

BROOKFIELD WATER POLLUTION CONTROL AUTHORITY
Wednesday, March 25, 2020 7:00 p.m.
53A Commerce Road, Unit 1
MINUTES

1. Convene Meeting - Zoom Meeting ID 963 406 059

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

WPCA:

Chair N. Malwitz
L. Trojanowski-Marconi, Vice Chair
T.E. Lopez
M. Del Valle
L. Donovan
M. Brown
J. Murray
G. Giacobone

Others:

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

2. Approval of Minutes-2/26/2020 - T. E. Lopez made a motion to approve the minutes from 2/26/2020. L. Trojanowski-Marconi seconded the motion and it carried unanimously.

3. Correspondence – None

4. Old Business

a. 731 Federal Road - Municipal Sewer Extension

T. Lucera and D. Virbickas were present on behalf of the application.

Chairman N. Malwitz displayed Concept Plan “C” by Artel Engineering on the screen for all participants to view. T. Lucera said they met with R. Prinz and J. Siclari in the field and discussed issues with rock/ledge. He said they were hoping to get some kind of relief from the WPCA in regard to the rock and have gotten a price from Verdi Construction for \$176,000. C. Utschig said the suggested gravity alignment is better but is an expensive solution. Chairman N. Malwitz discussed options for a 20-year loan or a bond or said the applicant could go to the Town for some sort of tax relief, but the WPCA can’t offer any type of relief. Attorney J. Sienkiewicz said the WPCA has never provided financial support for a building connection. Attorney J. Sienkiewicz discussed the locations and history of neighboring properties and the possibility of needing an easement from Branhaven. C. Utschig said he believes it is understood that as part of this they will need an easement, but the bigger issue is the cost. T. Lucera said their preference would be to do the pump station. C. Utschig said he suggests the applicant sit with R. Prinz and walk through the costs, and he would urge the Commission to lean toward a gravity system, rather than the pump station, if the cost difference is minimal. T. Lucera said to that end, they could do some deep hole tests, or locate how much rock they are talking about and get some pricing for drilling, blasting and removal. Attorney J. Sienkiewicz said they should also talk to Branhaven regarding cost of an easement, to factor that in.

b. Candlewood Lake Area Sewer Study Update - Chairman N. Malwitz displayed and discussed the recent report from the project. They are planning on preparing a video presentation instead of a public information meeting and are planning to send out a newsletter as well.

c. Facilities Plan Update - Chair N. Malwitz said CDM Smith is finalizing the report and he thinks the WPCA will have to have a rate increase next year, because expenses are going up and they have lost some customers.

- d. Delinquent Collections Initiative, Transworld Systems - Chair N. Malwitz said the WPCA will suspend the collections initiative for now.

5. New Business

- a. 37 Old Route 7 - Municipal Sewer Extension

S. Sullivan, CCA, LLC was present on behalf of the application.

Chairman N. Malwitz displayed correspondence from S. Sullivan on the screen for all participants to view. S. Sullivan said they have submitted the extension application fee of \$3,500 and are asking the WPCA to accept the application and conduct the engineering review and legal review. He said they are looking to have the Authority take over the sewer line up Laurel Hill Road and across the rear of the buildings. He discussed a proposed easement. Attorney J. Sienkiewicz said the question to the WPCA is whether they want the public sewer on someone's private property. C. Utschig said they have not done a detailed review yet, and there are a few engineering issues to look at, including the slope in the back. P. Scalzo said these units will be condominiums with an Association. Chairman N. Malwitz said he prefers the line as proposed be owned by the Association and the WPCA can pick it up at Laurel Hill. Attorney J. Sienkiewicz asked C. Utschig about the long-term plans for sewerage in that area. C. Utschig said this may be one of maybe two or three that do not have sewer in that area. C. Utschig said he would recommend the Authority accept the application and allow the Applicant and Langan to work together and develop recommendations on how to handle this, including answering questions about sewerage other properties in the area. **M. Brown made a motion to accept the application for 37 Old Route 7 and refer to Langan for their review and recommendations. M. Delvalle seconded the motion and it carried unanimously.**

- b. 37 Old Route 7 - Application to Connect (6 Duplex Condominiums) See above

- c. 401 Federal Road - Application to Connect (Twins BBQ)

