

Minutes not yet approved. Approval and any edits to be made in succeeding minutes.

BROOKFIELD WATER POLLUTION CONTROL AUTHORITY
Wednesday, June 22, 2022, 7:00 p.m.
HYBRID MEETING
MINUTES

1. Convene Meeting

Chairman N. Malwitz convened the meeting at 7:00 p.m.

WPCA:

N. Malwitz
M. DelValle
L. Donovan
M. Brown

Others:

J. Siclari, Director
K. McPadden, Executive Administrator
M. Allred, Accountant
T. Strid, Inspector
C. Utschig, Langan Engineering
J. Sienkiewicz, Attorney
M. Rajcula Ongaro, Collector
A. Kennedy, Administrative Specialist

- 2. Approval of Minutes – 5/25/22 - L. Donovan made a motion to approve the minutes from 5/25/22. M. DelValle seconded the motion and it carried unanimously.**

L. Donovan made a motion to move to agenda item 7a. M. Delvalle seconded the motion and it carried unanimously.

- 3. Correspondence - None**

4. Accountant Report

- a. Monthly Financials - M. Allred reviewed the monthly financial report.
- b. Budget Approval - M. Allred explained that he updated the accrual pages; K. McPadden updated the Chairman's narrative, and updated the employee expenses per information received from the Town. K. McPadden gave an overview of the Operating Budget, including how user fees were calculated. She noted she is still waiting for a billing report from QDS from June 1st. K. McPadden reviewed how the expenses were estimated, including which line items increased, decreased or stayed the same. Chair N. Malwitz discussed the graduated sewer use increase that began last year and will continue into next year. **M. Delvalle made a motion to accept and approve the budget as presented. L. Donovan seconded the motion and it carried unanimously.**

5. New Business

- a. 434 Federal Road – Permit to Connect (New Building) - *S. Sullivan, CCA, LLC was present.* Attorney J. Sienkiewicz asked about estimated average flows for this project, and S. Sullivan said the daily flow is 1,978 gallons per day. S. Sullivan said this is a retail commercial building, no tenants at this point. C. Utschig said it needs a grease trap and will be a basic single service connection to the building. C. Utschig discussed the possibility of multi-tenants and noted all tenants must go through the grease trap. He said the internal plumbing plans must be tracked to ensure that all tenants have access to the grease trap. C. Utschig also noted they may need to identify a stub on the property. **Chairman N. Malwitz made a motion to accept the application for 434 Federal Road – Permit to Connect (New Building) contingent upon receipt of deposit for engineering fees of \$750, inspection fees of \$1,200 and legal fees of \$300. M. Delvalle seconded the motion and it carried unanimously.**

- b. 23 Gray's Bridge Road – Permit to Connect (New Building) - *S. Sullivan, CCA, LLC was present.* K. McPadden noted the previous application for this property expired years ago, and is now submitted as a new application. S. Sullivan said this project is a proposed 4-story self storage facility with 2-3 employees on-site, and therefore will be low flow, at approximately 60 gallons per day. He said there is an easement that runs along the frontage of the property. **M. Brown made a motion to accept the application for 23 Gray's Bridge Road – Permit to Connect (New Building) contingent upon receipt of deposit for engineering fees of \$750 and inspection fees of \$1,200. L. Donovan seconded the motion and it carried unanimously.**

6. Old Business

- a. 1030 Federal Road - Application to Connect 4 new buildings, Application for Grease Trap Permit, Application to Connect Swimming Pool (Backwash), Community Sewer System Application - C. Utschig said he spoke with D. Virbickas and he is working on the two major items that C. Utschig and R. Prinz identified which need to be address before going much further. C. Utschig said there are existing sewers on the site, some of which they want to reuse. C. Utschig and R. Prinz told them if any sewers are to be reused, they must be inspected and video taped so the WPCA can be comfortable they are in good condition. R Prinz also said they would like to keep the connection to one point to the municipal system. C. Utschig said they are now waiting from a response from the Applicant before they spend a lot of time reviewing detailed plans. **M. Brown made a motion to table 1030 Federal Road - Application to Connect 4 new buildings, Application for Grease Trap Permit, Application to Connect Swimming Pool (Backwash), Community Sewer System Application with a note to act on this application or process an extension at the next meeting. M. Delvalle seconded the motion and it carried unanimously.**

