

BROOKFIELD WATER POLLUTION CONTROL AUTHORITY

Wednesday, June 23, 2021 7:00 p.m.

MINUTES

Zoom Call-In Info:

<https://us02web.zoom.us/j/85606821922?pwd=WVcrekpqcEgyQmt3NlIwTXpXWU0rUT09>

Meeting ID: 856 0682 1922

Passcode: 062321

1. **Convene Meeting**-Vice Chair L. Trojanowski-Marconi convened the meeting at 7:00 p.m.

WPCA:

L. Trojanowski-Marconi
L. Donovan
J. Murray
G. Giacobone

Others:

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

2. **Correspondence**

- a. Correspondence from R. Saluga - K. McPadden noted correspondence received from R. Saluga. K. McPadden said she can forward the correspondence to the Authority members but there is no need to take action.

3. **Approval of Minutes** – 5/26/21- **G. Giacobone made a motion to approve the minutes from 5/26/21. L. Donovan seconded the motion and it carried unanimously.**

4. **Accountant Report**

- a. Monthly Financials - M. Allred reviewed the monthly financial report.

5. **Old Business**

- a. 984 Federal Road/2 Production Drive - Application to Connect - K. McPadden said she emailed the developer and has not received a response. The Authority members reviewed the history of the application, and this application was denied in April. T. Strid said he believes the applicant is very busy at this time and has likely pushed this project off a bit. L. Trojanowski-Marconi said they can take this off the agenda until the Authority gets a response from the Applicant.
- b. 101/103/105 Laurel Hill Road – Extension Request - *S. Sullivan, CCA, LLC was present on behalf of the application.* S. Sullivan said Langan did provide some comments since the last meeting which they have incorporated into the plans. Attorney J. Sienkiewicz drafted an extension permit letter, which has been forwarded to the Applicant. Attorney J. Sienkiewicz said he will need the Applicant to submit a cost estimate, which should go to Langan for review of the sewer extension and for the community sewer system. C. Utschig said they have one outstanding issue that was picked up on the drawings and they are recommending that the Authority grant a conditional approval, noting the last outstanding engineering comment should be addressed by CCA, LLC. **G. Giacobone made a motion to grant a sewer extension permit to serve 101/103/105 Laurel Hill Road subject to the engineering approval of the final design drawings and subject to the preparation and submission, with the Chairman's consent, of a sewer extension permit following the usual format. J. Murray seconded the motion and it carried unanimously.**
- c. 101/103/105 Laurel Hill Road – Community Sewer System Application - **J. Murray made a motion to give conditional approval for a community sewer system for 101/103/105 Laurel Hill Road, subject to finalization of the design documents with engineering approval, and subject to the issuance and execution of a permanent community sewer system agreement and easement to be issued once the documentation is finalized by the Chairman. L. Donovan seconded the motion and it carried unanimously.**

- d. 101/103/105 Laurel Hill Road – Application to Connect - *Bob Hebert, Applicant, was present.* B. Hebert confirmed that they plan to build all of the buildings at one time. C. Utschig recommended that Attorney J. Sienkiewicz add some language about the intent to build the entire project at one time under a single application to connect. K. McPadden suggested the Authority hold on to the money they still have on account for the Applicant for applicable fees, and will invoice the Applicant for any additional fees when that amount has been depleted. B. Hebert agreed to that arrangement. **G. Giacobone made a motion to approve 101/103/105 Laurel Hill Road – Application to Connect, for 4 apartment buildings and 1 clubhouse subject to finalization of the engineering drawings to the satisfaction of the Authority’s Engineer, subject to payment of a 2% Capital Cost Recovery Connection Fee and subject to completion to the full satisfaction of the Authority of the sewer extension in Laurel Hill Road and the Community Sewer System that has been proposed. J. Murray seconded the motion and it carried unanimously.**
- e. 58 Old Gray’s Bridge Road – Revised Application to Connect - *M. Micoli, Artel Engineering, was present.* M. Micoli said they sent revised plans to Langan last night. C. Utschig said they had an opportunity to review the revised plans and have issued a letter recommending a conditional approval, provided there are no legal issues. He said they had minor comments, as listed in their letter. C. Utschig and M. Micoli reviewed some details of the plans, and the history of the prior permit for the property. Attorney J. Sienkiewicz asked that the engineers put some notation on the plan to define where the public property and private property begin and end. **J. Murray made a motion to approve the plan for 58 Old Gray’s Bridge Road – Revised Application to Connect subject to additional engineering modifications being made as recommended by C. Utschig and subject to the force main within the public highway being conveyed to the Town of Brookfield prior to any sewer discharge and the documentation of conveyance shall be approved as to its substance and formality by the WPCA Attorney. G. Giacobone seconded the motion and it carried unanimously.**

6. **New Business** - None

7. **Engineer Comments/Project Update**

- a. Route 133 Station Improvements Project - C. Utschig said having spoken to the contractor, they expect that construction will be in full swing by Monday, with a majority of the sewer manhole, the wet well being installed by the end of the week, and then moving right into the electrical. He said the expectation is that within the next two weeks they should be substantially done, except for the emergency generator, as previously discussed. T. Strid said he was on site today and gave an update on the project as of today.
- b. Brookfield Market Area - C. Utschig said the survey work has been done, the electrical assessment has been done, and they are now reviewing that work and should have a set of preliminary documents and an estimate for the Authority by next month.
- c. Other Engineering Matters - None

