

BROOKFIELD WATER POLLUTION CONTROL AUTHORITY

Wednesday, April 23, 2014 Room 135 7:00 p.m.

APPROVED MINUTES

1. **Convene Meeting:** Chairman Malwitz called the meeting to order at 7:00 PM with the following in attendance:

WPCA

N. Malwitz, Chairman
L. Trojanowski-Marconi, Vice Chair
T.E. Lopez
I. Agard
P. Kurtz

Others

R. Prinz, Maintenance Manager
D. Will, Inspector
J. Sienkiewicz, Attorney
W. Charles Utschig, Engineer of Langan Eng.
S. Welwood, Accountant
K. McPadden, Executive Administrator
E. Cole Prescott, Recording Secretary

2. **Approval of Minutes** – 3/26/14 – **L. Trojanowski-Marconi made a motion to approve the minutes of the March 2014 meeting. T.E. Lopez seconded the motion, and it carried unanimously.**

3. **Correspondence**

- a. Email from S. Sullivan, CCA, Re: Withdrawal of 337 Federal Rd. App & Refund of escrow – Chairman Malwitz read the email from Steve Sullivan which was a request to withdraw their application to connect at 337 Federal Road. K. McPadden stated that they have requested their \$1,100 escrow funds be returned, and since no engineering, legal or inspection costs have been incurred, the refund check is included on the vouchers to be approved tonight. **L. Trojanowski-Marconi made a motion to accept the letter of withdrawal and to return the escrow fees. T.E. Lopez seconded the motion, and it carried unanimously.**

R. Prinz entered the meeting room at 7:05 PM.

b. Brookfield Housing Authority Correspondence – *Michael Steele was present on behalf of this matter.* Mr. Malwitz noted correspondence from the Brookfield Housing Authority requesting the WPCA to do an engineering study for the Brooks Quarry housing complex not to exceed the amount of \$12,500. The current system was designed by WMC Consulting Engineers. Michael Steele will serve as the Brookfield Housing Authority's contact person for the study.

W. Charles Utschig entered the meeting room at 7:10 PM.

Mr. Steele stated that the system was completed in 1993. He noted that there are seven pump stations on site. R. Prinz noted that the Commission may want to consider updating the system with the goal of putting the system on one pump station.

S. Welwood entered the meeting room at 7:13 PM.

Atty. Sienkiewicz asked if the money will be advanced to the WPCA, and the WPCA would then use Langan to do the study. Chairman Malwitz stated that normally the WPCA would take the money as escrow, and return whatever is not spent. Atty. Sienkiewicz asked about the possibility of having the Board of Selectmen approve the takeover of the system, and Chairman Malwitz explained that the system would need to be reviewed by the Board of Selectmen and the Planning Commission as an 8-24 referral. I. Agard asked Mr. Steele where the money would come from if more money than the proposed \$12,500 is needed for appropriate upgrades. Mr. Steele replied that the Brookfield Housing Authority does apply for grants for projects, and he would like to propose this project for possible grant funding.

L. Trojanowski-Marconi made a motion to accept the request by Brooks Quarry to conduct an engineering feasibility study with the view of incorporating the Brook Quarry internal system into the municipal system subject to Brooks Quarry paying an escrow to the Authority in the amount of \$12,500 to meet the anticipated expenses of the study. T.E. Lopez seconded the motion, and it carried unanimously.

4. Old Business

a. 4 Elbow Hill Road – Application to Connect – Chairman Malwitz noted that both the Planning Commission and the Board of Selectmen have approved the 8-24 referral for this project. Atty. Sienkiewicz stated that this application is more than an application to connect, but also an application for sewer extension. Atty. Sienkiewicz stated that he had drafted a license agreement for infrastructure to be constructed in the street. T.E. Lopez asked if the application fee had been received, and K. McPadden responded that it had been. **L. Trojanowski-Marconi made a motion to allow the Chairman to approve the application [sewer extension permit] subject to approval letter from Langan and the satisfaction of Atty. Sienkiewicz. I. Agard seconded the motion, and it carried unanimously.**

T.E. Lopez made a motion to approve the sewer connection permit [with the same conditions]. L. Trojanowski-Marconi seconded the motion, and it carried unanimously.

b. 101-103 Laurel Hill Road – Expansion Permit Preliminary Letter Application – Chairman Malwitz stated that the Planning Commission had given their approval of the 8-24 referral application, but the Board of Selectmen had tabled the 8-24 referral request. Atty. Sienkiewicz stated that a preliminary request per the regulations has been submitted to the WPCA by the applicant. Chairman Malwitz stated that the project has not yet been approved by the Zoning Commission. Atty. Sienkiewicz reviewed section 4.2 of the WPCA regulations. This item is tabled to the next meeting.

c. Brookfield Parks & Recreation Electrical Tie-In – R. Prinz stated that he has met with the electrician on site, who has agreed to put in a separate circuit breaker and proper lighting. R. Prinz stated that the sub-panel will be added to a building at the high school. R. Prinz stated that a licensed electrician will be doing the work. Atty. Sienkiewicz stated that he will draw up a revocable license agreement, for which he needs a written description of the work. S. Welwood asked the Commission to make sure that the agreement is for a specific use, and it should be understood that the cost of the electricity will be minimal. R. Prinz stated that there will be one 15-amp circuit breaker for use by the high school. Chairman Malwitz noted that the approval letter should indicate the one 15-amp circuit.

