others:</b> R. Prinz, Chief of Maintenance T. Strid, Maintenance Crew Member K. McPadden, Executive Administrator M. Ongaro, Collector M. Allred, Accountant J. Sienkiewicz, Attorney C. Utschig, Langan Engineer
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2. **Informal Discussion** – Alfred Mattikow, 468 Federal Rd. Brookfield Mews was present. He said they have previously received approval from the WPCA, and at this time they are in negotiation to sell their contract to an individual who is a principal of the adjacent property, which is known as the Barnbeck Property. He said they are going to change the configuration from the approved 112 units to 138 units, with a lesser bedroom count. He said there will now be four buildings in the project instead of the eight buildings that were originally approved, noting there will be less disturbance to the site. He said they are separately seeking approval from the Zoning Commission and Inland Wetlands Commission for these changes. A. Mattikow said the property is still owned by Danbury Hospital and they will execute any necessary documents regarding the further approval and/or change of applicant. Chairman N. Malwitz said this is a whole new project, and therefore would need a new application. Attorney J. Sienkiewicz noted the WPCA is concerned with the building connections and the sewer design, which will obviously change with these new plans.
3. **Approval of Minutes** – 6/23/21 – A motion was made by L. Trojanowski-Marconi to approve the minutes from June 23, 2021. L. Donovan seconded the motion and it passed unanimously.  
**Abstentions: Nelson Malwitz, Matt Brown & Mike DelValle**
4. **Accountant Report**
  - a. Monthly Financials - M. Allred discussed the monthly financial report.
5. **Old Business**
  - a. 58 Old Gray's Bridge Road – Revised Application to Connect - C. Utschig said last month the WPCA voted to approve this application, with the condition of Langan approving their engineering plans. He said the Applicant submitted revised engineering plans late last week and they have complied with all of Langan's comments. C. Utschig said the Applicant has already submitted the drawings to K. McPadden, and therefore he believes there is no further action to be taken on this application. Attorney J. Sienkiewicz said his questions have been resolved as well, but he asked the staff to remember that when this is built, the Applicant is supposed to deed to the WPCA the force main that they are constructing in Old Grays Bridge Road.
6. **New Business**

None
7. **Engineer Comments/Project Update**
  - a. Route 133 Station Improvements Project – Discussed under Roger's employee report
  - b. Brookfield Market Area - C. Utschig said they have the basic design and have coordinated with the electrical engineer. He said because of the buildings being so old, they had a hard time getting

information on the location of the septic tanks and the pipes coming out of the buildings. He said R. Prinz and T. Strid have a copy of the plan and they are going to help with that effort. He said they then have to go out into the field, agree on where to put the pump stations, and meet with the electric company. He said all of this should bring them to an updated design and updated cost estimate in approximately 3-4 weeks. R. Prinz said the plans are lacking and was disappointed with the level of information that CCA picked up. C. Utschig said CCA owes them another trip out there and he will work on defining what additional information is needed. R. Prinz said he was concerned about the work being done on private property and said they have never done that before. He asked for Attorney J. Sienkiewicz's determination of what can or cannot be done. Attorney J. Sienkiewicz said in previous cases of work being done on private property, they have received signed authorization from the property owners for the work being done. C. Utschig said the intent of the design is that where there is commonality to the system, such as two houses going to one pump station, in those cases it must be owned and operated by the WPCA. He said when they did the electrical assessment, they determined that almost none of these old buildings have the capacity to have excess capacity in their electrical system to handle these pump stations. He said during the electrical evaluation it became clear that they are going to have to run independent services for each of these pump stations and those would be owned by the WPCA. He said at the end of the day, it's very likely that a majority of this system will be owned and operated by the WPCA by virtue of pumps and pipes that are in easements where you have reciprocal land use rights for access and maintaining the system.

- c. Other Engineering Matters - Attorney J. Sienkiewicz asked if they have received revised plans from 101-105 Laurel Hill Road. K. McPadden said they have not received them.

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

**Roger:** R. Prinz said the wet well was set and connected to the existing sewer at the 133 Pump Station and displayed a slide show for the Authority to review. He discussed the details of the new wet well and described the process, as shown on the slides. He said two 500-gallon propane tanks were installed, and the generator is not coming until October at the earliest. R. Prinz said they are getting 3 bids for the water hook ups at 777 Federal Road and RR Stations. He said the Market Area project is moving forward. He said the water line project on Candlewood Lake Road has started but is taking a long time due to the number of rocks being pulled up, and the gas line is still out to bid. He discussed the monitoring system and said all antennas were replaced with LTE type for better signal strength. R. Prinz said the old pick-up truck is going to auction and \$2,500 or more is expected. He requested that a thank you note be sent to D. Burr, copying the First Selectman, to thank D. Burr for his help. He said the sewer work is starting for 58 Old Grays Bridge Road. He said Taco Bacchi will be able to connect to the existing grease trap, which is the best solution. He discussed the issues happening at 15 Station Road with contaminated water remediation. He said pump station inspections are back up. R. Prinz said they are purchasing new impellers for North Station/777 and the pumps will work at both locations and increase North Station to 200 GPM.

