

BROOKFIELD WATER POLLUTION CONTROL AUTHORITY

Wednesday, November 18, 2020 7:00 p.m.

MINUTES

Zoom Call-In Info:

Join Meeting: <https://us02web.zoom.us/j/82338380879?pwd=eFFxM3loQlljR08zZWZ0OVFyRTV0UT09>

Zoom Meeting ID: 823 3838 0879

Passcode: WPCA111820

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

WPCA:

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

Others:

T. Strid, Maintenance Crew Member
M. Allred, Accountant
J. Sienkiewicz, Attorney
C. Utschig, Langan Engineer
J. Siclari, Director
K. McPadden, Executive Administrator
M. Ongaro, Collections
A. Kennedy, Recording Secretary

2. **Approval of Minutes** – 10/21/20 Special Meeting - **M. DelValle made a motion to approve the minutes from the Special Meeting on 10/21/2020. J. Murray seconded the motion and it carried unanimously. 10/28/20 - L. Donovan made a motion to approve the amended minutes from 10/28/2020. K. McPadden noted a correction to agenda item 6a, second sentence, add “begin” before the word “repairs”. L. Trojanowski-Marconi seconded the motion and it carried unanimously.**
3. **Correspondence** - None
4. **Accountant Report**
 - a. Monthly Financials - M. Allred discussed the monthly financial report and reported that the audit is ongoing and awaiting completion.
5. **New Business**
 - a. 984 Federal Road – (Partial) Application to Connect to Sewer - *S. Sullivan, CCA, LLC was present.* K. McPadden explained that P. DiScala of Sunburst Landscaping purchased this property and is currently in the excavation stage. He would like to put in a retaining wall, and he would like to connect to the sewer before installing the wall. He is requesting a connection from the road to the grease trap. He has submitted an application and a payment of \$400. C. Utschig said if this application is just to put in the sewer past the wall, then other questions can be answered later and Langan would approve. S. Sullivan explained some of the details of the plan. C. Utschig suggested the Owner accept all risk of this being put in at the right elevation. **Chairman N. Malwitz made a motion to accept for review the application for sewer connection submitted by PMD Properties LLC for 984 Federal Road and that pending review, the applicant is authorized to construct the first 90 feet of building sewer and one manhole coming in from Federal Road as shown on the plan, subject however to the applicant assuming all risk for being certain that the installation is at the final correct elevation once approval is ultimately granted, and further that the applicant shall pay an additional sum of \$1,450 application fee**

to cover inspections and engineering. G. Giacobone seconded the motion and it carried unanimously.

Chairman N. Malwitz made a motion to add 5 Obtuse Hill Road to the agenda under New Business. L. Trojanowski-Marconi seconded the motion and it carried unanimously.

- b. 5 Obtuse Hill Road - *S. Sullivan was present.* S. Sullivan said currently St. Joseph's Church and School are connecting to Aquarion Water Company and while they have their contractor there, they would like to finish their install for the church building. He said in 2008 the Church applied to the WPCA for connection of the school building, the church building, and what used to be a small convent building, which is now a parish office. He said the school building is already connected. The line runs all the way up to the church but never actually did the physical connection. K. McPadden said originally, they assessed the entire property and all the buildings and land. But she said they changed the regulation to assess only the building that connected. She is still waiting for the field card from the Assessor to calculate the connection fee. C. Utschig suggested that CCA provide a sketch of how the two service lines will be connected with a clean out on each line. **M. Brown made a motion authorizing St. Joseph's Church to connect the church building and the former convent building to the municipal sewer in accordance with the approval issued in 2008. Subject, however, to the Engineer CCA, LLC providing a sketch of the connection of the two buildings with the sewer, showing two cleanouts. Such sketch being approved prior to construction by Langan Engineering and provided that the applicant update the as built drawing to show the final constructed facilities and pay all engineering and inspection fees. G. Giacobone seconded the motion and it carried unanimously.**

6. Old Business

- a. Silvermine Manor PMA Status - T. Strid said they finished yesterday with cleaning the lines out, repairing both manholes, and the easement is cut through. He said everything is 100% complete. Attorney J. Sienkiewicz said he sent the revised agreement to S. Ansel and will hopefully get it signed by next month.

7. Engineer Comments/Project Update

- a. Route 133 Station Improvements Project - Chairman N. Malwitz said there is an issue with the contractor's insurance certificate. Attorney J. Sienkiewicz said he felt the certificate they submitted did not meet the specified requirements. He discussed the different types of coverage required, and said he is not getting any response from the insurance agent. C. Utschig said T. D. & Sons is required contractually to provide the proper coverage. C. Utschig said Langan has a risk management group that does insurance evaluations and he can run this past them. Attorney J. Sienkiewicz said the questions he has are regarding the Owner's Protective Liability Policy and the Underground Expulsion and Collapse Exclusions.
- b. Other Engineering Matters - No discussion.

