

# BROOKFIELD WATER POLLUTION CONTROL AUTHORITY

Wednesday, November 16, 2011 Room 135 7:00 p.m.

## APPROVED MINUTES

1. **Convene Meeting** - The regular monthly meeting of the Brookfield Water Pollution Control Authority was held on Wednesday, November 16, 2011 at the Brookfield Municipal Center, Room 135. Chairman Malwitz called the meeting to order at 7:00 p.m. with the following persons in attendance:

### W.P.C.A.

Chairman Malwitz, Chairman  
L. Trojanowski-Marconi, Vice Chair (7:30)  
P. Donohue  
J. Jove  
\* P. Kurtz, Alternate  
T. Lopez, Alternate

### Others

J. Pisco, Commission Engineer  
J. Sienkiewicz, Commission Attorney  
D. Will, Inspector  
S. Welwood, Commission Accountant  
H. Lasser, Ex Officio Member  
K. McPadden, Executive Administrator

\* Regular voting member this evening

2. **Approval of Minutes** – 10/26/11 Meeting - **A motion to approve the minutes of the October 26, 2011 meeting was made by L. Trojanowski-Marconi, seconded by P. Kurtz and passed unanimously.**
3. **PUBLIC HEARING – Levy of 2011 Benefit Assessment and Supplemental benefit Assessments**  
Chairman Malwitz opened up the public hearing, read the legal notice as it was printed in the newspaper and gave a brief explanation as to why these properties were getting assessed. D. Stone, representing Newbury Village asked if the assessment rate would be lowered due to the growth that has taken place in the Federal Road North District. Chairman Malwitz explained that the credit adjustment (from 8.3% to 7.3%) was due to happen next year, with the Public Hearing to be held on January 11, 2012 and the billing to go out March 1, 2012. **A motion to close the Public Hearing was made by L. Trojanowski-Marconi, seconded by P. Kurtz and passed unanimously.**
4. **Old Business**
  - a. Levy of 2011 Benefit Assessment and Supplemental Benefit Assessments - To consider and act upon – Atty. Sienkiewicz reviewed the proposed Resolution for adoption and explained that the 3 newly assessed Federal Road North properties, although on this Resolution, will not get billed in December, but instead will get billed an adjusted amount in March. **A motion was made by P. Kurtz to adopt the 2011 Resolution to Levy Benefit Assessments and Supplemental Benefit Assessments (attached) as summarized by Atty. Sienkiewicz. The motion was seconded by P. Donohue and passed unanimously.**
  - b. 28 Old Route 7 – Application to Connect (New Building) – Present on behalf of the

property owner was David Cole, Cole Construction. Mr. Pisco submitted a letter to the Authority recommending approval of the sewer connection. He will submit a copy (to the file) of the certification letter stating that the dry-cleaning machines remain part of a closed circuit and no floor drains are proposed in the room where they will be located. This property will be subject to an Outlet Capacity Charge, which, based on the estimated gpd, will be \$3,000. Because the second unit does not have a proposed tenant at this time, it may be subject to subsequent Outlet Capacity Charges if the tenant uses more water than approved in this application. There will also be a supplemental benefit assessment once the new building is built, most likely next year. **A motion was made by L. Trojanowski-Marconi to approve the sewer connection permit for 28 Old Route 7, subject to the 11/16/11 letter from J. Pisco and the following plans: “Proposed Sewer Service Details, Plan and Profile” Sheet 1 of 1, dated 9/26/11, Rev. 10-26-11. The motion was seconded by P. Kurtz and passed unanimously.**

- c. 331 Federal Road – Application to Connect (Existing Building) – Present for the property owner was Steven Sullivan, CCA Engineers. Mr. Sullivan submitted a revised plan. Mr. Pisco explained that the Brookfield WPCA Rules & Regulations specify that if any sewer pipe is within 75’ of a well it must be ductile iron pipe. The State of CT does not require this, so Mr. Pisco suggested revising the WPCA Rules & Regulations to allow PVC pipe in these areas. Mr. Sullivan stated that the majority of mains and laterals installed by the WPCA in Federal Road are SDR-35 pipes. Atty. Sienkiewicz stated that he does not feel that the Public Health Code applies to the WPCA. **A motion was made by L. Trojanowski-Marconi to approve the sewer connection permit for 331 Federal Road, with a condition of approval being that before any sewer discharge permit will be issued the well has to be properly abandoned and evidenced by the Health Department that it has been properly abandoned. The motion was seconded by P. Kurtz and passed unanimously.**

