

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

BROOKFIELD WATER POLLUTION CONTROL AUTHORITY

53A Commerce Rd., Unit 1, Brookfield, CT 06804

Wednesday, May 24, 2023, 7:00 p.m.

MINUTES

Zoom Call-In Info:

<https://us02web.zoom.us/j/89163691250?pwd=eXVvS2ZsMXA3anJvaU5oREhBbFA4dz09>

Meeting ID: 891 6369 1250

Passcode: 7757319

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

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| WPCA: N. Malwitz L. Trojanowski-Marconi J. Murray L. Donovan M. Brown | Others: L. McMahon, Langan Engineering Attorney S. Harding A. Kennedy, Operations Manager K. McPadden, Executive Administrator R. Prinz, Chief of Maintenance T. Strid, Inspector M. Ongaro, Collector |
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2. **Approval of Minutes** – 4/26/23 - **M. Brown made a motion to approve the minutes from 4/26/23 as submitted. L. Trojanowski-Marconi seconded the motion and it carried unanimously.**
3. **Correspondence/Public Comment** - A. Kennedy welcomed Matt Wolk to the meeting. She said Matt is a resident of Brookfield and emailed her regarding the possibility of joining the WPCA Commission. Chairman N. Malwitz asked if M. Wolk was affiliated with a political party, and he replied that he is unaffiliated. Chairman Malwitz said in that case M. Wolk would apply directly through the First Selectman, but he would like to set up an appointment to meet with him first.
4. **Accountant Report**
 - a. Monthly Financials - Chairman Malwitz said M. Allred was unable to attend the meeting tonight.
 - b. Lighthouse Lockbox Service - A. Kennedy said M. Ongaro is working with Lighthouse and QDS to make sure we are all on the same page, and we are good to move forward with this new service for the June 1st billing.
 - c. Budget Update - Chairman N. Malwitz reviewed the budget, highlighting the category totals. He noted there were only minor tweaks since the last discussion. K. McPadden said no comment was received from the Board of Finance or the Board of Selectmen, and she does not expect any numbers to change at this point. **Chairman N. Malwitz made a motion to accept the budget [\$2,237,795] as discussed. M. Brown seconded the motion and it carried unanimously.**
 - d. Audit Report - M. Allred sent an explanation of the audit from the town and the WPCA's part in that audit.
 - e. Vouchers - K. McPadden gave a brief overview of the vouchers presented for payment. **J. Murray made a motion to approve the vouchers as submitted. L. Trojanowski-Marconi seconded the motion and it carried unanimously.**
5. **Old Business**
 - a. 23-41 Grays Bridge Road, LLC - Modification to Existing Permit - *S. Sullivan, Engineer, CCA, LLC and Applicant Karl DeStefanis were present.* K. McPadden explained this permit was previously approved for a storage building. She said there was a modification made to the size of the building and the elevation. K. McPadden said R. Prinz and T. Strid reviewed the plans and felt this should go back to engineering for their review. S. Sullivan said they increased the width of the building from 75 feet to 80 feet, which put the building closer to the easement. Based on engineering comments, they moved the grease trap out of the easement, to the west side of the building. They also moved one catch basin and the corresponding drainage pipe out of the

easement. T. Strid mentioned they requested a Y connection be used instead of a saddle connection. L. McMahon confirmed the changes in the plans satisfy the engineering comments and Langan would recommend approval with the condition that all engineering comments are satisfied. **L. Trojanowski-Marconi made a motion to approve 23-41 Grays Bridge Road, LLC - Modification to Existing Permit, based on plans with a last revision date of 5/22/23, subject to the condition that all engineering comments are satisfied. J. Murray seconded the motion and it carried unanimously.**

6. **New Business** - No discussion.