**Tim:** T. Strid said the 3<sup>rd</sup> quarter pump station inspections are underway. He said the yearly inspections for the private pump stations will begin in the fall 2021. He reviewed the information on the Route 133 Pump Station upgrade and the 777 & RR Pump Station water line connections. T. Strid said all the CBYD tickets are accounted for and up to date. He said the 3<sup>rd</sup> quarter FOG trap inspections are underway and all the surveys for new businesses are accounted for and up to date. He discussed inspections at 291 Federal Road, 1050 Federal Road, 802 Federal Road, 100 CLR Candlewood Lake School, 58 Old Grays Bridge Road, 24 Old New Milford Road, and CLR water line extension. He said the public BWPCA manhole inspections are underway. He said the incorporation of the GIS for the manhole inspections is working great and will help with redundancy and productivity of getting all the manholes inspected. T. Strid discussed the communication faults/drop in cellular signal at Caldor Pump and said new LTE antennas were installed. He also noted that new LTE antennas for all pump stations were ordered and will be installed in-house.

**John:** The Commission reviewed the report submitted by J. Siclari in his absence.

**Mary:** M. Ongaro said she received a request from the Assessor's office for sewer information to update the Town records. She said she is continuing to complete the collections work and processing delinquent statements and documents for the manual. She said they are continuing to release paid off

liens. She said she has completed retrieving bill forms for the data collection for Chairman N. Malwitz.

**Natasha:** N. Friery said she has been working on the billing process manual and working on lien releases.

**Kristi:** K. McPadden said she wrote up the August Brookfield Spotlight. She said the UKG start up has been postponed due to the complicated interface between MUNIS and the Board of Education and she had a quick meeting today with UKG. She said she just received a response from BJs about their end date, and they said they will be able to provide more information after their meeting with the DEEP. K. McPadden said she is still having issues with deferred accounts and bonded interest in QDS, and she is now working with Linda at QDS. K. McPadden said she sent out Permanent Maintenance Agreement annual notices earlier this month and there were seven complexes that are subject to adjustments if C. Utschig recommends appropriate adjustments. She said Dairy Queen was approved by Zoning and should be coming before the WPCA in the next few months. She said she is working with J. Siclari on a record retention plan in conjunction with electronic document storage. She said the auditors were here one day last week and she discussed their two concerns, including a lack of procurement policy and review of month end reconciliation packet. K. McPadden said all WPCA applications have been updated and put on the WPCA website as well as the shared drive. She said she will begin work on the capacity analysis with J. Siclari when he is back from vacation next week.

#### 9. Legal Matters

- a. Collections - Attorney J. Sienkiewicz said there was a redemption for 135 Heatherwood at the end of June and money was collected for the WPCA, the Town and the legal fees.
- b. Insurance Requirement Update - Attorney J. Sienkiewicz said he spent a lot of time trying to assess whether the WPCA insurance requirements are realistic after an issue came up when T. D. & Sons had a hard time complying with the requirements. He said he was not really able to reach a conclusion. He discussed the details of the insurance requirements. He said he found out that the Town carries \$2M in Builders Risk Insurance, which he believes protects the builder. He said generally, the Builders Risk policies do not cover underground movement or water, which are the WPCA's biggest risks. He said he believes the language in their documents could be made more clear and there should be a way of monitoring the insurance, such as expiration dates. He also suggests setting up a meeting with another law firm to review their policies and assist in developing some processes to follow up with insurance policies going forward. Chairman N. Malwitz suggested getting CIRMA in for a meeting to discuss this matter.
- c. American Rescue Plan Grant Request to TOB - Chairman N. Malwitz said he met with First Selectman S. Dunn on Monday and the Town is going to form a committee to determine how the American Rescue Plan money should be spent. He discussed the requests on behalf of the Brookfield Market Area project and said he will submit these requests to the Committee once it is formed.
- d. Other Legal Matters - None

#### 10. Other WPCA Matters

- a. Updates
  1. Dean Road/Candlewood Lake Area Project - Chairman N. Malwitz said the RFQ is set up and the CDM Smith team was selected. He said he has a meeting set up to work out a plan going forward, which will include a visit with the State to get their agreement that this is a worthy project. He discussed options and strategies for the project, including a Planning Grant for the engineering work.
  2. Danbury Plant/Sewer Capacity - Chairman N. Malwitz said Danbury has not committed to the deal he discussed with Mark Boughton. Chairman N. Malwitz said First Selectman S. Dunn agreed to set up a meeting with the current Mayor to discuss.
- b. Other WPCA Matters - Chairman N. Malwitz said there is a WestConn symposium every year dealing with water issues and Larry Marsicano is helping put together the agenda. The people from the CT Federation of Lakes were asked what they would like to hear about, and they responded the Candlewood Lake Study. Chairman N. Malwitz, P. Lombardo and chief scientist from NJ dealing with Lake Hopatcong will speak on this topic in October.

11. **Vouchers** – L. Trojanowski-Marconi made a motion to approve the vouchers as presented. L. Donovan seconded the motion and it carried unanimously.
12. **Executive Session** – Personnel Matters – A motion was made by L. Donovan to enter into Executive Session at 9:25 pm, inviting only Commission members. The motion was seconded by L. Trojanowski-Marconi and passed unanimously. A motion was made by L. Donovan to come out of Executive Session at 9:47 pm. The motion was seconded by L. Trojanowski-Marconi and passed unanimously.

No motions were made during or following the Executive Session. However, it was agreed by consensus to engage PayScale to benchmark WPCA salaries. The annual retainer fee is \$5,000.

13. **Adjournment** – L. Trojanowski-Marconi made a motion to adjourn at 9:47 pm. L. Donovan seconded the motion and it carried unanimously.

\*\*\* Next Meeting August 25, 2021 \*\*\*