Based upon the applications that were presented tonight, it appears that the technical standard, Section A-1.1, is not consistent with the current State of Connecticut engineering practices, therefore a **motion was made by L. Trojanowski-Marconi to authorize the Authority’s Engineer and Council to come up with a recommendation for amendments to the regulations to upgrade the pipe requirements, and if the Chairman is satisfied with the proposal, to authorize him to warn it for a Public Hearing at the January 11, 2012 meeting. The motion was seconded by P. Kurtz and passed unanimously.** Once this regulation is changed, these applications may be reviewed and approved based on the revised regulation.

- d. 195 Federal Road – Application to Connect (Existing Building) – Present were Greg Steiner, owner and Steven Sullivan, CCA Engineering. This property is running into the same issue as 331 Federal Road regarding pipe materials installed within 75’ of a water supply well. **A motion was made by L. Trojanowski-Marconi to table this application to the January meeting, following the regulation change Public Hearing. The motion was seconded by P. Kurtz and passed unanimously.** Mr. Sullivan will submit an extension letter through February 29, 2012.
- e. 28 Old Grays Bridge Road – Application to Connect (New Building) – Present for the owner was Steven Sullivan, CCA Engineering. This property is running into the same issue as 331 Federal Road regarding pipe materials installed within 75’ of a water supply

well. Mr. Sullivan did explain that this building will be condominiumized, and each unit will have its own clean-out. **A motion was made by L. Trojanowski-Marconi to table this application to the January meeting, following the regulation change Public Hearing. The motion was seconded by P. Kurtz and passed unanimously.** Mr. Sullivan will submit an extension letter through February 29, 2012.

## **5. New Business**

- a. 200 Federal Road – Application to Connect (New) Gas Kiosk – Present on behalf of the owner was Raymond Gradwell, BL Companies. He explained that four (4) applications have been submitted (see also 5b, 5c, and 5d below), as well as the \$400 application fee for each. The expansion of the existing Costco building will not require an application, just a staff sign-off. **A motion was made by L. Trojanowski-Marconi to accept the application and refer the plans to J. Pisco for engineering review. The motion was seconded by P. Kurtz and passed unanimously.**
- b. 200 Federal Road – Application to Connect (New) Union Savings Bank – See 5a. **A motion was made by L. Trojanowski-Marconi to accept the application and refer the plans to J. Pisco for engineering review. The motion was seconded by P. Kurtz and passed unanimously.**
- c. 200 Federal Road – Application to Disconnect Existing Savoy Rug – See 5a. **A motion was made by L. Trojanowski-Marconi to accept the application and refer the plans to J. Pisco for engineering review. The motion was seconded by P. Kurtz and passed unanimously.**
- d. 200 Federal Road – Application to Disconnect Existing Union Savings Bank – See 5a. **A motion was made by L. Trojanowski-Marconi to accept the application and refer the plans to J. Pisco for engineering review. The motion was seconded by P. Kurtz and passed unanimously.**
- e. 48 Old Grays Bridge Road – Application to Connect (Existing Building) – Present for the owner was Steven Sullivan, CCA Engineering. This property is running into the same issue as 331 Federal Road regarding pipe materials installed within 75’ of a water supply well. Mr. Sullivan submitted an easement map through 28 Old Grays Bridge Road to get out to the manhole on Old Grays Bridge Road. He will submit the draft deed for Atty. Sienkiewicz to review. The applicant does not want to hook in right now, but because 28 Old Grays Bridge Road is going to be under construction, 48 Old Grays Bridge Rd. would like to put their line in and have it inspected by the WPCA. Mr. Sullivan will speak with the DPW regarding the installation of force mains in a town road. Atty. Sienkiewicz expressed his concerns that if these are going to be private force mains, it will need to be documented that we don’t own anything north of the manhole. **A motion was made by L. Trojanowski-Marconi to accept the application, to set the additional application fees at \$2,600 (\$750 legal, \$1000 engineering, \$850 inspections), and once that fee comes in, to refer the plans to J. Pisco for engineering review. The motion was seconded by P. Donohue and passed unanimously.** Note: This property will be subject to an Outlet Capacity Charge.
- f. 58 Old Grays Bridge Road – Application to Connect (Existing Building) - Present for the owner was Steven Sullivan, CCA Engineering. This property is running into the same issue as 331 Federal Road regarding pipe materials installed within 75’ of a water supply

well. **A motion was made by L. Trojanowski-Marconi to accept the application, to set the additional application fees at \$2,600 (\$750 legal, \$1000 engineering, \$850 inspections), and once that fee comes in, to refer the plans to J. Pisco for engineering review.**

**The motion was seconded by P. Kurtz and passed unanimously.** Note: This property will not be charged an Outlet Capacity Charge because they have been paying a reservation fee for years.

