

BROOKFIELD WATER POLLUTION CONTROL AUTHORITY
Wednesday, March 23, 2022, 7:00 p.m.
MINUTES

1. Convene Meeting

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

WPCA:

N. Malwitz
L. Trojanowski-Marconi
L. Donovan
M. Brown

Others:

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

2. Approval of Minutes – 2/23/22 - L. Trojanowski-Marconi made a motion to approve the minutes from 2/23/22. L. Donovan seconded the motion and it carried unanimously.

3. Correspondence - None

4. Accountant Report

- a. Monthly Financials - M. Allred discussed the monthly financial report.
- b. Budget Discussion - Chairman N. Malwitz reviewed the Proposed Budget and discussed the details with the Board Members. **L. Trojanowski-Marconi made a motion to send the Proposed Budget to the Board of Selectmen for review. L. Donovan seconded the motion and it carried unanimously.**
- c. Three Condo District Rate Reduction – Proposed Resolution & Set Public Hearing - Chairman N. Malwitz displayed a spreadsheet for the Board to review. He discussed the proposed rate reduction based on the updated numbers, as shown on the spreadsheet. He discussed the language in the draft resolution and the proposed location for the public hearing regarding this topic. **L. Trojanowski-Marconi made a motion to adopt the rate reduction from 7.14% to 5.7% and set a public hearing date for 4/27/22 at 7:00 p.m. in a hybrid meeting, via ZOOM and in-person at the WPCA Office, 53A Commerce Road. M. Brown seconded the motion and it carried unanimously.**
- d. Three Condo Supplemental Benefit Assessment – Proposed Resolution & Set Public Hearing - [120 Park Ridge Road; 77 Vale Road; 14 West Whisconier Road] **L. Trojanowski-Marconi made a motion to assign three additional supplemental benefit assessments and have a public hearing on April 27th, 2022, where the Property Owners can be heard. M. Brown seconded the motion and it carried unanimously.**

5. New Business - None

6. Old Business - None

7. Project Updates

- a. Route 133 Station Project I & II - J. Siclari said it doesn't look like they will get the generator until the fall. He said they will have to start the engineering for the pumps. Chairman N. Malwitz said he had a discussion with C. Utschig on that, and he said he expects a proposal will be ready for discussion at the next meeting.
- b. Caldor Valve Bypass - J. Kelley said C. Utschig will talk to R. Prinz and get a well-defined proposal to the Board.
- c. Danbury Plant & Brookfield Allocation - Chairman N. Malwitz said Danbury has not disclosed what the Brookfield costs will be. He said the Danbury Plant will miss their

- deadline to install the phosphorus treatment by April 1. Chairman N. Malwitz said he has been working with Tara Carr on this. He said M. Knickerbocker is having a study conducted in Bethel regarding their capacity and should have the results of that study by the fall. Separately, Chairman N. Malwitz noted that Brookfield was awarded an Affordable Housing Moratorium last week. It is likely the Sewer Moratorium played a role in that decision.
- d. Brookfield Market Area - Chairman N. Malwitz said this project was not approved for use of ARPA funds at this time. A special meeting with the Board of Finance will be proposed to discuss the matter, along with the Town Sanitarian, Health Director and Assessor. He said a big issue for the Board of Finance is that only 9 properties would benefit from this project. He said they were also concerned that Property Owners could sell these properties to developers of big housing projects after the sewer has been installed. As to the final design and bid package, J. Kelley said they got the pump information from the vendor, and they are reviewing that information. The pumps and electric design information are the last two pieces that they needed.
 - e. Dean Road/Candlewood Lake Area Project - Chairman N. Malwitz said they had meetings with each of the Associations and he expects the final hold harmless agreement will come in this week, and in the meantime CDM Smith will start their work. He said they are getting permits to do the work in the town roads.
 - f. Other Engineering Matters - K. McPadden asked if J. Kelley received an answer from R. Posthauer regarding 138 Federal Road, and J. Kelley said no, he did not hear back from R. Posthauer today. J. Kelley said they submitted a lot of different drawings and is now trying to narrow down what they will be submitting as their final package.