S. Sullivan, CCA, LLC was present on behalf of the application.

S. Sullivan said a few months back they ran a stub line into the west of the pump station to get them away from the driveway and now the applicant wants to move Twins BBQ to this location. He said they want to pick up where they left off and run piping into the existing building. He said it's a very low flow and they already have Zoning approval. He also noted they will be doing food prep only. D. Will said Twins BBQ current under-sink grease trap would be acceptable for that use. **L. Trojanowski-Marconi made a motion to accept the application for 401 Federal Road - Application to Connect (Twins BBQ) and forward to Langan for their review. L. Donovan seconded the motion and it carried unanimously.**

- d. 756 Federal Road - Application to Install 2-1,000 Gallon Grease Traps

D. Virbickas, Artel Engineering, was present on behalf of the application.

D. Virbickas said the current owner has revamped the site and while installing the storm water management system, they also installed two new grease traps in anticipation of a second food service facility at the site. The property owner is looking to occupy the southern half of that building with a Dunkin Donuts and the second user is anticipated to likely be a restaurant use. He said the grease traps have already been installed and connected D. Will has already inspected them. He said the new underground drainage system is in and does not affect the line. C. Utschig suggested the Authority accept the application, require the applicant to submit an as built, and allow the engineers and field staff to review it. K. McPadden said the applicant also needs to submit a \$400 application fee, \$500 engineering fee and D. Will needs to set an inspection fee. **L. Trojanowski-Marconi made a motion to accept the application for 756 Federal Road for engineering review inspection, with an application fee of \$400, a \$500 fee for engineer review of the as-built, and applicable inspection fees. L. Donovan seconded the motion and it carried unanimously.**

Chairman N. Malwitz made a motion to add 14 Candlewood Lake Road to the agenda. M. Brown seconded the motion and it carried unanimously.

- e. 14 Candlewood Lake Road - Chairman N. Malwitz displayed and reviewed plans for a proposal to add a pump station at the rear of this building. C. Utschig said he has looked at this, and he concurs with R. Prinz and D. Will in that given the current situation, this is the most cost effective and quickest way to solve the immediate problem. However, he said if this is approved, the Authority should add a condition that future planning needs to consider a better solution than two pump stations, noting he would prefer to have a gravity solution. **L. Trojanowski-Marconi made a motion to accept the application for 14 Candlewood Lake Road, pending receipt of the fees, including an application fee of \$400, inspection fees of \$1,500, and engineer review fees of \$600. The emergency installation is approved subject to an engineer review and subject to compliance with the engineering recommendations. The WPCA also suggests the applicant come back with a gravity plan within 12 months. L. Donovan seconded the motion and it carried unanimously.**

6. Accountant Report

- a. Monthly Financials - M. Allred discussed the monthly financial report.
- b. FY21 Budget - Chairman N. Malwitz discussed the FY21 Budget. **J. Murray made a motion to accept the FY21 budget as drafted and forward it to Board of Selectmen for their review. M. Brown seconded the motion and it carried unanimously.**

7. Engineer Comments/Project Update

- a. Old New Milford/Federal Road Force Main Update - C. Utschig said there is a requisition in for the work, and there is a small paving issue that has been raised. Other than that, he thinks things have gone as planned. R. Prinz said construction went quite well, but since the paving did not come from a State certified plant, he had a problem with the mix they used and the driveway on the south. He said they would like to hold back some money on the pavement.
- b. Brookfield Market Area Update - Chairman N. Malwitz said the Town has agreed to hear their arguments on this issue but will not be on their agenda until a few months from now.
- c. Route 133 Station Improvements - Chairman N. Malwitz displayed and discussed correspondence from Langan. C. Utschig explained some details of the proposal. **M. Delvalle made a motion to approve the Route 133 Station Improvements-driveway design as proposed by Langan for \$3,500. M. Brown seconded the motion and it carried unanimously.**
L. Trojanowski-Marconi made a motion regarding 133 Pump Station Improvements to accept the Task One and Task Two proposals from Langan, Task One is for the preliminary design for \$5,500 to be completed for the April meeting and the other is for Task Two for \$ 19,500 to be completed by the June meeting, including \$5,200 for electrical design to be contracted directly through Keystone Engineering group, totaling \$30,200. L. Donovan seconded the motion and it carried unanimously.
- d. Grinder Alternatives - C. Utschig said it seems that the industry is endorsing pump manufacturers that have designed a new impeller that handles non-paper products that we are having trouble with, and muffin monsters will become a thing of the past. He said the Authority should start thinking about the stations where they have muffin monsters, the cost to maintain them, and potentially starting to budget for pump replacements.
- e. Other Engineering Matters - No discussion.