- g. 30 Federal Road – Discharge Permit – Present were Norbert Mitchell, owner, and John Hankins, Fuss & O’Neill. Mr. Hankins explained that they are replacing 5 underground storage tanks at 30 Federal Road. The contractor is Liberty Auto and Electric, and as they started uncovering the first tank, they ran into groundwater at 4’. Because the bottoms of the tanks are greater than 10’, they will need to dewater the excavations to be able to remove the old and install the new tanks. They are looking for a discharge permit, estimated to discharge between 50,000 – 100,000 gallons. There are currently 2-20,000 gallon frac tanks on the property, which are there to settle out the silt in the water. Each tank will be tested for hydrocarbon components prior to discharge. **A motion was made by P. Donohue to approve the discharge permit from the frac tanks subject to the following conditions: 1) Prior to any discharge, Fuss & O’Neill will provide the WPCA with certified test results that are within the parameters specified on pages 3 and 4 of the application cover letter dated 11/15/11; 2) that prior to any discharge, a copy of the certification be faxed to the office for the staff to approve and then give authorization to discharge; 3) the fee be calculated at \$250.00 per discharge to cover the cost of treatment and inspections; and 4) if there are any issues, that the staff has the authority to decline discharge approval. The motion was seconded by L. Trojanowski-Marconi and passed unanimously.** Bills will be sent to Norbert E. Mitchell, Inc. after the project is complete. Mr. Hankins will submit the latest monitoring well samples to the office.

## **6. Accountant Report/Banking**

- a. Selectman Proposal – First Selectmen Davidson appeared to request the Authority’s assistance in meeting a budget shortfall on the high school building project. Mr. Davidson requested action by the Authority tonight so that litigation with the general contractor and two subcontractors could be avoided.

First Selectmen Davidson began by presenting the history of the Authority’s original agreement (see minutes May 26, 2004) to fund approximately \$600,000 of the estimated \$1,200,000 cost of the high school sewer project, which sum was to be recovered from the Town through the levy of a benefit assessment. The sum transferred to the Town to help meet the cost of providing the sewer line to the high school was never expended for the project and was returned to the Authority in 2009 (See minutes of August 26, 2009 and December 16, 2009). The apparent non-use of these funds could be attributed to clerical error by a clerk in the Comptroller’s office as bills to construct the sewer line were not charged against the WPCA moneys held as a separate fund. Mr. Davidson asked the Authority to transfer funds to the Town in the spirit of the Authority’s original agreement to allow the Town to close out the project without necessity of seeking an

appropriation of additional funds. Mr. Davidson then turned the floor over to Mr. Wahlberg to explain how this might be accomplished.

Mr. Wahlberg explained that the Selectmen were requesting the Authority to absorb on its books in the current fiscal year a liability in the amount of \$485,000. This liability would be recorded on the Authority's books as a "due to Town" and on the Town's books as a "due from Authority". He further proposed that the Authority's "liability" would be satisfied by an assessment of \$485,000 in the 2013 fiscal year and "cleared" on the Authority's and Town's books on July 1, 2012 (in the 2013 fiscal year). The Selectmen's budget would include a line item of \$485,000 to "satisfy" the assessment. Mr. Wahlberg explained that the entries on the books of the Authority would be offsetting, and that the transaction would be an entirely non-cash transaction.