8. Employee Activity Report

J. Siclari read a consolidated account of all the employee reports. He said the FEMA claim for 8/4/20 TS Isaias was received in the amount of \$11,037.41 on 3/1/22. He said the Lower Federal Road project is under way and will go through the fall of 2023. He said he received a quote from Future Subnets on the cyber security program and explained some options. He noted the Town is still working on getting their cyber security plan in place. He said the decision was made to break the contract with CINTAS and they will get their own clothes going forward. He said they purchased three new iPad Pro's for GIS field work. John said Kristi has updated all the accruals in UKG. He said Kristi is working with CDM Smith to get the correct properties for the Candlewood Peninsula grand list, and also working on the Dean Road grand list. He said Kristi is working with Tim and John to review missing and inaccurate use calculation regulations and will make recommendations to the Authority. Kristi worked on a lot of background data gathering for the budget and is still waiting for a couple of final numbers from the Town Controller. Kristi has written the WPCA Spotlight blurb for April, which is about the Deferred Assessment application window, which has opened, noting all applications must be submitted by May 15th. Kristi completed approval letters for 8 applications, including one additional letter for which she is waiting on final plan approvals from Langan. Kristi completed the Diversity Training program. Kristi documented the online bill pay process, including screen shots, and submitted to Chairman N. Malwitz. John said Mary is working on February month end reports and coordinating with Kristi and the Accountant. Mary is preparing and moving office documentation to storage. She is processing payments as received from Invoice Cloud, USPS, TOB and walk-in customers. Mary attends to Town Hall as needed to drop off documents and collect mail. Mary is working with QDS on problem solving issues as needed. Mary has been working with Alison regarding various functions to Collector's office, for example, updating Property Transfers, preparing delinquent statements and sending new accounts to TSI. Alison has been answering the phones and assisting with billing inquires. She has worked on processing property transfers and updating addresses in QDS based on information from Town tax accessor websites. Alison has been updating the Billing Process Manual and working with Mary to prepare delinquent statements and send delinquent accounts to TSI. She has typed the minutes from the monthly staff meetings, as

well as sorting mail and pulling billings copies of invoices for payments received. Alison completed the Diversity Training online session and is scheduled for the FOI workshop on 3/24/22. Tim has reported 10 out of 14 pump stations are complete. Tim reported they are researching trash pumps for the 777 Pump Station and will be purchased for FY22. The electrical code upgrades are underway, and Tim will meet with Phil to start on those. Tim said the digital recorder for Caldor is installed and will be operational by Friday. All the CBYD tickets are accounted for and up to date, as well as all surveys for new businesses are also up to date. John briefly listed inspections that have been done. Manhole inspections are ongoing. John discussed new Mission boards for the stations. New radio modules were installed at 67 meters locations. All pipe work for Laurel Hill extension and the town houses on Old Route 7 has been installed and manhole inverts need to be finished and final inspection remains. New Milford WPCA looked at our Bioxide system, declined to pursue purchase. Road improvements projects on lower Federal Road have begun, and Roger is working with CTDOT to deconflict WPCA facilities. Roger listed FY 23 Capital maintenance budget proposals: PS1 bypass, Mission upgrade, Rt 133 upgrade 2nd phase engineering, and new inspectors' vehicle.

The staff discussed going forward, they will submit employee reports to the Board along with the agenda, and answer questions as needed at future meetings. The Board agreed with the new protocol.

Chairman N. Malwitz discussed the collection letters sent out by TSI. They are very soft. He noted a good response of over 50% of the delinquent accounts have been settled.

Chairman N. Malwitz said he hopes at the next meeting they will have updates regarding new regulations pertaining to unit charges, so that a public hearing can be scheduled, possibly in May. J. Siclari said they are working on it. K. McPadden discussed the issues with the regulations as they stand and said they have been working on ways to move forward.

9. Legal Matters

- a. Community Sewer System 857 Federal Road - Attorney J. Sienkiewicz said he drafted the permanent maintenance agreement and sent it out. Chairman N. Malwitz displayed the agreement for review.
- b. Collections - No discussion.
- c. Insurance Requirement Update - Attorney J. Sienkiewicz said this has been taken care of.
- d. Other Legal Matters - Attorney J. Sienkiewicz asked about the pending Public Act regarding the limits on a WPCA foreclosing on a property. Chairman N. Malwitz said it is still in play. The Senate has not voted on it yet.

10. Other WPCA Matters

- a. Online Payment Help Video - Chairman N. Malwitz said K. McPadden has put together instructions, with screenshots, for instructions to pay WPCA bills online. He is going to have a video put together for the website.
- b. Other WPCA Matters - Chairman N. Malwitz noted he was appointed by the House Chairman to be part of the Wastewater and Sewerage Working Group within the Commission on Connecticut's Development and Future.

11. Vouchers - L. Trojanowski-Marconi made a motion to approve the vouchers as presented. M. Brown seconded the motion and it carried unanimously.

12. Adjournment - L. Trojanowski-Marconi made a motion to adjourn at 8:35 p.m. M. Brown seconded the motion and it carried unanimously.