

BROOKFIELD WATER POLLUTION CONTROL AUTHORITY
Wednesday, October 28, 2020, 7:00 p.m. via Zoom
MINUTES

1. Convene Meeting

WPCA:

Chair N. Malwitz
G. Giacobone
L. Donovan
L. Trojanowski-Marconi
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

PUBLIC HEARING: Proposed Amendments to the Brookfield Sewer Use Rules and Regulations and the Sewer Service Area Map - *No members of the public were present.*

Chairman N. Malwitz opened the public hearing at 7:00 p.m. and decided to move on to the next agenda item to give members of the public some extra time to join the meeting. At 7:12 p.m. there were still no members of the public present. **G. Giacobone made a motion to close the Public Hearing for Proposed Amendments to the Brookfield Sewer Use Rules and Regulations and the Sewer Service Area Map. L. Trojanowski-Marconi seconded the motion and it carried unanimously.**

2. Approval of Minutes-9/30/2020 - L. Donovan made a motion to approve the minutes from 9/30/2020. G. Giacobone seconded the motion and it carried unanimously.

3. Correspondence

- a. **Email from Mark Gothberg, 883 Federal Road** - K. McPadden explained there were three properties in the northern Federal Road area that were deferred back in the early 90's, though nothing was recorded on the Land Records at the time. K. McPadden said that years later, the Certificate of Deferral was filed on the land records, but it referred to the current deferral regulations, which were not in place in 1993 when the property was deferred. The Certificate stated that the owner would need to apply for the deferral annually, but that was not done for any of the 3 original deferrals since that regulation was not in place in 1993. She said Mr. Gothberg has taken over handling the finances for his family, the Dambrowski's, and he would like the bond interest waived, as he said was not sent notice every year. Attorney J. Sienkiewicz said there is no delinquent interest, and per State Statute, bond interest cannot be waived.
- b. **Letter from REI Property Management regarding request for electronic invoicing-** Chairman N. Malwitz discussed correspondence received from REI Property Management, stating that they are transitioning to paperless handling of client bills and will no longer be accepting paper statements. Chairman N. Malwitz said if customers are signed up for autopay with the WPCA, they receive an electronic invoice.

4. Accountant Report

- a. **Monthly Financials** - M. Allred discussed the monthly financial report and reported that the audit is complete on the WPCA's end.

5. New Business

- a. **Personnel Rules and Regulation Revision – To approve & adopt the Personnel Rules & Regulation Revision, originally adopted March 26, 2014 and as revised through July 30, 2020** - J. Siclari said the proposed changes to the Employee Handbook affect the on-call/standby policy, changes to the holidays and holiday-pay, work hours, and changes to the at-will employer policy. **L. Donovan made a motion to approve the Personnel Rules and Regulations as revised October 28, 2020. L. Trojanowski-Marconi seconded the motion and it carried unanimously.**
- b. **To act upon the Proposed Amendments to the Brookfield Sewer Use Rules and Regulations and the Sewer Service Area Map** - Chairman N. Malwitz explained the proposed change to the regulations as allowing someone who is working on a development under a certain benefit assessment calculation, to continue for two years, at that rate, or until the project is over. He said this is a general revision, but specifically noted it will apply to the construction going on at the Four Corners immediately. **Chairman N. Malwitz made a motion to adopt the Proposed Amendment to Section 7.3.1 with the change to the last paragraph in two locations of one year to two years. L. Donovan seconded the motion and it carried unanimously.** Chairman N. Malwitz discussed the proposed changes to the Sewer Area Service Map, noting specific changes, and displaying the map for the Authority to review. **M. Brown made a motion to adopt the Sewer Service Area Map that is part of the Water Pollution Control Plan to reflect the map entitled Water Pollution Control Authority Brookfield, adopted 8/27/2014, revised 10/28/2020 as prepared by Langan Engineering. G. Giacobone seconded the motion and it carried unanimously.**
- c. **2021 WPCA Meeting Calendar** - G. Giacobone made a motion to accept the 2021 WPCA Meeting Calendar as presented. M. Brown seconded the motion and it carried unanimously.