Concerns were raised by both Attorney Sienkiewicz and by accountant/auditor Sandra Welwood that the proposed transaction violated the Charter's budget making process and generally accepted accounting principles. Attorney Sienkiewicz questioned how the proposed "assessment" might be made, since a benefit assessment would require the expenditure of Authority funds and notice and public hearing. He also noted that the \$485,000 line item in the FY 2013 might be revised out during the budget making process, and was uncertain where that might leave the Authority. The attorney's suggestion that the goals of the Selectmen might be accomplished through a cash loan to the Town, payable in the next fiscal year, or by some other cash transaction was rejected by the Selectmen given the absence of an appropriation authorizing the Town to expend the funds. Attorney Sienkiewicz noted that questions had been raised by the Board of Finance or its members as to the legality of the original transaction and the obligation of the Town to repay or refund monies advanced by the Authority. The Selectmen noted that former Town Attorney Fran Collins had issued a legal ruling indicating that the prior transaction was proper and that the Authority had the power to levy an assessment. The Selectmen urged the Authority to assume the liability as proposed and indicated that they had no objection to the Authority's action being contingent upon approval as to legality and conformance with generally accepted accounting principles by the Town Attorney and Town Auditor.

After much discussion, the matter was temporarily tabled to allow for the framing of a proposed resolution. Two draft resolutions were proposed. One proposal by the First Selectmen and Comptroller that would now involve a cash transfer to the Town in the amount of \$485,000. The second proposal was crafted by Mr. Sienkiewicz and Ms. Welwood to reflect their understanding of the original proposal as verbalized. Upon the presentation of the proposed resolutions, Mr. Kurtz recused himself from further discussion as a newly elected member of the Board of Finance and Tulio Lopez became a voting member.

The question of whether the Authority should require Board of Finance approval of the proposed transaction was discussed. The First Selectmen asserted that it was the Treasurer, not the Board of Finance that had jurisdiction under the Charter, but that if the

Board of Finance had jurisdiction, that question could be decided by the Town Attorney. Atty. Sienkiewicz urged Board of Finance approval whether or not they had legal jurisdiction, particularly since the Board of Finance had questioned the prior transaction. At the request of the First Selectmen, the language of the Sienkiewicz/Welwood draft proposal was modified to eliminate the requirement for approval by the Board of Finance unless deemed necessary by Town Attorney.

Following discussion, and in the spirit of cooperation with the First Selectmen's request, the following resolution was made by T. Lopez, seconded by P. Donohue and adopted by a vote of 5-0 (with P. Kurtz abstaining). **“Subject to the prior written approval directed to the Water Pollution Control Authority of the Board of Selectmen, the Treasurer, the Town Attorney as to compliance with the Town Charter and the Town Auditor as to compliance with generally accepted accounting principles for governmental entities, the Authority agrees that it shall accept a non-cash liability (due-to Town) in the amount of \$485,000 on its books in FY2012, representing a portion of the capital cost of the sewer serving the Brookfield High School to be offset by a non-cash assessment (due-from Town) in the amount of \$485,000 on its books on July 1, 2012 (FY2013). The Town Attorney must opine that the Board of Finance approval is not required.”**

- a. YTD financials through October – S. Welwood handed out her monthly report and briefly answered questions from the Commission.
- b. Federal Road North Re-Assessments – Atty. Sienkiewicz reviewed the proposed Resolution and the different schedules associated with the Federal Road North Re-Assessments. He recommended that any properties that have delinquent balances have the credits be applied towards the delinquent interest and payments first, rather than lowering the principal. A Public Hearing will be held January 11, 2012 regarding the Federal Road North Re-Assessments.

## **7. Engineer Comments/Project Update**

- a. Old New Milford Road Sewer Extension Project – J. Pisco reported that all the piping is in. The gravity line was pressure tested and passed, but the Delmar Drive line was pressure tested, and failed. It needs to be dug up to determine where the leak is. Mr. Will stated that all of Earthmover's equipment has been moved off site, and they have not followed through with their promises to fix it.
- b. Sandy Lane Sewer Extension Project – Mr. Pisco reported that this project is complete and Sandy Lane Village is flowing. Many of the applications submitted this evening are part of this line. Once the final costs are known, a Public Hearing will be held to assess each property. Sandy Lane has not abandoned their old system, which needs to be done so that the area can be restored.
- c. Caldor Pump Station Grinder – J. Pisco reported that two bids were received: Kovacs Construction Corp. at \$273,060.00 and Eventus Construction Co., Inc. at \$445,986.00. He handed out a picture of the grinder currently in use at the Route 133 Pump Station to illustrate to the Commission how the Caldor grinder will be installed. Chairman Malwitz stated that the total project cost should come in around \$290,000, and adding the driveway will bring it to \$310,000. **A motion was made by L. Trojanowski-Marconi**

