

# **BROOKFIELD WATER POLLUTION CONTROL AUTHORITY**

Wednesday, May 27, 2020 7:00 p.m.

## **MINUTES**

### **1. CALL IN INFO**

Zoom (participant): <https://zoom.us/j/4644755169>

Meeting ID: 464 475 5169

### **2. CONVENE MEETING: Chair N. Malwitz called the meeting to order at 7:00 p.m.**

#### **WPCA:**

Chair N. Malwitz

L. Trojanowski-Marconi, Vice Chair

L. Donovan

M. DelValle

J. Murray

#### **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

### **3. APPROVAL OF MINUTES – 4/22/20 - L. Trojanowski-Marconi made a motion to approve the minutes from 4/22/2020. L. Donovan seconded the motion and it carried unanimously.**

### **4. CORRESPONDENCE - No discussion.**

### **5. OLD BUSINESS**

- a. 14 Candlewood Lake Road – Amended Application to Modify Existing Sewer - Chairman N. Malwitz said they received a report from Langan. C. Utschig explained the applicants submitted an amended design with gravity as the solution. Langan had a few minor comments and it has been built and completed and they are working on an as-built.

### **6. NEW BUSINESS**

- a. Amendment to Inspection Fee Resolution adopted on February 26, 2020 - Attorney J. Sienkiewicz said there was a question as to whether the inspection fee would be charged for pump stations and grease traps that were not in use. He said he has tried to clarify that question and read his drafted resolution aloud for the record. **L. Trojanowski-Marconi made a motion for the Authority to amend the resolution adopted as Item 10(e) at the meeting of February 26, 2020 establishing inspection fees for private pump stations and FOG equipment to now provide as follows: The Authority shall establish an annual inspection fee of \$80.00 per year (\$40.00 semiannually) to be known as the Inspection Fee – PS/FOG. Such inspection fee shall be levied with respect to each pump station and each FOG interceptor or FOG management equipment constituting a part of the owner’s building sewer installation and shall serve to recover the costs associated with the Authority’s pump station and FOG inspection programs. Such fee shall not be charged to property owners for non-operational FOG interceptors that are present, but not in use and currently subject to the Authority’s inspection program. Such fee shall become effective with the June 1, 2020 billing. Staff is directed to file and to publish notice of such fee, and the date that it shall be due, as required by Section 7-255 of the General Statutes not later than May 1, 2020. L. Donovan seconded the motion and it carried unanimously.**

- b. 77 Vale Road – Permit to Connect Amendment - *Michael Dilorio, TD & Sons, was present.* M. DiLorio said they would like to add trench drains for rainwater and snow melt inside the garage. C. Utschig said Langan has reviewed the plans submitted by S. Sullivan's office and said they will be connecting the trench drains to the grit separator. He said Langan reviewed the plans earlier in the month and the applicant has submitted revised drawings addressing all of the engineering comments. **L. Trojanowski-Marconi made a motion to approve the permit modification request for 77 Vale Road to add trench drains and a grit separator in the building garage as shown on the plans dated as of May 22, 2020. Chairman N. Malwitz seconded the motion and it carried unanimously.**

## 7. ACCOUNTANT REPORT

- a. Monthly Financials - M. Allred discussed the Monthly Financial Report.
- b. Covid -19 Pandemic Update (including forbearance program and .95 fee waiver) - Chairman N. Malwitz said they have decided to waive the 0.95 fee for customers, since they are now encouraging customers to pay online, due to the pandemic situation (the WPCA will absorb the .95 charge). The WPCA is also able to accept VISA now. Chairman N. Malwitz said the Town has adopted a deferment program for taxes, and so the WPCA must also adopt it for sewer bills. The program allows them to extend the due dates out for 90 days. The customers have to apply for the deferment and applies to anyone whose income has declined at least 20% due to COVID19. Customers will need to apply through the Town, and provide documentation supporting their claim.
- c. New Truck Purchase – The new truck order has been placed, and it should be delivered in September. A 48-month auto loan is being acquired through Savings Bank of Danbury at 5%.
- d. FY21 Budget – Chairman N. Malwitz reviewed the draft budget and reported that there were no comments received from the Board of Selectmen or Board of Finance. The budget will be put on the June agenda for final adoption.

