

# BROOKFIELD WATER POLLUTION CONTROL AUTHORITY

Wednesday, May 26, 2021 7:00 p.m.

## MINUTES

### Zoom Call-In Info:

<https://us02web.zoom.us/j/89450796815?pwd=ekYwVFZlZTFwekFEVVZOWTF6NjhuQT09>  
Meeting ID: 894 5079 6815      Passcode: 052621

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

#### **WPCA:**

Chair N. Malwitz  
L. Trojanowski-Marconi  
L. Donovan  
G. Giacobone  
J. Murray  
M. DelValle  
M. Brown

#### **Others:**

R. Prinz, Maintenance Manager  
M. Allred, Accountant  
J. Siclari, Director  
C. Utschig, Langan Engineer  
K. McPadden, Executive Administrator  
M. Ongaro, Collector  
A. Kennedy, Recording Secretary

2. **Correspondence**

- a. Email from Tony Lucera requesting 2-year permit extension for 854-874 Federal Road - K. McPadden said she spoke with T. Lucera today, and he sent an email since he would not be able to attend the meeting. She then read the email aloud for the record. **L. Donovan made a motion to grant a 2-year permit extension for 854-874 Federal Road. G. Giacobone seconded the motion and it carried unanimously.**
- b. Email from Ari Mehmetaj requesting 2-year extension for 58 Old Gray's Bridge Road - D. *Virbickas, Artel Engineering, was present on behalf of the Applicant.* D. Virbickas said they are seeking to extend the permit, and the Applicant will utilize the building as a warehouse. **G. Giacobone made a motion to grant a 2-year extension for 58 Old Gray's Bridge Road. M. Brown seconded the motion and it carried unanimously.**
- c. Email from Pete DiScala requesting tabling of Application to Connect at 984 Federal Road/2 Production Drive - K. McPadden said the Applicant sent an email indicating they changed architects and they are waiting on the mechanical plans to be drawn and finalized for the interior sewer elevations. **L. Donovan made a motion to table the Application to Connect at 984 Federal Road/2 Production Drive. G. Giacobone seconded the motion and it carried unanimously.**
- d. 60 Candlewood Lake Road - K. McPadden sent out bills for the 2% Capital Cost Recovery Connection Charge and received an email from the Property Owner at 60 Candlewood Lake Road requesting a deferral of this payment. She read the email aloud for the record. Chairman N. Malwitz said they can workout a payment plan for the customer, but he will still be responsible for the interest.

3. **Approval of Minutes** – 4/28/21- **G. Giacobone made a motion to approve the minutes from 4/28/21. J. Murray seconded the motion and it carried unanimously.**

4. **Accountant Report**

- a. Monthly Financials - M. Allred discussed the monthly financial report.
- b. Budget Update - M. Allred said the budget was sent to the Board of Selectmen, and they have not gotten a response. Chairman N. Malwitz said the deadline has past and they can now adopt the budget. **Chairman M. Malwitz made a motion to adopt the budget as presented and previously discussed. L. Donovan seconded the motion and it carried unanimously.**

5. **Old Business**

- a. 984 Federal Road/2 Production Drive - Application to Connect - K. McPadden said they need the Applicant to show the internal plumbing is connected to the grease trap on the plan. This application is tabled.
- b. 101/103/105 Laurel Hill Road – Extension Request - *S. Sullivan, CCA, LLC was present on behalf of the application. B. Hebert was present on behalf of the application.* S. Sullivan said at the last meeting the Authority said they would need to discuss capacity for this proposal. Chairman N. Malwitz said they are coming up to the limit in Brookfield in regard to capacity. Chairman N. Malwitz noted that anyone else on this extension line can only connect if there is failure only. **Chairman N. Malwitz made a motion to accept the application to connect and the extension request for 101/103/105 Laurel Hill Road and forward to the engineer to review. L. Donovan seconded the motion and it carried unanimously.**
- c. 101/103/105 Laurel Hill Road – Community Sewer System Application - *S. Sullivan, CCA, LLC was present on behalf of the application. B. Hebert was present on behalf of the application.*
- d. 101/103/105 Laurel Hill Road – Application to Connect-*S. Sullivan, CCA, LLC was present on behalf of the application. B. Hebert was present on behalf of the application.*