**to award the Caldor Pump Station Grinder Project to the apparent low bidder, Kovacs Construction Corp., in the amount of \$273,060, which includes Alternate 1 & Alternate 2.**

**The motion was seconded by P. Donohue and passed unanimously.**

**A motion was made by L. Trojanowski-Marconi to authorize the Chairman to execute the contract with Kovacs Construction Corp. in the amount of \$273,060, with the total expenditure of the project totaling no more than \$310,000. The motion was seconded by P. Kurtz and passed unanimously.**

J. Jove left the meeting at 11:00 p.m., and T. Lopez became a voting member.

- d. Dean Road/Pocono Road Sanitary Sewer Extension – A letter has been drafted to send to the Dean Road/Pocono Road properties announcing the informational public hearing to be held on January 11, 2012.
- e. High Meadow/Ledgewood/Newbury Crossing Project – J. Pisco and T. Lopez attended the Wetlands Meeting on 11/14/11, and Mr. Lopez stated that the application was well received. A site walk has been scheduled for 12/3/11.
- f. Other Engineering Matters - None

#### **8. Legal Matters**

- a. Delinquencies/Collections – Atty. Sienkiewicz stated that a Levy & Sale was held on 11/10/11, and ten (10) minutes after the sale, the bank called and it was redeemed.
- b. Permanent Maintenance Agreement Update – Atty. Sienkiewicz has nothing new to report on Permanent Maintenance Agreement's.
- c. Other Legal Matters - None

- 9. Chief of Maintenance Report** – Mr. Will gave a verbal report in Mr. Prinz's absence. He stated that there was no serious damage (to WPCA buildings or equipment) caused by the 10/29/11 snow storm, and the mobile generator came in handy where there were power outages. The new WPCA truck arrived today and the invoice is on the voucher list for approval. Mr. Will is working on the purchase of an Uninterruptable Power Supply (UPS) for the Waidelich pump station. Mr. Pisco recommends purchasing a second mobile generator because the current one may not be enough if there are several pump stations down simultaneously.

#### **10. Other WPCA Business**

- a. Insurance Review – Mr. Lopez reported that his previous recommendations were put on hold due to the election, but those are now behind us. He found that Risk Management falls in the domain of the Board of Finance and he recommends getting together with the Board of Finance rather than the Board of Selectmen to discuss the Town's insurance coverages. Mr. Lopez will promulgate a discussion with the Board of Finance.
- b. Land Use Approvals – K. McPadden reported that in her readings of the Zoning minutes from the Land Use Office, they often approve applications or new tenants without any knowledge of whether or not they are connected or eligible for sewer service. Atty. Sienkiewicz stated that historically, the WPCA did not want to accept an application prior

to their Land Use approvals. P. Kurtz recommended asking the Zoning Commission to add the WPCA status to their applications.

11. **Vouchers** – The Authority recommended holding back \$32,969.03 of the requested payment to Earthmovers because of the failed pressure test. Following discussion, **a motion was made by L. Trojanowski-Marconi to approve the vouchers for payment as amended. The motion was seconded by T. Lopez and passed unanimously.**
12. **Adjournment** - There being no further business, on motion by L. Trojanowski-Marconi, seconded by T. Lopez, the meeting adjourned at 11:34 p.m.

\*\*\* Next meeting scheduled for January 11, 2012 \*\*\*

## RESOLUTION

### 2011 BENEFIT ASSESSMENT AND SUPPLEMENTAL BENEFIT ASSESSMENTS

Whereas, the Brookfield Water Pollution Control Authority, acting for the Town of Brookfield, has constructed improvements to the Brookfield Sewer System known as the Federal Road Sewer Extension and the Three Condominium Sewer Extension, and

Whereas, the property described hereafter are to be served by, or are presently served by, the Federal Road Sewer Extension or the Three Condominium Sewer Extension and are subject to the levy of a benefit assessment or a supplemental benefit assessment pursuant to resolutions heretofore adopted by the Authority; and

Whereas the Authority has caused notice of the levy of a proposed benefit assessment and proposed supplemental benefit assessments against the properties hereafter described to be given to the affected property owners and has conducted a public hearing with respect thereto:

NOW, THEREFORE, BE IT RESOLVED that:

**Federal Road Sewer Extension** (See resolutions of June 23, 1993, July 28, 1993 and March 21, 2007)

- 1) The properties hereafter described are found to be especially benefited by the construction of the Federal Road Sewer Extension.
- 2) The Brookfield Water Pollution Control Authority hereby levies a benefit assessment



in the following amount and against the following property and the owner thereof as such property is to be served by the Federal Road Sewer Extension:

<u>Property Address</u>	<u>Property Owner</u>	<u>Assessment</u>
28 Old Route 7	A & A Realty	\$ 9,972.97

3) The Brookfield Water Pollution Control Authority hereby levies a supplemental benefit assessment in the following amounts and against the following properties as they are found to have been improved subsequent to October 1, 1992 so as to increase their valuation for tax purposes.