## 8. OLD BUSINESS

- a. Candlewood Lake Area Sewer Study Update - Chairman N. Malwitz said the study is now complete and everything is available online. He said at this point it has to go through the normal process including going before the Town to make it a sewer district, going to the Planning Commission for the 8-24 approval, and may require an alteration to the Plan of Conservation and Development. Chairman N. Malwitz said hopefully they will be able to obtain some grants to help defer the costs. Chairman N. Malwitz and the Authority members discussed potential next steps for this study. *John Knauer, 7 Skyline Drive was present.* He asked questions about the possible locations of the pump stations. Chairman N. Malwitz said that information is all included in the study report online. *Steve Mellas, 20 Arrowhead Road and 1 Chester Street was present.* He expressed concerns about a pump station proposed to be located on his property. Chairman N. Malwitz said anyone whose property is being used will be compensated, and his concerns will be taken under advisement.
- b. Facilities Plan Update - Chairman N. Malwitz said he put a link to the draft of the Facilities Plan Update online.
- c. Delinquent Collections Initiative, Transworld Systems (Suspended Covid-19)- Chairman N. Malwitz said the collections initiative has been suspended due to COVID 19.
- d. Job Descriptions - L. Donovan made a presentation regarding improving job descriptions for the WPCA to make them more standardized. She said she has spoken with F. Smenyak, HR, Town of Brookfield and the Society for Human Resource Management. She also researched other municipalities with sewer departments to see what would be useful from there. L. Donovan displayed an example of the updates that have been made to one of the WPCA job descriptions.

**9. ENGINEER COMMENTS/PROJECT UPDATE**

- a. Brookfield Market Area Update - Chairman N. Malwitz said he has alerted the Board of Selectmen and the Board of Finance that the WPCA is looking for some assistance from the Town in order to pay approximately \$350,000 as a 20-year program, which will bring the benefit assessment for these properties down to about 10%.
- b. Route 133 Station Improvements - C. Utschig said Chairman N. Malwitz received the current engineer's estimate from Langan today. He said they are working on the bid documents and will have those ready to go out to bid before the June meeting. The current plan is to have those documents ready to go out to bid on June 19<sup>th</sup>.
- c. 291 Federal Road Facility Design Analysis - C. Utschig said at the WPCA's request they spoke with the design engineer and his client and they were not very receptive to any of their ideas. C. Utschig recommended that any further communication should come from the WPCA to the developer. He also noted this is a universal problem across all sewer systems but Langan usually doesn't provide anything special in the design other than a normal connection. C. Utschig said they have found that informing people, such as passing out printed information, has been helpful in other cases. He also said the connection point where it goes into the property line manhole, there is a very significant drop connection, and if it's going to get clogged it will get clogged on their side of that manhole.
- d. Other Engineering Matters – Huckleberry Hill School

**10. EMPLOYEE ACTIVITY REPORTS (Roger, Dave, Tim, John, Mary, Kristi)**

**Roger:** R. Prinz said the Commerce Drive Force Main permanent paving is not completed and the project is due to close out in June 2020. He asked Attorney J. Sienkiewicz if they can use the money they are retaining to complete the work if it is not done on time. C. Utschig confirmed that is correct. R. Prinz said the flowmeters for Cedar Brook and Stony Hill stations are complete. He said for the 133 Pump Station upgrade, they received the lowest bid for the gravel drive of \$10,500 and would like to proceed with that. Chairman N. Malwitz said that is in the budget so he can move forward with that. R. Prinz said they are still getting bids on the rolling gate and fence work. R. Prinz discussed the valve pit upgrades, explaining some of the issues and possible resolutions. He also noted some possible related expenses for the next fiscal year. R. Prinz said Andy made site visits to all stations, remote operation capability is disabled, and system issues were addressed. He said CDM Smith just gave him the facilities plan today so he is not able to comment yet. He said on June 1<sup>st</sup> they plan to go ahead with normal operations, with restrictions, regarding COVID19. R. Prinz reported the 2<sup>nd</sup> Quarter Pump Station inspections are in progress and should be done by the end of June. He said the manager's vehicle has been ordered for late summer delivery. He said they are installing a Tiger Mag flowmeter at Eastview PS (WPCA Standard) at the Chairman's request. R. Prinz said he is researching feasibility of replacing some existing pumps with a newer style to eliminate "Muffin monsters" and his report is due for June WPCA Meeting.

**Dave:** D. Will reported that he has been working on the grease trap list, and has been working on a new list of grease traps that have been shut down or closed for good, etc. He has been working with individual pumpers to see who is getting pumped and who is on hold. He said he did some surveys and there are a few new customers to add. 291 Federal Road has installed all sewer lines and road crossings and has been air tested. He said the WPCA sewer line has not been cut yet and said he will let Chairman N. Malwitz know when it is being done so he can be a witness. He has not gotten an update from Mr. Batista at Dunkin Donuts. D. Will said he has been working with Raymour & Flanagan. He said he inspected the new Italian restaurant at 800 Federal Road but is not sure when they plan to open. He said the medical building at 401 Federal is open and is trying to get an appointment to go in to survey the property. D. Will said restaurants have been able to open with temporary outdoor patios with Zoning approval, but he does not understand why the WPCA was cut out of that approval process. He thinks this may be problematic later on, and suggested J. Siclari send a letter to discuss this issue going forward. He said he will inspect the grease traps first for the fast food establishments.