P. Kurtz entered the meeting room at 7:38 PM.

- d. 857 & 857A Federal Road Building #1 – Application to Connect (Green Acres)
- e. 857 & 857A Federal Road Building #2 – Application to Connect (Green Acres)
- f. 857 & 857A Federal Road Building #3 – Application to Connect (Green Acres)
- g. 857 & 857A Federal Road Building #4 – Application to Connect (Green Acres)

Mike Lillis, licensed engineer of CCA, was present on behalf of Brookfield Development LLC. Mr. Lillis stated that CCA had received comments from Langan this week, and CCA's response revisions to those comments had been submitted electronically this morning to the Chairman, Mr. Utschig, K. McPadden and R. Prinz. Mr. Lillis stated that the connection points were changed to doghouse manholes, a grease trap for building four was added, the crossing clearance checked, along with a few other items. Mr. Utschig stated that this proposal is a bit unique in terms of connecting a piece of property to the municipal system. These 8" service pipes give four more manholes along a fairly short distance along the main line. Mr. Utschig explained that there is an alternative to the proposed plan, but that this alternative would cause the proposal to be classified as a community sewer system. Proposed service lines connected in four locations to every building is the current proposal. Mr. Utschig noted that the 8" pipe and the doghouse manholes are a bit more invasive to the WPCA system than would normally be done for a piece of property. Mr. Utschig stated that a conventional one manhole for the property with the interconnection of all the buildings in one site may be a better design because there would be less impact to the WPCA system. Mr. Utschig stated that he would recommend this single connection. R. Prinz noted the location of the double four-inch force mains that run three feet above the gravity line. R. Prinz stated that he and K. McPadden had done some research on this matter today, in particular how 5 Nabby Road had been approved. R. Prinz explained how this project had been permitted. R. Prinz suggested some potential ways to connect the buildings without having to create a community sewer system. W. Charles Utschig asked if the Commission would consider the possible ownership of a portion of the line. M. Lillis stated that eight-inch pipe was proposed for the purpose of running the line at a flatter slope, and there seems to

be no reason why the six-inch line would not be able to be used at the connection point for buildings one and two. Mr. Lillis stated that there are several objections to the creation of a community sewer system, including a three to five month period for referrals, the hearing potential, and there would need to be a fund for repair, an expansion permit would need to be filed with CT DEEP, which he believes would result in approximately six to eight months in delay. Mr. Utschig stated that there may be some complexities with working on the force mains that are above the gravity line. Mr. Lillis stated that the municipal sewer is inside the property line. The plans will have to reflect the force mains with appropriate details. Mr. Utschig and Mr. Lillis will review the plans and subsequent revisions. This item will be continued to the next meeting.

h. 328 Federal Road – Application to Connect (Lavelle) – Mr. Utschig stated that this is for the garage and the house connection. The applicant is working on getting the information and submitting it for review by Langan.

5. New Business

a. 57 Laurel Hill Road – Application to Connect – *Mr. Lillis of CCA Engineers was present to discuss this application.* Mr. Lillis reviewed that the application was approved by the Zoning Commission for thirteen residential townhouses north and west of the new dry cleaners building. He stated that laterals to each unit are proposed to be combined in a common sewer to a pump station and to discharge to an existing town lateral. Atty. Sienkiewicz stated that an easement will be needed. Mr. Utschig suggested that engineering fees be set at \$750, and Atty. Sienkiewicz suggested that the legal fee be set at \$750. R. Prinz suggested that the inspection fees be set at \$1,000. **L. Trojanowski-Marconi made a motion to accept the application to connect for 57 Laurel Hill Road and to set \$2,500 for inspection, legal and engineering fees, and to send the plan to the engineer for review. T.E. Lopez seconded the motion, and it carried unanimously.**

6. Accountant Reports

a. Financial Report – S. Welwood reviewed the Financial Report with the Commission.

b. Annual Financial Report – S. Welwood reviewed the Annual Financial Report, but noted that she was not given the chance to review the draft form of this audit report which is normal practice. S. Welwood noted that an adjustment on page 25 is needed to restate the opening balance for 2012, the offset which is due from the Town and increasing the capital assets. This is due to the moving of the unused bond funds and the construction projects to the WPCA's control.

c. Invoice Cloud Update/Other Financial Matters – S. Welwood stated that she and K. McPadden spent one morning last week in the Killingly Revenue Center learning how Invoice Cloud is processed in a Town Hall setting. K. McPadden noted that costs to process payments online will be borne by the customer (\$.95 for e-checks and 2.95% for credit cards). She did note that Discover, American Express and Master Card will be accepted, but Visa will not.

