

## BROOKFIELD WATER POLLUTION CONTROL AUTHORITY

Wednesday, November 19, 2014 Room 209 7:00 p.m.

### APPROVED MINUTES

1. **Convene Meeting**: Chairman Malwitz called the meeting to order at 7:07 PM with the following in attendance:

|                                    |   |
|------------------------------------|---|
| <u>WPCA</u>                        | <u>Others</u>                           |
| N. Malwitz, Chairman               | R. Prinz, Maintenance Manager           |
| L. Trojanowski-Marconi, Vice Chair | D. Will, Inspector                      |
| T.E. Lopez                         | J. Sienkiewicz, Commission Attorney     |
| P. Kurtz                           | W. Charles Utschig, Commission Engineer |
|                                    | S. Welwood, Commission Accountant       |
|                                    | M. Ongaro, WPCA Collector               |
|                                    | K. McPadden, Executive Administrator    |
|                                    | E. Cole Prescott, Recording Secretary   |
  
2. **Approval of Minutes** – 10/22/14 – **L. Trojanowski-Marconi made a motion to approve the minutes of the 10/22/14 Regular Meeting. T.E. Lopez seconded the motion, and it carried unanimously.**
  
3. **New Business**: None.
  
4. **Old Business**
  - a. 434 Federal Road – Application to Connect – *Steve Sullivan of CCA Engineers was present.* Mr. Sullivan stated that the grease trap has been added to the most recently revised plan, which has been sent to Langan Engineering. **L. Trojanowski-Marconi made a motion to approve the application subject to receipt of the approval letter of the Authority’s engineer. T.E. Lopez seconded the motion, and it carried unanimously.**
  - b. 891/901 Federal Road - Newbury Village – Withdrawn – Chairman Malwitz noted that this application has been withdrawn.
  - c. Brooks Quarry/Brookfield Housing Authority – Chairman Malwitz stated that he received an update from Rolf Enger, Chair of the Brookfield Housing Authority. The Housing Authority is moving forward with a consultant lined up to compile a grant application for state funding. Chairman Malwitz clarified that there is nothing for the WPCA to act upon until the grant approval is done.  
**L. Trojanowski-Marconi made a motion to move agenda item 9a, Berkshire North Agreement, to agenda item 4d. T.E. Lopez seconded the motion, and it carried unanimously.**
  - d. Berkshire North Agreement – *Greg Steiner, Principal of Berkshire North LLC, was present for discussion of the Berkshire North Agreement.* Atty. Sienkiewicz explained that the permit to extend the sewer had been granted by the WPCA. Atty. Sienkiewicz reviewed that when the WPCA was to take over the line and easements were requested, the property owner objected to the easement requests. Atty. Sienkiewicz explained that the developer does not want to grant easements over the land that is developable. Atty. Sienkiewicz explained that he is currently working with the developer regarding an easement to allow the WPCA to use the private roads in the system (Park Ridge and Park Ridge Extension) and to access the sewer line on a linear path on either side of the line. Atty. Sienkiewicz stated that he had originally proposed that 25 feet on either side of the line be granted. The developer requested that a 12.5 foot strip down each side of the sewer line be granted. Mr. Steiner presented the Sewer As-Built of the Berkshire Corporate Park for discussion and visualization. Chairman Malwitz stated that the Authority would prefer a 30’ wide easement in the area near Vale Road, near the residential properties. Mr. Steiner explained that there is concern about stipulating and putting easements on the property which would then limit future development rights. When the land is more developed, the developer will return to the WPCA to ask that the WPCA take over the line at that point. Mr. Steiner stated that the developer would like to use the property to its maximum potential without being held down to a permanent easement. He stated that the preference is not

to leave an easement in the middle of the property, and the purpose of this proposed limited easement is in no way to prevent access to the sewer line.

*Rolf Enger entered the meeting room at 7:25 PM.*

Chairman Malwitz mentioned that he believes the proposal is appropriate. Mr. Steiner stated that the intent is to have flexibility on the property, and the easements will be re-considered during the time of the next application for the property.

**T.E. Lopez made a motion to allow the Chairman to execute the Berkshire North Agreement upon finalization by counsel for both parties. L. Trojanowski-Marconi seconded the motion, and it carried unanimously.**

*The Authority moved back to discussion of Brooks Quarry/Brookfield Housing Authority after Mr. Enger's arrival.* Mr. Enger stated that the one grant writer who responded to the request for proposals was Larry Wagner and Associates. Mr. Enger explained that the Small Cities Grant is being pursued by the Town of Brookfield for the purpose of re-constructing the sewer lines within the complex. Mr. Enger noted that once the line is under construction and built, ownership of the system would be transferred to the WPCA. Mr. Enger clarified that the Brookfield Housing Authority would be using the grant, which would be for approximately \$336,000.