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

Tim: T. Strid said the second quarter pump station inspections are completed. The private pump station inspections will be done in the fall. He said he checked in at the 133 Pump Station today and the propane tanks have been ordered and received. He said all the Call Before You Dig tickets are accounted for and up to date. He said the 2nd quarter of the FOG grease trap inspections are all completed. T. Strid said he has been working with K. McPadden and M. Ongaro on surveys to get them corrected and ensure that everyone is being billed properly. He said he was at 291 Federal Road with Tinker Excavating and they found a little bit of dirt and mud inside the line at the road crossing, so before they cut in, David Tinker is going to come out and jet the line across Federal Road and pressure test it to make sure that there are no breaks before they cut into it. He said the new DOT building at 1050 Federal Road is an ongoing inspection, and he has been out there a lot. He said 802 Federal Road is also an ongoing inspection, and he will be there Saturday as they need to reset the grease trap properly. He said all the manholes are installed at the new school at 100 Candlewood Lake Road, all the piping is done, the invert is done, and they are waiting for the 30-foot piece of insulated pipe that goes through a stream on the site that will be done in the next month or so. He said he has worked with J. Rosol and R. Prinz to track the manhole inspections. He said they are going to try hard

to get the public manholes inspected this year, starting in July, and then work on the private manholes next year.

John: J. Siclari said the COVID office rules are still in place, and they have customers entering the building with masks required. He said there is no change on the FEMA claims. She said he and K. McPadden have been meeting with UKG regarding the time and attendance program a couple of times per week. He said the go-live date is scheduled for August. He stated that the water and gas line extensions have no change to report except for the one on Huckleberry Hill School. He said Earthmovers was awarded the contract and their pre-construction meeting is going to happen this week or next week. He said there are no plans yet from Eversource on the gas line extension. He said the temp, Natasha, has been doing great and she is helping with collections and billing. He said there is no change on the industrial appraisal or the sale of the Toyota. He said there have been a lot of issues with Invoice Cloud and QDS. He said the next step on the Candlewood and Dean Road project is to perform an environmental impact evaluation. He said OSHA visited the Town and WPCA on April 8th and they did not receive any citations. He said the Town sent out mandatory training for Emergency Preparedness Training. He said they have been looking into getting cyber insurance and they are still waiting on some responses to inquiries. He said Chairman N. Malwitz has asked him to look into storing all of their documents electronically and that will be a large project, for which he is looking into document management software.

Mary: M. Ongaro said this is collection month for assessment and use bills. She said they have received a lot of calls and questions about confusion with billing this month. She said so far this month they have collected \$831,348.62. She said Natasha and K. McPadden have been helping a lot. She said Natasha is still working on the process manual, but there is still a lot of detail to be added. She said they are also continuing with all the assessment collections for all the payoffs she was brought in to handle.

Kristi: K. McPadden said Chairman N. Malwitz has asked her to work on the Brookfield Spotlight blurbs every month and asked if the Authority had any requests to add to the Spotlight. She discussed the Emergency Preparedness Training and the work they have been doing with UKG. She said she is still waiting for a response from BJ's regarding the discharge end date in 2022. She said she requested and received cyber insurance certificates from QDS, Invoice Cloud and Matt Allred, and are still waiting on a certificate from Paychex. She discussed deferred accounts in QDS and explained the issues they are having. K. McPadden asked Attorney J. Sienkiewicz about what action can be taken regarding a customer who is not paying the 2% Capital Cost Recover Connection Fee. Attorney J. Sienkiewicz asked her to send him the information on the customer and he will review. K. McPadden said she is getting ready to send out Permanent Maintenance Agreement Annual Actuarial Adequacy Notices in July. She said there is an application before Zoning to build a Dairy Queen at 138 Federal Road, across from Shoprite. The property had previously received approval from the WPCA to put a commercial building there but because they have changed the location of the building and the sewer structures and pipes, they have to come back to the WPCA for an amendment. She said the 15-month plant charge CD matured and they closed it out and rolled it into the plant charge bank account. She said she will be working on the record retention project in conjunction with J. Siclari.

9. Legal Matters

- a. Collections - Attorney J. Sienkiewicz said they have a redemption date coming up on July 7th for 135 Heatherwood Drive. He said the way the statute is read, if there is a redemption, they not only have to pay the WPCA, but they also have to pay the back taxes on the property. He has given them notice that if they redeem in June the redemption amount is \$29,454.22 and if they redeem in July, the amount would be \$32,129.97, which must be paid by bank or certified check or wired funds. He has not received a response yet.
- b. Insurance Requirement Update - Attorney J. Sienkiewicz said he is trying to assess their contract requirements.
- c. American Rescue Plan Grant Request to TOB - No update.
- d. Other Legal Matters - Attorney J. Sienkiewicz discussed legislation in this past session that was passed by the Senate but died in the last few days in the House. He said it will probably come back. He said the way the Senate bill was worded, a WPCA is prohibited from bringing a collection action to collect past due assessments and past due use charges, including connection fees, until either they are over \$4,000 in principle, not interest, or until they are at least 4 years old.

He also discussed how the WPCA is going to have to start dealing with the capacity limitations. He said there are approvals on the books for over 70,000 gallons, which puts them over. The Authority discussed how to move forward with these capacity issues, including trying to schedule a formal meeting with Danbury. K. McPadden and J. Siclari will work on compiling information in preparation for a meeting with Danbury.

10. Other WPCA Matters

- a. Updates
 - 1. Dean Road/Candlewood Lake Area Project – No update.
 - 2. Danbury Plant / Sewer Capacity – Discussed above under legal.
- b. Other WPCA Matters - None.

11. Vouchers - G. Giacobone made a motion to approve 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. J. Murray seconded the motion and it carried unanimously.

*** Next Meeting July 28, 2021 ***