Mr. Malwitz stated that he thinks there will be enough new customers to do a reset of the Federal Road North District Benefit Assessment rates for the December billing. The precise rate cannot be determined until after the revised Grand List is published October 1, 2014. S. Welwood will prepare the analysis.

9. Maintenance Manager's Report: R. Prinz presented the Maintenance Manager's Report:

- High Meadow Sewer Extension – The bid documents are 99% complete. R. Prinz noted that the bids should be received before the next meeting.
- Rollingwood Gravity Extension – The necessary easement has been negotiated with Stephen Kelly [20/28 Old Grays Bridge Road], and the WPCA is still working on the Sandy Lane easement. R. Prinz stated that the easements must be obtained before more work commences.
- Laurel Hill North Extension – An 8-24 referral request has been submitted and reviewed by the Board of Selectmen. K. McPadden stated that the applicant has not yet been to the Zoning Commission with this project. I. Agard noted that in order to install the sewer, the area should be included on the map.
- Monitoring Upgrade at 67 Federal Road – R. Prinz stated that all the equipment has been installed.
- 777 Federal Road – R. Prinz stated that the force main and the bridge crossing both need some work.
- Commerce Road Pump Station Repairs – R. Prinz stated that there is no easement map filed with the Town as of yet.

- Caldor Station Generator Replacement – R. Prinz stated that the current plan is to replace the generator with an outside-type natural gas-fired unit. This will allow for properly sized generator without having to modify existing structure as well as free up some interior space.
- Del Mar Drive – D. Will stated that by the meeting next month, the pump station will be connected to water. Earthmovers will be fixing the clean-out within two weeks. Chairman Malwitz stated that after the road is done, money for the WPCA's half of the road will be given to the Town. R. Prinz stated that Earthmovers should know that the project will not be closed out until the road is done.
- Sewer Map – R. Prinz and K. McPadden had gone through the sewer map and had updated the properties that they knew had changed. The properties in the Federal Road corridor also need to be checked. Chairman Malwitz suggested that the WPCA ask S. Sharlow to help with the GIS mapping system. Chairman Malwitz asked K. McPadden to organize a meeting with the pertinent people: Langan, S. Sharlow, and R. Prinz to review how to use the map, what is in the GIS system, and to determine what is missing in order to move forward.
- Water Pollution Control Plan – K. McPadden stated that she had made some potential changes to the plan, and had sent that information to Atty. Sienkiewicz. Atty. Sienkiewicz asked if all of the properties in the incentive housing zone are to be added to the sewer map, and Chairman Malwitz replied in the affirmative.

I. Agard left the meeting at 8:59 PM.

- CT OSHA inspections – R. Prinz stated that he has remediated the issues found by the inspections, and had completed the abatements before any due dates.
- Sand Cut Road Pump Station – R. Prinz stated that a mezzanine and pump station rack was added to the Sand Cut Road pump station, which freed approximately 150 square feet of storage space.
- D. Will is receiving bids on automatic gates for the Sand Cut Road Pump Station. R. Prinz suggested the possibility of researching solar options instead of hardwiring a charging system for battery backup for these gates.

7. Engineer Comments/Project Update

a. Proposed High Meadow, Ledgewood & Newbury Crossing Sewer Project – Mr. Utschig stated that the High Meadow drawings are ready to go out to bid, with a bid opening date of May 27th and a bid award date of May 28th (the next WPCA meeting). Atty. Sienkiewicz noted that there is no statutory timeline requirement for publication of the bid documents. Chairman Malwitz stated that the bid package will also require the contractor to meet with the homeowners associations. Upon inquiry from R. Prinz regarding the timeline of the contract, Atty. Sienkiewicz noted that the Commission generally has a liquidated damage clause in their bid documents. Mr. Utschig mentioned that the construction schedule is a bit different than what is normally done because the pump station needs to be built first. The pump, the force main, the connection to the street must be in and tested first, then the connections will be added to that afterward. There is some language about maintaining the service to the existing units until the project is operational in the bid documentation.

b. Rollingwood Gravity Sewer – Mr. Utschig explained that all easements should be resolved prior to Langan finalizing the plans. Atty. Sienkiewicz stated that he has been asked by Steve Kelly to change the contribution amount, which would change the original amount the WPCA offer for the easement to \$16,613.

c. DelMar Drive Project Paving – This item was discussed during the Maintenance Manager's Report.

d. Other Engineering Matters –

- Clean Water Fund – Chairman Malwitz stated that the WPCA will need to give a notice of application to be eligible to apply for this funding. Chairman Malwitz stated that he would like to get an application together for the purpose of adding sewer to the Candlewood Lake area. Chairman Malwitz asked K. McPadden to search for any information she has about the previous application for which the Authority had applied.