6. **New Business**

- a. 58 Old Gray's Bridge Road – Revised Application to Connect - *D. Virbickas, Artel Engineering, was present on behalf of the application.* D. Virbickas said the plan that was submitted is very similar to what was previously approved for both on site and off site, but because of the modifications to the site plan, some minor modifications were needed to the sewer force main plans and gravity lines on site. **Chairman N. Malwitz made a motion to accept the Revised Application to Connect for 58 Old Gray's Bridge Road for review, with no additional fees due at this time and to forward the application to the engineer for review. G. Giacobone seconded the motion and it carried unanimously.**

7. **Engineer Comments/Project Update**

- a. Route 133 Station Improvements Project - C. Utschig said he spoke with the contractor today regarding the current schedule. The manhole work will begin on June 21<sup>st</sup>, and the electrical work will begin on June 28<sup>th</sup>. Chuck noted that the generator is on back order and will not arrive until October. The new Automatic Transfer Switch will work with the old generators until the new generator arrives. Other than the generator, the project is due to be completed by July 31.
- b. Brookfield Market Area - C. Utschig said he has been told by the surveyor that the survey should be done and delivered to them within the next day or two. He said the electrical engineer was out at the site on Friday doing the inventory of what needs to be done. He said one of the decisions the Authority is going to have to make is how they are going to treat these pump stations and services. C. Utschig said that when they are done with the electrical assessment and survey, he will submit a written recommendation with a plan for the Authority, which will supply more facts in order to make a decision.
- c. Other Engineering Matters - No discussion.

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

**Roger:** R. Prinz said pump station maintenance is almost back on track.

**Tim:** T. Strid was unable to attend the meeting due to a family emergency. J. Siclari read T. Strid's report for the Authority. He said second quarter pump station inspections are underway and on track for this quarter. He said 487 Federal Rd. was cleaned and serviced before tenant fit up permit was signed off on and 465 Federal Rd. needs cleaning and service before final CO is signed off on. He said propane tanks were ordered from Mitchell and will be delivered on site by the end of June 2021 for Rt. 133 Pump Station Upgrade. All CBYD tickets are accounted for an up to date. He reported that second quarter FOG trap inspections are completed. All surveys of new businesses are accounted for and up to date. A detailed comb through and clean-up of surveys was done with Kristi and Mary to be more transparent and accurate for the June bill. He listed completed inspections, including 14 West Whisconier Road, 1050 Federal Road, 115 Silvermine Road, and 100 Candlewood Lake Road. He said he has been working with Joe Rosol from Langan for a more user-friendly tracking system for which manholes have been inspected, which manholes are due to be inspected

and problems that are found upon inspection. He said they will be starting inspections in June and continuing throughout the summer/fall and will have a firm grasp on all manhole inspections, and where repairs will be needed, by spring 2022.

**John:** J. Siclari said COVID-19 office rules are still in place and we will continue to work at the office with existing COVID precautions until the Town dictates otherwise. He said the status of the FEMA claims is about the same, but FEMA did request additional documentation on the claim for Tropical Storm Isais. He said he and K. McPadden have been spending a lot of time working on training modules for the new time and attendance program, and the plan now is to go live August 9th. He said there has been no change on the Lower Federal Rd improvements CDOT 18-135 and the new construction will start in Spring 2022. He said there has been no change on the water and gas line extension projects. He said the new temp, Natasha Friary, started Monday May 3 to assist Mary with the upcoming Federal Rd North and Sandy Ln District Lien Releases, as well as the Three Condo re-assessment. He said they received the Industrial Appraisal Company Report for the Inventory Evaluation of our new office and content done on 10/15/20, and the appraisal came in at \$505,679. He has forwarded the appraisal to Matt Allred for review. J. Siclari said they are considering selling the 2014 Toyota Tacoma pickup and are working on getting a clean title and determining the truck value. He discussed an issue with QDS/IC. He discussed the Craft Center/Brookfield Market Area Project and said Langan is working on the Bid package. He said the Hold Harmless Agreements were completed and signed by 9 property owners for the upcoming survey work and the survey work is completed, as well as the Keystone electrical inspection completed. J. Siclari said OSHA visited us on April 28 and thanks to the hard work of our staff, the BWPCA received no safety citations. He also said they are getting quotes on Cyber Insurance.