<u>Property Address</u>	<u>Property Owner</u>	<u>Supplemental Assessment</u>
55 Great Heron Lane	Dator, Nicholas R & Karen A.	\$ 8,861.53
65 Great Heron Lane	Rickel, Karl F & Lynn R.	\$ 8,692.11

4) Said benefit assessment and said supplemental benefit assessments are equal to 8.3 percent (8.3%) of such property's "equalized" assessed value as of October 1, 1983 based on the assessed valuation on the October 1, 1992 Grand List. (See footnote 9, Resolution of March 21, 2007.)

5) Such benefit assessment and supplemental benefit assessments shall be due and payable on January 1, 2012, provided however, that at the option of the owner, the benefit assessment and supplemental benefit assessments may be paid in **ten (10)** equal installments, the first of which shall be due on January 1, 2012 and each subsequent installment shall be due on December 1, commencing on December 1, 2012, together with interest on the unpaid principal amount of such benefit assessment or supplemental benefit assessment at the rate of 5.5% per annum; provided further, however, that if any such installment remains unpaid for thirty (30) days after the same shall become due and payable, then at the option of the Authority, the entire unpaid balance of such benefit assessment or supplemental benefit assessment, together with all unpaid interest, shall become immediately due and payable. The Authority shall have all of the rights provided by Section 7-254 of the Connecticut General Statutes, as amended, with respect to delinquent assessments.

**Three Condominium Sewer Extension** (See resolution of November 18, 2009.)

6) The property hereafter described is found to be especially benefited by the construction of the Three Condominium Sewer Extension.

7) The Brookfield Water Pollution Control Authority hereby levies a supplemental benefit assessment in the following amount and against the following property as it is found to have been improved subsequent to October 1, 2009 so as to increase their valuation for tax purposes.

<u>Property Address</u>	<u>Property Owner</u>	<u>Supplemental Assessment</u>
-------------------------	-----------------------	--------------------------------

8) Said supplemental benefit assessment is equal to 7.14 percent (7.14 %) of such property's "equalized" assessed value as of October 1, **2006** based on the assessed valuation on the October 1, **2010** Grand List. (See Resolution of November 18, 2009.)

9) Such supplemental benefit assessment shall be due and payable on January 1, 2012, provided however, that at the option of the owner, the supplemental benefit assessments may be paid in **eighteen (18)** equal installments, the first of which shall be due on January 1, 2012 and each subsequent installment shall be due on December 1, commencing on December 1, 2012, together with interest on the unpaid principal amount of such benefit assessment or supplemental benefit assessment at the rate of 3.0% per annum; provided further, however, that if any such installment remains unpaid for thirty (30) days after the same shall become due and payable, then at the option of the Authority, the entire unpaid balance of such benefit assessment or supplemental benefit assessment, together with all unpaid interest, shall become immediately due and payable. The Authority shall have all of the rights provided by Section 7-254 of the Connecticut General Statutes, as amended, with respect to delinquent assessments.

10) Any property owner subject to an benefit assessment or supplemental benefit assessment with respect to the **Federal Road Sewer Extension** or the **Three Condominium Sewer Extension** may prepay any or all installments of the benefit assessment or supplemental benefit assessment for which such property owner is liable at any time prior to the due date thereof and no interest on any such prepaid installment shall be charged beyond the date of such payment.

11) The Administrator of the Authority is directed to cause notice of the levy of such benefit assessment and supplemental benefit assessments to be published twice in a newspaper having circulation in the Town of Brookfield, the first such publication to be not later than **November 30, 2011**, and the second such publication to be not later than **December 14, 2011**, and to mail a copy of such notice, and of such benefit assessment, to the affected property owner at the owner's address as shown on the last completed grand list, or to any such subsequent address of which the Authority may have knowledge not later than **November 30, 2011**.