

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

BROOKFIELD WATER POLLUTION CONTROL AUTHORITY

53A Commerce Road, Brookfield, CT 06804

Wednesday, November 16, 2022, 7:00 p.m.

MINUTES

Zoom Call-In Info:

Join Zoom Meeting

<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.

WPCA:

N. Malwitz

M. DelValle

J. Murray

L. Donovan

L. Trojanowski-Marconi

M. Brown

Others:

C. Utschig, Langan Engineering

K. McPadden, Executive Administrator

M. Rajcula Ongaro, Collector

T. Strid, Inspector

A. Kennedy, Project Coordinator

Attorney J. Sienkiewicz

J. Laliberte, CDM Smith

- 2. Approval of Minutes – 10/26/22-L. Donovan made a motion to approve the minutes from 10/26/22. L. Trojanowski-Marconi seconded the motion and it carried unanimously.**

- 3. Correspondence/Public Comment-No one was present for public comment.**

4. Accountant Report

- a. Monthly Financials-M. Allred discussed the monthly financial report.
- b. Audit Update-M. Allred said last week they received the Danbury bill and made the adjustment for last year in QuickBooks. He said the assessments are now reconciled. He also discussed some reporting issues with QDS.
- c. SBD ICS Account-K. McPadden explained the details of the ICS account that was implemented with the Operating Account. She explained the interest rate will be updated once per week based on the Treasury Bill. K. McPadden also said they may utilize this type of account for other WPCA accounts in the new year.

5. New Business

- a. 1 Sand Cut Rd. – Application to Connect-D. Virbickas, *Artel Engineering*, was present on behalf of the Applicant. D. Virbickas explained the Applicant is Golf Quest and they have recently applied to add food service to their existing facility. He said the site is about 24 acres in size. He said the anticipated snack bar would result in an estimated total flow of 2,100 GPD. He said they are also proposing to install an external grease trap, which will connect into a pump station. D. Virbickas said the existing septic system would be abandoned. D. Virbickas explained how he calculated the flow numbers for this project, comparing the estimate to the types of food preparation done at a Starbucks or Dunkin Donuts. T. Strid said he spoke with the contractor, and there will be a three bay sink installed. The Commission discussed possible growth of the business and putting in a cap in regard to the maximum flow allowed. M. Brown suggested using a flow meter. C. Utschig agreed a flow meter may make sense in order to monitor the flow. **L. Trojanowski-Marconi made a motion to accept the Application to Connect-1 Sand Cut Rd., subject to the receipt of engineering and inspection fees in the amount of \$4,000.00. L. Donovan seconded the motion and it carried unanimously.**

6. Old Business

- a. 701 Federal Road – Application to Connect-C. Utschig noted he has spoken with the Applicant, and they would like to limit the flow from their development at 2,000 gallons. If they have tenants that would push their flow past 2,000 gallons, they would seek an alternative solution, such as a temporary septic system or similar solution. Per C. Utschig, the Applicant would like the Commission to consider a phased approach to this situation. Attorney J. Sienkiewicz said this would not be a good route for the Commission to take. He discussed a Town ordinance which states if there is access to the sewer line, that you must connect. M. Brown said as he understands that they currently have been provided with a drawing that exceeds 2,000 GPD, and the Applicant would need to come back with a revised application showing only 2,000 GPD. **M. Brown made a motion in the matter of 701 Federal Road – Application to Connect, to accept the extension provided by the Applicant’s Engineer and table the application until the next regularly scheduled meeting in January. L. Trojanowski-Marconi seconded the motion and it carried unanimously.**