**Tim:** T. Strid discussed the North Pump Station and the 777 Pump Station, noting that Serge from Fleet picked up the pump for repair on Monday March 30, 2020, and they are waiting for

return. He said for the Cedarbrook Pump Station, they purchased an engine coolant heater for the Cedarbrook generator from Cummins in Rocky Hill and replaced the old one. By doing this in house they saved close to \$1,000. He said a New Sparling Tiger Mag flow meter was purchased for the Eastview pump station and installation will be taking place in June upon arrival of a spool piece needed for completion. He reported that both flow meters are in and working properly for the Cedarbrook and Stony Hill Valve box improvement project and the job is 100% complete. T. Strid also noted the quarterly pump station inspections are currently underway. He said they performed 3 emergency CBYD's so far for the month of May 2020. He said a demo saw was purchased for the valve pit project and a new weed wacker was purchased for maintenance.

**John:** J. Siclari said he is working daily on Corona Virus issues, including weekly team briefings using Microsoft Teams, sorting through daily corona virus email updates, and compiling virus-related labor and materials for FEMA claim. He said for the most part WPCA employees are still working independently due to the virus but have started some limited working together while wearing PPE and social distancing. J. Siclari reported BWPCA is planning to open Monday June 1. Customers will be allowed to enter building by appointment only. All employees and visitors will have their temperature checked daily and will answer the CDC's 9 questions regarding health before entering building. Brookfield Glass has been contracted by the town to install a sneeze shield at the BWPCA transaction counter. He said he has been working on compiling data base for pump stations and grease trap billing. He said the informational meeting for the Candlewood Lake sewer study that was scheduled for March 31, 2020 has been postponed due to virus and the new date is TBD. He said the Asset Management Program finally got back to him and he is now waiting on the Archibus proposal to be sent. J. Siclari reported the FEMA reimbursement for May 2018 Storm will be \$12,339.43. He said the Town will be initiating a time and attendance program and they are looking at using MUNIS, NOVATIME or KRONOS with a new start date of Jan 2021. He discussed the Lower Federal Rd improvements and said the design was completed and he had a virtual meeting with the CDOT on 4/28/2020. He said he sent CDOT details on manhole and cleanout frames and covers for project contractor and they have a start date of Spring 2021. Construction bids for the Vale Rd water line extension from Berkshire Corp Park to Greenfield Global, 58 Vail Rd, are due at the end of next week. The design was done by Snyder Engineering and construction will be complete this summer. J. Siclari said the deal closed for R. Prinz's 2020 GMC Sierra 2500 Regular Cab 4 x 4. The truck was purchased using "State Contract Award" through Sullivan's Northwest Hills Automotive, Torrington, for the amount of \$36,136.60 (includes all listed options plus snowplow and snow plow outfit) a \$7,200+ savings. Savings Bank of Danbury's loan application submitted for \$37K at 5% for 48mos.

**L. Trojanowski-Marconi made a motion to authorize the completion of the purchase of a new 2020 GMC Sierra truck with financing to be provided by Savings Bank of Danbury for the purchase price not to exceed \$37,000 at an interest rate of 5%. L. Donovan seconded the motion and it carried unanimously.**

**Kristi:** K. McPadden said they acquired a laptop and docking station for T. Strid so that he can work remotely. She said she worked on the legal notices for the June 1<sup>st</sup> billing, changing the wording with the COVID 19 deferment option. She said a previous employee filed for unemployment and it has been protested because he voluntarily quit. K. McPadden said she initiated the purchasing of a file share program and will need to get training on the program. She also said she worked with J. Siclari on tweaking the re-opening document and trying to stay on top of the PPE and cleaning supplies needed.

**Mary:** M. Ongaro said she has been primarily working on the billing and the inserts for this billing period. She also got the pump station inspection fees in.

## **11. LEGAL MATTERS**

- a. Permanent Maintenance Agreement Update - Attorney J. Sienkiewicz said the only one left is Silvermine Manor and they are about \$25,000 behind on their payments.
- b. Berkshire Corporate Park Sewer Takeover - Attorney J. Sienkiewicz said this is complete and he sent all the documents to K. McPadden yesterday.

- c. Other Legal Matters including Federal Road North and Sandy Lane Bond Closeout- Attorney J. Sienkiewicz said he sent to Chairman N. Malwitz, C. Utschig and L. Donovan a proposed resolution he drafted in April regarding the issue of 291 Federal Road and they should decide if they want to have a public hearing.

**12. OTHER WPCA MATTERS**

- a. Danbury Plant Update-No update.
- b. Other WPCA Matters-No discussion.

**13. VOUCHERS - L. Trojanowski-Marconi made a motion to approve the vouchers as presented. L. Donovan seconded the motion and it carried unanimously.**

**14. EXECUTIVE SESSION – FY 2021 Compensation Strategy-Chairman N. Malwitz said he will set a date for a special meeting to have this discussion. The meeting will be held on Wednesday, June 3<sup>rd</sup>, 2020 at 7 p.m. via Zoom.**

**15. ADJOURNMENT - L. Trojanowski-Marconi made a motion to adjourn at 9:30 p.m. L. Donovan seconded the motion and it carried unanimously.**

\*\*\* Next Meeting June 24, 2020 \*\*\*