8. Employee Activity Reports

- J. Siclari gave an overview of employee activity reports. He said he is working daily on coronavirus issues. i.e. getting everyone set up with remote access, daily Town Emergency Briefings, and weekly team meetings using Microsoft Teams. He said they reviewed plans for TCD 3 and there are some manhole conflicts and need to reset frames and covers. He said they had a meeting with Joe Rosol on the GIS Collector, and reviewed a presentation from Archibus Asset Management program. They will be sending a proposal. He said the Town

has not reimbursed the WPCA for the money they spent for the FEMA reimbursement they received from the May 2018 macro-burst and he is pursuing that with the Town. He said the meeting with Paychex to initiate the time and attendance program is on hold. He said regarding the Lower Federal Road improvements, a letter was sent on 2/24/2020 to CDOT outlining conflicts. He said they are in the process of getting new cleaning contractor bids. J. Siclari summarized T. Strid's activity report. He said manhole inspections are on hold for now. Pump station checks are being continued on a daily basis. T. Strid is working on pump station repairs. Cedarbrook and Stony Hill flow meter installation project will start approximately April 6. First quarter pump station inspections were completed before social distancing was implemented. J. Siclari summarized D. Will's activity report. He said D. Will is only looking at potential grease trap problems from restaurants and surveys are on hold. D. Will is starting inspections on the new assisted living facility at 291 Federal Road. J. Siclari summarized R. Prinz's activity report. He said the force main repair on Commerce Road will be closed out in June. He said valve pit materials have been ordered and R. Prinz will be looking for a contractor to do the work. The February readings were 8.9 million gallons for the month and an average of 309,713 per day.

9. Legal Matters

- a. Permanent Maintenance Agreement Update - Attorney J. Sienkiewicz said today he received the executed Cedarbrook maintenance agreement. He said Silvermine Manor never responded to the revised permanent maintenance agreement. He has called them, and they have not returned his calls. He said on the existing agreement they owe their account about \$27,000 in past due, unpaid, annual installments. He said he could issue a Cease & Desist order to show why sewer service to their community should be continued. Chairman N. Malwitz said Attorney J. Sienkiewicz should send a letter to Silvermine, stating he will do that if he hasn't heard from them by next month.
- b. Berkshire Corporate Park Sewer Takeover - Attorney J. Sienkiewicz said one of the requirements of this takeover was that they provide satisfactory title to the sewer line and the sewer easement, and one of the documents they signed during the maintenance period giving an easement to Branson and the authority to Branson to make repairs if Berkshire did not make the repairs. Attorney J. Sienkiewicz said he told Attorney Leonard that he wanted a release of that easement and Branson does not want to sign off without a guarantee that the WPCA will maintain the system for them. Attorney J. Sienkiewicz said he told them the WPCA does not give any contractual guarantees for lines it owns and will discuss with them.
- c. Other Legal Matters - Attorney J. Sienkiewicz said he got three collection letters out and hasn't heard from anyone.

10. Other WPCA Business

- a. Danbury Plant Update - Chairman N. Malwitz said he had a meeting with Danbury Mayor Boughton and given the fact that the WPCA wants to put sewers into the Candlewood Shores area, they did agree to increase our allocation to at least 500 and up to 550 gallons per day. Chairman N. Malwitz sent them a follow up letter regarding what they agreed to but has not heard back yet.
- b. Other WPCA Matters - Chairman N. Malwitz said he was elected to the Board of the Connecticut Association of WPCA's (CAWPCA). Their spring meeting has been postponed until late June.

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

12. Adjournment – L. Trojanowski-Marconi made a motion to adjourn at 9:06 p.m. T. E. Lopez seconded the motion and it carried unanimously.