6. Old Business

- a. **Silvermine Manor PMA Status** - Attorney J. Sienkiewicz said he sent an email last week to Ms. Ansel, but has not gotten a response. T. Strid said he spoke with Pembroke Pumping today and they have signed a contract with Silvermine Manor Association, and will begin repairs within the next two weeks. Attorney J. Sienkiewicz said when that work is done, he will finalize the Permanent Maintenance Agreement for Silvermine Manor to execute.
- b. **800 Federal Road - GT Waiver (Continued from August Meeting)** -K. McPadden discussed correspondence received from Eric, stating the owner has selected a model for the grease trap waiver, and noted Langan's attached approval letter. K. McPadden noted the applicant still owes the inspection fee of \$150. **L. Donovan made a motion to approve the Grease Trap waiver for 800 Federal Road, provided the applicant installs the grease trap as approved in Langan's approval letter dated 10/28/2020 and with the condition that all fees are paid. G. Giacobone seconded the motion and it carried unanimously.**

7. Engineer Comments/Project Update

- a. **Route 133 Station Improvements Project** - C. Utschig said they are still waiting on the awarded contractor to provide the necessary insurance certificates and bonds. Once that has been received and approved, they will start construction.
- b. **Other Engineering Matters** - No discussion.

8. Employee Activity Reports

T. Strid: T. Strid said 4th quarter pump station inspections are underway, with 3 of 14 Brookfield WPCA Pump Stations completed. He said the private pump station inspections are 100% completed, and ready for the December billing with the inspection forms. He discussed the Caldor Flow Meter Upgrade, noting the Tiger Mag flow meter is set to arrive within the next 2-3

weeks and the project is scheduled for the night of November 24, 2020. T. Strid said he has now been put in charge of the Call Before You Dig program, and all tickets are accounted for and up to date. He said he has been put in charge of running the FOG (Grease Trap) program and all grease trap inspections for this quarter and this year are 100% completed. He noted an inspection form will be included in the December bill, and this form will be populated through the GIS Collector directly from the findings in the field. He said he is working on overdue surveying, along with new businesses that have yet to be surveyed. He noted 559 Federal Rd. ROM Tech, currently has 45 employees and will be moving to the old Siemen's building at 101 Silvermine Rd. within the next 2-4 months and will be doubling in size. He also noted Red Colony Diner is back and will be open in approximately 2-3 months. T. Strid said all sewer easements are clear, with the exception of one large tree between Sandy Lane and the Rollingwood easement, and they will need to sub out for help. He said the fall clean-ups at the pump stations are underway and will be completed as the leaves fall. T. Strid said R. Prinz is taking over the duties of inspecting all new sewer work and connections and helping K. McPadden with the new permits. Attorney J. Sienkiewicz asked about compliance with grease trap inspections. T. Strid said they are in pretty good shape but noted there were a lot of grease traps that probably have not been opened in a while and probably were not inspected properly when they were installed. One issue noted was baffles not being in place.

J. Siclari: J. Siclari praised the work being done by R. Prinz and T. Strid on the private pump stations, grease traps, and surveys. He said the WPCA is continuing their due diligence with COVID precautions. He said the FEMA claims are still on-going. He said the Town has decided to go with Kronos for the Time & Attendance Program, and the WPCA will go with that too. He said training dates for that program will come out next week. He said there is no update on the revised start for Lower Federal Rd improvements. J. Siclari said they have received plans for an Aquarian water main extension from 58 Vale Rd to Sandy Lane Village. He said R. Prinz has preliminary plans and will review them with Snyder Civil Engineering. He said the Board of Finance has an informational public hearing set for Nov 4 at 7pm for the Candlewood Lake Rd waterline extension and noted an inspection agreement should be in place before the start of these projects. J. Siclari said the integration billing between GIS and QDS for Grease trap and Private pumping station inspection fees is working. He said the last meeting was Thursday 10/22 and the programmers ran their first successful billing test this week. Chairman N. Malwitz asked about the auto-pay feature with this program, and J. Siclari will ask about this at his next meeting with the programmers. He said Future Subnets is waiting for ordered material to come in for the video conferencing system install. He said the camera is on back order and will get it anytime between 10/29-12/10. J. Siclari said test borings will start in the Candlewood Shores this week. He said an Inventory Evaluation for our new office content was done on 10/15 by the Town contractor Industrial Appraisal Company for \$570 and they should have a report in a few weeks. J. Siclari said Chairman N. Malwitz asked him to work on a report of a historical review of the WPCA expense costs to see if there is any pattern from January 2017 to present.