**Kristi:** K. McPadden said she wrote the blurb for the June Brookfield Spotlight regarding the rate increase, Route 133 PS upgrade, end of EXT and SND benefit assessments, reminder not to flush wipes (even wipes that say flushable). She reported that all employees completed the required online Bloodborne Pathogens training. K. McPadden said the 15-month CD which matures on 5/29 will be closed out and rolled into the Plant Charge account. She said they completed and sent employee import spreadsheet to UKG so that she and J. Siclari can practice entering timesheets and approvals. She said the plan is to begin dual punching (manual and UKG) on 8/8/21, and a go live date of 9/5/21. K. McPadden said she reached out to BJ's regarding their discharge completion in 2022 – they will get back to us regarding an end date. She attended CCM Webinar Banking Climate: Issues, Trends, and Changes for Local Government. She said she thinks View Permit is going smoothly – T. Strid and R. Prinz check in daily, any pump or grease trap deficiencies get addressed, delinquent balances get paid. K. McPadden sat in on Cyber Insurance Zoom meeting with J. Siclari. She said she calculated all new surveys from T. Strid for 6/1/21 billing and gave to M. Ongaro for QDS 6/1 billing. She said she would like to set up a spreadsheet that auto-calculates the Use Charges when information is input (ie. # of employees, number of restaurant chairs, etc). She said she finalized FY22 Assessment Deferrals – 4 customers re-applied (and got approvals), and 1 chose not to re-apply. She said there are 3 delinquent “2% CCRCC” invoices – one is requesting an extension to pay due to Covid (60 CLR), and the other two are requesting a meeting (53 Commerce Rd.). She said she is working with the Controller to come up with a better billing system for benefit payments (monthly or quarterly rather than annually going forward).

**Mary:** M. Ongaro said she has been working with Natasha on a little bit of everything. She said working with Natasha is going really well. M. Ongaro said she has been in the process of getting the bills ready and giving it to Quality, to go to Invoice Cloud.

## 9. **Legal Matters**

- a. Collections - No discussion.
- b. Insurance Requirement Update - No discussion.
- c. American Rescue Plan Grant Request to TOB - Chairman N. Malwitz said he is not sure of the status, noting the WPCA was the first to put in for this grant.
- d. Other Legal Matters -No discussion.

**10. Other WPCA Matters**

- a. Updates
  - 1. Dean Road/Candlewood Lake Area Project - Chairman N. Malwitz said he has been discussing with CDM Smith the next steps and they will need to have a discussion with the State as to what needs to happen next. He said it is in process.
  - 2. Danbury Plant / Sewer Capacity – No update. Nelson is trying to get in touch with former Mayor Mark Boughton regarding a conversation they had about capacity.
- b. Other WPCA Matters – Incl Staff & Commission Meetings for Second Half 2021 – Nelson will be on vacation during the June meeting, and will use Zoom to attend.

**11. Vouchers - L. Trojanowski-Marconi made a motion to accept the vouchers as presented. L. Donovan seconded the motion and it carried unanimously.****12. Executive Session – Compensation Discussion - L. Donovan made a motion to go into Executive Session at 8:16 p.m. L. Trojanowski-Marconi seconded the motion and it carried unanimously.**

A motion was made by L. Donovan to come out of Executive Session at 8:41 p.m. The motion was seconded by L. Trojanowski-Marconi and passed unanimously. No motions were made during Executive Session.

A motion was made by J. Murray to accept the compensation proposal as discussed, effective July 1, 2021. The motion was seconded by M. Brown and passed unanimously.

**13. Adjournment – A motion was made by L. Trojanowski-Marconi to adjourn at 8:43 p.m. The motion was seconded by J. Murray and passed unanimously.**

\*\*\* Next Meeting June 23, 2021 \*\*\*