**5. Accountant Report**

- a. October Financials – S. Welwood reported the October Financials.
- b. Proposed Assessment Billing Date Changes – S. Welwood stated that she and Mary Ongaro have finalized the timing of the June 1, 2015 Assessment billings: they will be meeting with QDS on January 26<sup>th</sup> to discuss the necessary changes, and all the numbers will be ready from QDS by February 13, 2015. S. Welwood and M. Ongaro will then have the final numbers ready to give to Atty. Sienkiewicz and K. McPadden by February 27, 2015, and the Public Hearing will be held April 22, 2015. Following the Public Hearing, the final update will be given to QDS by May 1, 2015 for the June 1 billing.
- c. Other Financial Matters: BAN – Chairman Malwitz stated that the WPCA will pay down some excess funds on Del Mar and Sandy Lane BANs (Bond Anticipation Notices).

**6. Inspector's Activity Report: D. Will presented the Inspector's Activity Report:**

- o Grease/Grit Separator Inspection: No inspections completed this month.
- o There has been no activity on the claim for the Stony Hill Road power outage incident.
- o Construction Activity: Advanced Construction is working on the Dakota Partners construction project at Laurel Hill Road. D. Will stated that he had left for a day, and when he returned the gas lines were being installed over the sewer line, resulting in a break in the sewer line. The whole section, manhole to manhole, had to be opened, dug up and replaced. The job needs constant monitoring until complete. T.E. Lopez asked if the contractors are familiar with the WPCA's Rules and Regulations, and D. Will replied that the contractors had met with the WPCA about the regulations.
- o M&O Construction is the contractor for Barnbeck Place, and a site meeting to discuss installation has been requested for next week.
- o Federal Road and Del Mar Drive have both been paved.
- o D. Will stated that he has been filling in as needed for the High Meadow Project.
- o Surveys: D. Will stated that there were very few surveys done this month, but he did complete the survey for Chick-fil-A.
- o Field Service: Andy Sincali was here and made some repairs.
  - a. Sandy Lane Easement Update: D. Will stated that he has had some discussion regarding this matter with a Sandy Lane Condo Board member, but not much progress has yet been made. He has received the documents from Atty. Sienkiewicz.

7. **Maintenance Manager's Report:** R. Prinz presented a verbal report:

The High Meadow Project has had some cost savings for the change of the line and minimizing the amount of laterals that will be installed. R. Prinz stated that some 6" trunk lines will be put out from the main sewer line to shorten up on the runs, which will allow for a cleaner installation without multiple pipes in the ground. R. Prinz stated that he has spoken with the contractor, and has suggested that some exploratory work be done on the rock area at Ledgewood.

- o Pump Station: R. Prinz has done a plan for the Wetlands Enforcement Officer to re-build the stream and the low head dam to make a little retention pond to settle the sediment out.

R. Prinz stated that a meeting was held with the contractor today at 4:00 PM. R. Prinz stated that some of the prices of the changes have been received.

Atty. Sienkiewicz stated that Newbury Crossing now would prefer the WPCA to do the paving. R. Prinz stated that the roads in High Meadow were originally paved with 2" of asphalt and the contract is calling for 4" to repair the roads after construction. R. Prinz stated that putting a 4" patch in the middle of a 2" road will not work well. R. Prinz stated that the WPCA will work with the association to determine what needs to be done for the paving. The bid items noted that the pavement is done by the square yard.

8. **Engineer Comments/Project Update**

- a. High Meadow Project Update – W. Charles Utschig stated that the pump station is expected to be up and running in approximately ten weeks, which would be by the end of January. W. Charles Utschig explained that Earthmovers has now been able to pull the road-opening permit with the Public Works Department. Chairman Malwitz asked if the units will start to be connected. W. Charles Utschig stated that a strategy would need to be done for the sequence of connections of the units. Chairman Malwitz asked about the responsibility of blasting, and W. Charles Utschig replied that if blasting were to be done, the blasting would be the contractor's responsibility. Atty. Sienkiewicz stated that the WPCA still needs maintenance agreements for all three associations for the on-site sewers. W. Charles Utschig replied that Atty. Sienkiewicz should contact the homeowners' associations regarding these easement requests.
- b. Route 7 Overpass Bid Review – W. Charles Utschig stated that the intent is to rebuild the air release valve. W. Charles Utschig explained that the work to be done is to enter the existing manhole and put in some valving and cleanout for the force main which is out of service, clean it, and switch the flows over, to allow the company a point of entry. W. Charles Utschig stated that R. Prinz would need to hire someone to do the pipe prep work in anticipation of the testing. W. Charles Utschig stated that the air release valve pit will be part of the current 777 Federal Road drawings. W. Charles Utschig stated that the sketch of the valving can be done next week, and R. Prinz mentioned that he can approach contractors for more bid proposals next week.
- c. Generator Design Package RFP status – W. Charles Utschig stated that one bid was received (Kovacs Construction) for both the generator project and the Commerce Road Pump Station upgrade project, and it is anticipated that there will be one or two additional bids by December 1. K. McPadden stated that the Kovacs Construction bid packages have not yet been opened. D. Will has also spoken with M&O Construction about the bid, and he was told that a proposal will be sent by December 1<sup>st</sup>. W. Charles Utschig will reach out to Kovacs Construction to let them know the status of the bids.
- d. Commerce Road Pump Station Upgrade RFP status – See 8.c. for status.
- e. GIS System Modeling – W. Charles Utschig showed a map to the Commission about what Langan has completed thus far for the modeling system. He explained features of the map, which are based on layers of GIS data. The Commission reviewed the maps. W. Charles Utschig stated that the model only runs when it sees a complete system. W. Charles Utschig stated that Langan had done the best it could to do a model to create a flow characteristic for the system. W. Charles Utschig stated that the information has been created, and now must be verified. R. Prinz stated that when the original engineer had designed the system, the pump stations were designed for lesser flows back then and not the flows for today. W. Charles Utschig stated that due to the nature of the system and the potential that he sees, new pump