M. Ongaro: M. Ongaro said she has been working on the new grease trap and private pump station bills with everyone involved and noted that each of these inspections will create its own bill type. She said she has been working with the surveys as they come in and working with Attorney J. Sienkiewicz on 3 levy and sales.

K. McPadden: K. McPadden said she has spoken with the four other unit owners from the 53 Commerce Road Association and everyone is on board. She said D. Longo will get the paperwork together and schedule a meeting in November, and he will continue to plow until the Association can hire a new company. She said she received three Permanent Maintenance Agreements today from REI and she has emailed Rollingwood. She noted that the Danbury bill was received for 2020-2021 in the amount of \$191K. She said she has ordered a defibrillator for the office and will arrange for training once it comes in. K. McPadden said she attended a virtual seminar today for CTSource, which is the State Contracting Portal which will replace the current Biznet site. She explained this

is where she posts projects that are out to bid, in order to notify contractors. K. McPadden said she has cancelled the Frontier account at the Silvermine garage after speaking to R. Prinz. She said this will save about \$1,000 per year. She said she is following up with Invoice Cloud regarding the assessment autopay issue. She said they did send an email today stating that it has been corrected, but she has not confirmed that yet. K. McPadden said they received a sewer disconnection permit application for 887 Federal Road. The applicant will be demolishing the residence on the property and will apply to re-connect a new mixed-use building. She said she has been working with View Permit and has printed out a list of completed and active permits. She has gone through the survey book and there are probably about 25 surveys that were omitted from the list. She said she received an inquiry from the State of CT regarding the disconnection of 316 and 322 Federal Road to allow for the demolition of the buildings in anticipation of the road project next year. K. McPadden said last week they had the Dean Road and Pocono Road Special Meeting, and letters were sent out to all the property owners in advance of the meeting.

9. Legal Matters

- a. Collections** - Attorney J. Sienkiewicz said there are three levy and sales anticipated to be scheduled for January 7th.
- b. Other Legal Matters** - No discussion.

10. Other WPCA Matters

a. Updates

- 1. Candlewood Lake Area Sewer Study** - Chairman N. Malwitz said the State of CT allows us to submit expenses and do work for a total of two years, and not the one year originally thought. He said Lombardo is working on test borings along some of the major areas where sewers are proposed on the Candlewood peninsula, which will finish up the project. The next step would be a public hearing.
- 2. Facilities Plan** - Chairman N. Malwitz said the Facilities Plan is done and the programmer is to go over it one section at a time with the staff.
- 3. Danbury Plant** - Chairman N. Malwitz said there is no update, other than the Danbury Plant getting re-named.
- 4. Dean Road/Pocono Road Project** - Chairman N. Malwitz said they had the informational public hearing on October 21, 2020, and have submitted the minutes of the meeting, but the Q&A section will be added for approval at the next meeting.
- 5. Brookfield Market Area** - Chairman N. Malwitz said the WPCA is going to go to the Town to request that they help contribute to the cost of the project so that the grand list value assessment does not exceed 10%. He said he pledges to send out a request for proposal for engineering companies to work on the details on everything that has been published and the WPCA will review it from there.

b. Other WPCA Matters - No discussion.

11. Vouchers - G. Giacobone made a motion to approve the vouchers as presented. M. Brown seconded the motion and it carried unanimously.

12. Adjournment - L. Trojanowski-Marconi made a motion to adjourn at 8:27 p.m. L. Donovan seconded the motion and it carried unanimously.