7. Project Updates

- a. Candlewood Lake Area Project-J. Laliberte, CDM Smith, was present. J. Laliberte said he and Chairman N. Malwitz had a meeting with Brookfield’s First Selectwoman and a few concerned residents from the Candlewood Shores Area. J. Laliberte said since the September public meeting they have heard back that the community would like to hear about the need for extending the sewers. They have been looking at phosphorus levels, water quality data, e-Coli, lot size, Board of Health data on septic systems. He said they hope to have this work done by the end of the year. J. Laliberte said separately from that, they are also advancing the options on how sewer would affect the area. He said they are also looking at discharge options including Danbury, an in-town treatment facility, or discharge to New Milford. J. Laliberte said the needs analysis would be done by January and the layouts with costs would be complete by late winter/early spring but would not be finalized until they knew where they would be discharging to. Chairman N. Malwitz said there are some in-town treatment options that are being vetted by CDM Smith.
- b. Dean/Pocono Road Area Project-J. Laliberte, CDM Smith, was present. J. Laliberte said the preliminary design drawings are nearly complete and they should be submitted by mid-December. He said a technical memorandum will go along with it that lays out the different alternatives evaluated and the costs that go along with it, along with the pros and cons. He said they are looking at an all-pressure sewer with grinder option, a full gravity option with one pump station, and a hybrid of both. He said they hope to schedule a public hearing in January.
- c. Brookfield Market Area Project-C. Utschig said the documents are ready to go and they just need to come to an agreement on when the project will be posted, etc. Attorney J. Sienkiewicz said he needs the survey maps for the easements. A. Kennedy said she is still waiting for the Scope of Work to be sent to STEAP. C. Utschig discussed the section of the bid documents which would pertain to the Scope of Work. He said that the next steps are a posting a notice, set date for the pre-bid meeting and setting the amount of time to receive bids. Chairman N. Malwitz said the can set the date for bids due on January 5th, 2023, the Notice will be available online on Monday, November 21, 2022, and the pre-bid meeting will be set for December 14, 2022.
- d. Route 133 Station Project Phases I & II-T. Strid said the generator is up and running. He noted the old generator will be put on GovDeals to be sold. C. Utschig said they are working on Phase II.
- e. Caldor Valve Bypass Project-C. Utschig said the engineering is done. T. Strid said they are trying to get a few bids on this project and hope to get the work done in April.
- f. Danbury Plant & Brookfield Allocation-No update.
- g. Other Engineering Matters-No discussion.

8. **Employee Activity Reports**-There were no questions from the Commission. M. Brown commended T. Strid on having all 4th quarter inspections completed. T. Strid noted the flow numbers for the month were approximately 299,000 GPD.

9. Legal Matters

- a. Collection Update-No discussion.
- b. Attorney Update-Chairman N. Malwitz said Attorney J. Sienkiewicz will be retiring at the end of the year. Attorney J. Sienkiewicz prepared an RFP for the WPCA to use in selecting a new attorney. The Commission discussed the selection process and transition to a new attorney. Attorney J. Sienkiewicz said he will handle the legal work for the January meeting.
- c. Other Legal Matters

10. Other WPCA Matters

- a. 2023 Meeting Calendar-L. Donovan made a motion to accept 2023 Meeting Calendar with the update made to the January meeting, changing 1/25/23 to 1/18/23. L. Trojanowski-Marconi seconded the motion and it carried unanimously.
- b. FEMA Hazard Mitigation Plan Grant Application Update-A. Kennedy said they are moving forward with the application for the generator, however she was informed the bypass pump project is not eligible for these funds.
- c. Community Outreach Planning & Development-L. Donovan said per discussions at previous meetings with CDM Smith, First Selectwoman T. Carr and others, she and A. Kennedy have begun outlining plans for developing a community advisory group. She read aloud notes regarding this outline and discussed with the Commission selection of group members, frequency of group meetings, and basic structure of group. Attorney J. Sienkiewicz said he will look into the legal requirements of setting up this type of group and advise.
- d. Other WPCA Matters-Chairman N. Malwitz discussed cancelling the December WPCA meeting and scheduling the annual holiday gathering. K. McPadden asked Attorney J. Sienkiewicz to advise regarding 9A Vale Road sewer easement inquiry. Attorney J. Sienkiewicz said they can put in a driveway but they cannot connect. K. McPadden also asked about 101 Park Ridge Road, and inquired about a previous agreement between the WPCA and the Property Owner. Attorney J. Sienkiewicz said the previous reservation agreement is no longer in effect.

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

M. Brown made a motion to go into Executive Session at 8:46 p.m. L. Trojanowski-Marconi seconded the motion and it carried unanimously.

12. Executive Session – Personnel Matters-Attorney J. Sienkiewicz was in attendance.

L. Donovan made a motion to come out of executive session at 9:05 p.m. M. Brown seconded the motion and it carried unanimously.

J. Murray made a motion to offer Alison Kennedy the position of Operations Manager at the salary rate discussed, effective January 1, 2023. L. Trojanowski-Marconi seconded the motion and it carried unanimously.

13. Adjournment-L. Trojanowski-Marconi made a motion to adjourn at 9:08 p.m. M. DelValle seconded the motion and it carried unanimously.

*** Next regular WPCA meeting January 18, 2023 ***