stations will most likely need to be built. W. Charles Utschig stated that someone with a GPS device should walk and verify the entire system. There are more than 800 manholes in the system. W. Charles Utschig stated that other than watching on a monthly basis on what is coming in with applications, the WPCA may want to update the information annually or every six months. There may be a bit of ongoing work needed. W. Charles Utschig stated that there are ways to make this project more economical. Chairman Malwitz stated that the data should certainly be verified before the end of June 2015. W. Charles Utschig replied that he can put together a budget to prioritize the items that are most useful for this project.

- f. Three Pump Station Upgrades: North, 777 Federal Road, Railroad – *This item was discussed earlier in the meeting.*
- g. Clean Water Funds Application – Chairman Malwitz mentioned that the Commission will need to discuss an application for the 2015 year to sewer the Candlewood Shores area. W. Charles Utschig stated that Langan has been working on a proposal, and has put together a very strong case for the project.
- h. Other Engineering Matters – W. Charles Utschig stated that the Authority has a significant rain flow infiltration in certain areas where the flow increases are measurable, and the Commission should think about an infiltration study in certain areas. Chairman Malwitz asked for W. Charles Utschig to compile a budget for an infiltration study.

## 9. Legal Matters

- a. Berkshire North Agreement – *This item was discussed earlier in the meeting.*
- b. 57 Laurel Hill Road PMA – Atty. Sienkiewicz stated that he is waiting for cost figures from the property owner.
- c. Danbury InterLocal Agreement – Atty. Sienkiewicz attended a meeting with the ad hoc committee, and a presentation was made by the Utilities Supervisor of Danbury. A motion had been made to forward the agreement with a positive recommendation from this Committee.
- d. Other Legal Matters – Resolutions – Atty. Sienkiewicz stated that he has been working on drafting the resolutions for the change in billing cycle as well as the assessment rate lowering for the Federal Road North district and the 3-Condo district.

## 10. Other WPCA Business

- a. Candlewood Lake Authority Proposal – Chairman Malwitz stated that the Candlewood Lake Authority has asked if the WPCA would sponsor more flyover satellite data. They would like to look at phosphorous levels during the winter draw down and also take a look without foliage on the trees. P. Kurtz asked if the surrounding towns had been approached regarding this project and Chairman Malwitz responded that he did not know. Chairman Malwitz stated that this type of information could possibly be used for a future grant application. Chairman Malwitz stated that the WPCA had previously sponsored two satellite pictures of the lake. **T.E. Lopez made a motion to make this commitment [of \$2,000 for a satellite image of Candlewood Lake during the winter months]. L. Trojanowski-Marconi seconded the motion, and it carried, with T.E. Lopez, L. Trojanowski-Marconi, and Chairman Malwitz voting. P. Kurtz recused himself for this vote.**
- b. Flood Insurance Update: K. McPadden stated that the WPCA had paid CCA to submit elevation certificates for the pump stations at 2 Sand Cut Road, 777 Federal Road, and 64 Federal Road. 64 Federal Road is considered a hazardous flood zone, and if something was to be destroyed at the building, the deductible would be \$5,000 with flood insurance. K. McPadden reviewed the proposal for CIRMA flood insurance quote, and the commission decided that it was not fiscally prudent to have flood insurance at the Caldor Pump Station. Chairman Malwitz signed the Flood Insurance Waiver of Agent's Responsibility on behalf of the WPCA and K. McPadden will submit it to CIRMA.
- c. Other WPCA Business –
  - o Letter to Districts: Chairman Malwitz stated that a letter will be sent to each of the sewer districts regarding the billing, to let them know that the benefit assessment billing will be delayed. Atty. Sienkiewicz clarified that the WPCA will not charge interest for six months.

- Christmas Party: Chairman Malwitz invited the Commissioners to the Christmas Party. K. McPadden had distributed invitations earlier during the meeting.

**11. Vouchers: L. Trojanowski-Marconi made a motion to approve the payment of the BAN pay down of \$75,000 plus whatever calculated interest is due. T.E. Lopez seconded the motion, and it carried unanimously.**

**L. Trojanowski-Marconi made a motion to accept the vouchers as presented, which includes a \$30,096.00 Del Mar paving amount to the Town of Brookfield and \$105,719.14 to Earthmovers for the High Meadow Project. T.E. Lopez seconded the motion, and it carried unanimously.**

**12. Adjournment: T.E. Lopez made a motion to adjourn, at 9:25 PM. L. Trojanowski-Marconi seconded the motion, and it carried unanimously.**

\*\*\* Next meeting scheduled for January 21, 2015 \*\*\*