8. Legal Matters

- a. Birdsall Engineering Bankruptcy – Atty. Sienkiewicz stated that he needs to complete a proof of claim.
 - b. Berkshire North Agreement – Atty. Sienkiewicz noted that there is nothing new yet on this matter.
 - c. Danbury InterLocal Agreement – Atty. Sienkiewicz stated that he needs to speak with the attorney from Danbury and also with the Town Attorney, Tom Beecher.
 - d. 20/28 Grays Bridge Road Easement – Atty. Sienkiewicz stated that he will increase the offer for the easement to \$16,613.
 - e. Other Legal Matters – Atty. Sienkiewicz stated that he has some information regarding WPCA Regulations, which he addressed later in the meeting.
- Lawn Maintenance Proposal – R. Prinz stated that with the High Meadow project upcoming, there will not be as much time for R. Prinz and D. Will to maintain the lawns. R. Prinz stated that D. Will has checked with A to Z Property Maintenance to determine the price of the lawn care, which would include mowing for all of the properties. R. Prinz stated that if the lawn is cared from June 1st to October 1st, the amount would be approximately \$6,200, and is approximately \$45 per mowing of each station. R. Prinz mentioned that this amount would be around the same price which the Commission is currently paying R. Prinz to maintain the lawns. Upon inquiry from T.E. Lopez, R. Prinz responded that another part-time employee will not be hired for this summer. Chairman Malwitz stated that the WPCA is better off paying for the work separately by subcontractors, as is proposed in this case.

10. Other WPCA Business

- a. Sewer map amendments – This item was discussed earlier during the meeting, as part of the discussion regarding the GIS mapping system during the Maintenance Manager’s Report.
- b. Regulation amendments – Atty. Sienkiewicz stated that he had suggested in the past that the WPCA consider section 1.2 of the regulations, treatment capacity management, because the WPCA does not seem to be following this regulation. Atty. Sienkiewicz stated that he does not want to eliminate this regulation, so Atty. Sienkiewicz has drafted a provision which allows the WPCA exclusive discretion to allow a developer sewer service. Atty. Sienkiewicz noted that as of today, b and d in this regulation are pretty much obsolete.
- c. Waterline extension under bridge at Four Corners – R. Prinz stated that he had been called two Saturdays ago by a State representative to remove/replace the waterline that heads out to Route 25 which is a water service that goes over the bridge to the Brookfield Market. He was asked when the bridge is already open, if the Commission would be interested in adding a sewer line to that area at the same time. A four-inch pipe could be run up to the manhole off the road. It was noted that this application would need an 8-24 referral application. Chairman Malwitz stated that he will plan to mention this item to First Selectman William Tinsley. R. Prinz mentioned that the pipe will need to be protected from cross-contamination, as there is a utility duct within the bridge, which he believes is a 3’ by 4’ box. Chairman Malwitz asked that this matter be added to the list for follow-up at the next meeting; he also mentioned that an engineering cost estimate will need to be done.
- d. Other WPCA Business – Chairman Malwitz stated that a letter has been received from Controller William Leverage to request that the WPCA pay a rental fee for the office in the Town Hall. Atty. Sienkiewicz asked if the Board of Education pays rent, and the response was that they do not. The proposal was for \$1,000 a month plus \$500 for utilities, maintenance and ground. The WPCA currently does not pay rent for this space.
 - K. McPadden stated that she had received a call today from someone from a company in New Hampshire who inquired about an installation of a water treatment plant in Meadowbrook Manor, with the potential of discharging 25,000 gallons per day into the municipal sewer system. The proposal would be to run the pipes up to Route 7. K. McPadden noted that a letter will be submitted to the WPCA regarding this matter.
 - K. McPadden also stated that she had received a call from Yankee Gas about running a gas line to the pool at the YMCA. She stated that the line will cross the sewer easement and she is unsure about whether this is permissible. Atty. Sienkiewicz stated that a letter application would need to

be submitted for this matter. R. Prinz noted that this was done before when the YMCA had installed the expanded parking lot and lighting.

11. Vouchers: Chairman Malwitz asked that the payments that are for specific projects are grouped for the future. **L. Trojanowski-Marconi made a motion to approve the vouchers. T.E. Lopez seconded the motion, and it carried unanimously.**

12. Adjournment: L. Trojanowski-Marconi made a motion to adjourn at 9:50 PM. T.E. Lopez seconded the motion at 9:55 PM, and it carried unanimously.

*** Next meeting scheduled for May 28, 2014 ***