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

Tim: T. Strid said 4th quarter pump station inspections are underway, with 13 of 14 completed. He said private pump station inspections are 100% completed and the inspection forms have been populated, printed and handed over to M. Ongaro for distribution with the bills. He discussed the Caldor Flow Meter Upgrade, noting the flow meter has been delivered, concrete cutting has been completed and work is scheduled for Tuesday 11/24 overnight during low flow hours. He said all CBYD tickets are accounted for and up to date. He said all yearly, semi-yearly, quarterly, bi-monthly & monthly FOG trap inspections are 100% completed for 2020 and inspection forms have been populated, printed and handed over to M. Ongaro for distribution with the bills. T. Strid said all outstanding surveys are now 100% up to date. He noted 15 Station Rd. is to be disconnected from Brookfield Sewer on Tuesday 11/24/2020 and 887 Federal Rd. will be disconnected from Brookfield

Sewer, with the disconnect date pending. He said fall clean-ups at the pump stations are underway and will be completed by the end of this week. He also said the plows, sander, snowblowers, magic salt and shovels are all prepped and ready to go for winter.

John: J. Siclari said all COVID-19 office rules are still in place and starting Monday, November 30th Town Hall will roll back to 50% staffing in each Department and the other 50% working from home. The WPCA staff will meet on Friday 11/20 to come up with its own game plan. He noted the Town is looking for back up snowplow drivers if needed due to COVID, and T. Strid has a CDL and may help out as needed. He said there has been no change on any of the FEMA claims. He said the time and attendance program, UKG (Ultimate Kronos Group), kick off meeting was held Thursday 11/12. He said he and K. McPadden will be teaming up together for the implementation process of Plan, Access, Build, Review, Certify & Test, Deploy & Support and the plan is to go live early spring. He said there are no updates on the revised start for Lower Federal Rd improvements CDOT 18-135. J. Siclari said he attended a Planning and Development meeting on 11/17 regarding the new Huckleberry Hill School, gas line and water line extension. He said the school design is all set, but they are still waiting for the final design on gas and water line extension. He noted an inspection agreement should be in place before the start of these projects. He said the integration for the billing between GIS and QDS for Grease trap and Private pumping station inspection fees was successful. He said they are waiting on the final phase, which is Invoice Cloud creating 2 new bill types for grease trap and private pump station bills for online payment. He said Future Subnets installed the video conferencing system in the conference room on Saturday 11/14/2020. J. Siclari said an Inventory Evaluation for the new office content was done on 10/15 by the Town contractor, Industrial Appraisal Company for \$570 and they should have the report in a few weeks. He said he completed a couple of spreadsheets of all the WPCA expense costs from January 2017 to present to see if there is any pattern and submitted these spreadsheets to Chairman N. Malwitz.

Mary: M. Ongaro said she has been busy with the new grease trap and pump station inspection bills. She said she is in the process of getting all the bills ready to go out in the mail.

Kristi: K. McPadden said the 53 Commerce Road Association met yesterday, 11/17/20, with all but one unit owner. She said the election of Officers will take place within the next few weeks, but tentatively Kristi/John will be President, Elizabeth Sousa will be Vice President/Secretary, and Don Longo will be Treasurer. She said the common charges are being reduced from \$510/month to \$366/month starting December 1st, and everyone was asked to read through the bylaws for review of accuracy. She said the PMA submittals are complete and compliant for 2020. She said the defibrillator will be delivered and installed on December 10th, with a brief training for all employees. She said she will be following up with Invoice Cloud regarding the assessment autopay issue. She said a sewer disconnection permit was issued to 15 Station Road; the applicant is demolishing the building on the property to make way for a driveway to the 800 Federal Road property. She said the Use Bill Legal Notice was sent out to the Danbury News Times, Town & WPCA websites, as well as Brookfield Spotlight. K. McPadden said the kickoff meeting for Kronos was held on 11/12 and there is another meeting tomorrow.

9. Legal Matters

- a. Collections - Attorney J. Sienkiewicz said they have three levy & sales scheduled for January 7th.
- b. Other Legal Matters - None

10. Other WPCA Matters

- a. Updates:
 1. Candlewood Lake Area Sewer Study - Chairman N. Malwitz said they will be doing more geo-tech work out on the Candlewood peninsula on Friday.
 2. Facilities Plan - Chairman N. Malwitz said this can be removed from the agenda, since the report is complete.
 3. Danbury Plant - No update.
 4. Dean Road/Pocono Road Project - Chairman N. Malwitz said he has suggested contracts to go out for engineering, to try to keep the costs down and he thinks the best way to keep it under the 10% Grand List number will be to include the Town Buildings.

5. Brookfield Market Area - Chairman N. Malwitz said the Town has agreed to hear the proposals to include the Brookfield Market Area for the budget period next year and he is hoping to get the proposals out to them before the December Board of Selectmen's meeting. He said he received a call from Paul Avery, Town Sanitarian, regarding the 1 Tuck's Road building, which is failing badly.
 - b. Other WPCA Matters
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11. **Vouchers** - G. Giacobone made a motion to approve the vouchers as presented. L. Trojanowski-Marconi seconded the motion and it carried unanimously.
 12. **Adjournment** - L. Donovan made a motion to adjourn at 8:24 p.m. L. Trojanowski-Marconi seconded the motion and it carried unanimously.

*** Next Meeting December 16, 2020 ***