7. Project Updates

- a. Candlewood Lake/Dean Road Area Project- *Dan Murphy and Kristie Wagner, CDM Smith, were present.* K. Wagner said they have completed the geo-technical investigation phase, which included several dozen borings and geo probes in the peninsula, the Candlewood Lake Club Area, Dean/Pocono Road and along Candlewood Lake Road. She said that work was completed in April and May and the data is being compiled at this point. She said the next step is to start laying out the sewer system, look into multiple options and look at overall flows. She noted they will look at different options for each street, with some areas having gravity sewers, some will have small community pump stations and some will have individual grinder pumps and low pressure sewers. K. Wagner said, in general, the areas of the current study are looking like 230,000 gallons per day. She said they want to revisit current flows and new sewer connections, mapping out where rock is shallow/deep. Nelson discussed having an informational hearing on September 14th with property owners. She said they included this analysis in their facilities plan in 2019-2020. John Siclari noted they have that information in a spreadsheet he and K. McPadden put together. Dan Murphy said nothing of concern was hit in terms of soils, environmental samples, which is good news for construction.
- b. Brookfield Market Area – Bid Package Status & STEAP Grant - A. Kennedy reported working with G. Dembowski on the application for the 2022 STEAP Grant. She noted they will need to obtain some permits in order to be considered a “shovel ready” project and is working with C. Utschig to compile a list of necessary permits and approvals. The draft of the STEAP application will be presented to the Board of Selectmen at their July 5th meeting and then to the Board of Finance the following week. A. Kennedy noted the application must be submitted to the State of CT Office of Policy & Management by August 15th. Chairman N. Malwitz said the STEAP Grant is a potential source of funding for this project, although it is a competitive program. A. Kennedy noted they will be going before the Inland Wetlands Commission on Monday, and have already gotten approval from the Planning Commission. C. Utschig said they will need a construction permit and a plan approval from DOT. He said they should submit what they have to the DOT and get that started right away. C. Utschig also said he will look into whether a DEEP permit is needed. C. Utschig and Attorney J. Sienkiewicz discussed easements needed for the project. A. Kennedy will email a checklist of requirements to C. Utschig and Chairman N. Malwitz to coordinate assembling the necessary documents.

- c. Route 133 Station Project Phases I & II - C. Utschig said there is no update other than it is on the list to start working on Phase 2.
 - d. Caldor Valve Bypass Project - C. Utschig said they did a preliminary design that has to be modified, and expect to have it done shortly for R. Prinz and T. Strid to review.
 - e. Danbury Plant & Brookfield Allocation - No update.
 - f. Other Engineering Matters - None
8. **Employee Activity Reports** - Employee reports were submitted to the Board prior to the meeting to be reviewed. Board members did not have questions on the reports at this time. T. Strid discussed issues on Old New Milford Road with the State lowering the road at the new intersection being put in. He said the road had to be lowered more than anticipated, which would cause our 10 inch gravity line to only have 8-9 inches of cover on it. The State purchased ductile iron pipe to make sure it is protected and does not get crushed. The WPCA provided them with a new manhole, frame and cover. The State will pay for pipe and the installation of the manhole. The Board discussed billing the DOT for man hours involved with being on site for inspections and dealing with issues during construction. J. Siclari noted the sewer utility information is not up to date on the Town's GIS website Map Express, and Langan will be providing them with the WPCA GIS information via a shared file. K. McPadden discussed recent issues with online bill payments via Invoice Cloud.
9. **Legal Matters**
- a. Collections - No discussion.
 - b. Other Legal Matters - WPCA Staff is working on an update to the Use Charge Regulations, and is assembling a spreadsheet of survey information. Attorney J. Sienkiewicz said the unit charges will be restructured to comply with the CT Health Code. T. Strid said the updates will make the billing process more transparent and clearly calculated.
10. **Other WPCA Matters**
- a. Online Payment Help Video - Chairman N. Malwitz said the first presentation of the online payment video came today. Chairman N. Malwitz noted that the same company who produced this video is going to re-package the WPCA website for \$750 and it will be put on a stage site for the WPCA to try it out before actually using it.
 - b. Other WPCA Matters - Chairman N. Malwitz proposed hiring a paid summer intern who will go through the data of rain versus pump station flow to see if there is any correlation. He would also like the intern to review the billing process manual. Chairman N. Malwitz said the candidate is a math major from Wheaton College. M. Brown thanked the WPCA for inviting him to the golf outing last week with the CT Water Environment Association. He said it is a great networking event and suggested this become an annual event for the WPCA.
11. **Vouchers** - M. Brown made a motion to approve the vouchers as submitted. M. DelValle seconded the motion and it carried unanimously.
- M. Brown made a motion to go into Executive Session at 8:51 p.m. L. Donovan seconded the motion and it carried unanimously.
12. **Executive Session – Staffing and Salaries** - L. Donovan made a motion to come out of Executive Session at 9:19 p.m. M. Delvalle seconded the motion and it carried unanimously.
- M. Brown made a motion to adopt the compensation packages as presented. L. Donovan seconded the motion and it carried unanimously.
13. **Adjournment** - L. Donovan made a motion to adjourn at 9:21 p.m. M. DelValle seconded the motion and it carried unanimously.