7. **Project Updates**

- a. Candlewood Lake Area Project - No update from CDM Smith. L. Donovan renewed her request for the boring reports. A. Kennedy will reach out to CDM Smith regarding these reports.
- b. Dean/Pocono Road Area Project - A. Kennedy reported that she submitted the LISFF Grant application for the Final Design phase of this project. She said they will not hear back on this application until the end of the year. A. Kennedy noted that if this grant were to be awarded, it is possible to apply for additional funding next year for the construction phase of the project.
- c. Brookfield Market Area Project - A. Kennedy reported that she spoke with Ivonne Hall from the DEEP at the CTWEA Forum and Alison has submitted the final plans and specs for the project. Catherine Chu has responded that they should be able to get back to us by June 16th regarding approval of the plans. Attorney S. Harding noted that C. Utschig said we should expect some suggested revisions and questions from DEEP and they are prepared for that. Attorney Harding said they are also working on the easements, and he has plans to get together with C. Utschig and L. McMahon this week to review the easement map.
- d. Route 133 Station Project Phases I & II - Chairman N. Malwitz said Phase I is complete and can be removed from the agenda. L. McMahon said for Phase II, Langan has submitted two proposals, one from the electrical sub and the other from the structural sub. She said if those proposals are approved, they can move forward with the site meeting next week, with 75% completion of construction documents by June 26 and full construction documents by mid-July. **L. Trojanowski-Marconi made a motion to approve the proposals from Keystone Engineering Group, Inc. for electrical engineering in the amount of \$19,700 and from KSI Professional Engineers, Inc for structural engineering in the amount of \$5,000 for the Route 133 Station Project Phase II. J. Murray seconded the motion and it carried unanimously.**
- e. Caldor Valve Bypass Project - R. Prinz said they are expecting the valves and fittings to be here within the next 10 days, and they are getting the prep work done. They hope to have the project done by the end of June.
- f. Danbury Plant & Brookfield Allocation - Chairman N. Malwitz reviewed the recent correspondence regarding Brookfield's allocation with Danbury and possible updates to our interlocal agreement. He discussed the process going forward, including an application by Danbury to DEEP and Brookfield submitting an I/I study. A. Kennedy asked who they would be submitting the I/I information to, and who would be approving this study. Chairman N. Malwitz discussed using an organization called RCAP to pull together the information we already have in I/I. He explained RCAP is federally funded and will do this work at no cost. M. Brown said the I/I in this town is very minimal and he would not think any further study would be needed. The Commission continued to discuss the capacity concerns and the possible costs associated with increasing allocation. M. Brown suggested hiring an engineering firm to do a complete study of our flows and capacity. He said the staff can share their compiled information with the engineer and get a certified engineer to stamp the report. A. Kennedy noted that it is hard to anticipate allocations in the future, as you need to take into consideration construction schedules and unforeseen delays. The Commission discussed the need for a new, signed interlocal agreement before moving forward with any plans. Attorney S. Harding cautioned the Commission from a legal perspective that we do need to see things in writing, signed by all appropriate parties, executed by the proper authorities, before we get into potentially amending any particular regulations we have now. A. Kennedy said she will work with Langan to get a proposal for a study of our flows.
 1. Email from Chairman N. Malwitz dated 5/18/23 Re: Danbury Break Through

2. Memo from Chairman N. Malwitz dated 5/22/23 Re: Danbury Allocation
- g. Other Engineering Matters - No discussion.
8. **Employee Activity Reports** - A. Kennedy noted there was no staff meeting in the month of May, but all staff members submitted their employee reports for review. M. Brown noted that A. Kennedy's activities are exactly what he envisioned for that position when she was hired.
9. **Legal Matters**
- a. Collection Update - No discussion.
- b. Other Legal Matters - No discussion.
10. **Other WPCA Matters**
- a. WPCA Bylaws & Code of Conduct - L. Donovan said she and Attorney S. Harding had an initial meeting and they should have a draft for the Commission to review at the next meeting.
- b. Proposed Procurement Policy - K. McPadden distributed the drafted Procurement Policy for the Commission to review. She noted that the WPCA previously fell under the Town's policy, however that policy is more stringent than the WPCA needs to be. She has reviewed this draft with M. Allred and he is cautious that we do not get bogged down by the numbers in the policy, regarding purchases of capital expenditures, etc. K. McPadden noted this policy can be amended at will, with no public hearing needed. T. Strid noted that the numbers in the policy are appropriate for their needs at this time. L. Donovan discussed suggested changes and proposed holding off on approving this policy to incorporate it in the bylaws being drafted. Tabled.
- c. Other WPCA Matters - No discussion.
- L. Trojanowski-Marconi made a motion to go into Executive Session at 8:18 p.m., including K. McPadden, A. Kennedy and Attorney S. Harding. J. Murray seconded the motion and it carried unanimously.**
11. **Executive Session**
- a. Pending Litigation: 701 Partners LLC v. WPCA
- No motions were made during Executive Session.
- L. Trojanowski-Marconi made a motion to come out of Executive Session at 8:32 p.m. J. Murray seconded the motion and it carried unanimously.**
12. **Adjournment** - L. Trojanowski-Marconi made a motion to adjourn at 8:32 p.m. M. Brown seconded the motion and it carried unanimously.

*** Next Regular Meeting June 28, 2023***