

BROOKFIELD WATER POLLUTION CONTROL AUTHORITY

Wednesday, January 21, 2015 Room 133 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, Commission Attorney
W. Charles Utschig, Commission Engineer
S. Welwood, Commission Accountant
M. Ongaro, WPCA Collector
K. McPadden, Executive Administrator

K. McPadden prepared the motions of this meeting, and E. Cole Prescott prepared the draft minutes from the recording of this meeting.

2. **Approval of Minutes** – 11/19/14 – **T.E. Lopez made a motion to approve the minutes of the 11/19/14 regular meeting. L. Trojanowski-Marconi seconded the motion, and it carried unanimously;** 12/11/14 Special Meeting – **T.E. Lopez made a motion to approve the minutes of the 12/11/14 Special Meeting. P. Kurtz seconded the motion, and it carried unanimously;** 1/9/15 Special Meeting - **T.E. Lopez made a motion to approve the minutes of the 1/9/15 Special Meeting. I. Agard seconded the motion, and it carried unanimously.**

3. **Correspondence**

- a. Letter from S. Sullivan, CCA to N. Malwitz dated 12/8/14, Re: 48 Old Grays Bridge Road – Chairman Malwitz noted this letter, requesting extension of the current approval. **A motion to extend the connection permit for 48 Old Grays Bridge Road to February [25], 2017 was made by T.E. Lopez, seconded by I. Agard and passed unanimously.**
- b. Letter from S. Sullivan, CCA to N. Malwitz dated 12/8/14, Re: 58 Old Grays Bridge Road – Chairman Malwitz noted this letter, requesting extension of the current approval. **A motion to extend the connection permit for 58 Old Grays Bridge Road to February [25], 2017 was made by T.E. Lopez, seconded by I. Agard and passed unanimously.**
- c. Letter from Steve Dwyer, President, High Meadow Tax District to N. Malwitz dated 12/29/14 – Chairman Malwitz stated that there had been a previous discussion about a pump station. Atty. Sienkiewicz stated that when the sewer easement was signed, there were some questions, and the inverts in the manholes need to be repaired or brought to the WPCA standards. Atty. Sienkiewicz noted that he believes the letter is to request bringing all of the inverts in all of the manholes to the WPCA standards. Upon inquiry from Chairman Malwitz, Atty. Sienkiewicz replied that he does not believe that this is within the WPCA's current project on the site. R. Prinz stated that the inverts in the two manholes for which the WPCA is hooking into are not according to the WPCA standards. R. Prinz suggested that as part of the project, the WPCA could inspect the other inverts and inform the association of the inverts which need to be repaired. W. Charles Utschig stated that when the first assessment was done, not all of the manholes had been inspected, and this was not identified as an issue during the field work. W. Charles Utschig noted that this is a field condition which R. Prinz has observed, and may indicate that when the system was built, it may not have been built according to the way it was approved. This is the overall responsibility of the association to repair and change. There are approximately ten manholes that need to be inspected. T.E. Lopez noted that there had been some cost savings during the process of this project, and the association would like to know if some of the money for the cost savings could be used for these repairs to the inverts. R. Prinz stated that the inverts are outside of the contractor's scope of work, and he is unsure of the price to repair these inverts. The consensus action is that Roger will ask the contractor to inspect the inverts and report back to the WPCA and association with a price of the repairs.

4. **New Business** - None

5. Old Business

- a. 398-414 Federal Road Barnbeck Place: Building & Plumbing - *Steve Sullivan of CCA Engineers and Dan Bertram of BRT Barnbeck were present.* Mr. Sullivan stated that the consulting engineer for the original approval had requested that one sewer line be constructed for each floor of the building. Mr. Bertram stated that the barn is a community amenity. Mr. Sullivan stated that the lines create points of conflicts and maze of pipes. On this type of design, there would typically be one line for the garage connected to the oil water separator, and another line to serve the other three floors. Chairman Malwitz clarified that the building is for apartments, and one use bill would be sent to the entire complex twice a year. Mr. Bertram explained that the buildings are more horizontally oriented. Most of the horizontal movement occurs in the garage, and the current configuration would be a maze, and the mechanical, electrical and plumbing engineer has noted concerns about the currently approved plan for the sewer connection. Chairman Malwitz suggested that the applicant submit a proposed design for the change to the originally approved plan. Mr. Utschig also noted that an individual sewer line for each floor is not common, and a common service line for the three floors would be more common. Atty. Sienkiewicz stated that there have been three versions of the agreement done, and the most current agreement provides that the superintendent may provide field changes, and suggested that the change be properly documented as a field change. Mr. Bertram stated that Mr. Sullivan will submit the proposed design to Mr. Utschig for his review and the Commission's review at the next meeting. K. McPadden reviewed the benefit assessment information as well as the payment options.
- b. 401 Federal Road: CL&P Easement - *Steve Sullivan of CCA Engineers and Dan Bertram of BRT Barnbeck were present.* Atty. Sienkiewicz stated that he had received a phone call from Mr. Sullivan regarding this easement. Atty. Sienkiewicz summarized the request: the WPCA has a sewer easement across the frontage of the corn field, and the request is to add a CL&P guy wire in the WPCA easement. Mr. Sullivan presented a sketch of the proposal. Steiner will be granting the easement subject to the WPCA easement. **A motion was made by L. Trojanowski-Marconi stating that the WPCA does not object to the granting by the owners of 401 Federal Road of a utility easement to CL&P for overhead utility lines and for the installation for an anchoring guy wire within the sewer easement, as shown on the drawing submitted entitled "Proposed CL&P Easement, 401 Federal Road, Brookfield, Connecticut, 1-16-15, 1" = 100' by CCA, LLC". The motion was seconded by T.E. Lopes and passed unanimously.**

6. Informal Discussion

- a. 53 Commerce Road - *Steve Sullivan of CCA Engineers was present.* Mr. Sullivan stated that this property had never been part of the assessment when the Commerce Road system had been built. The two percent (2%) capital cost recovery connection charge would be assessed since this property is in the Southwest area. This property is on the Sewer Map as a "future anticipated" property and Mr. Sullivan stated that the use would be an industrial warehouse building. Atty. Sienkiewicz stated that the applicant would be required to submit an application for connection. At the request of Atty. Sienkiewicz, K. McPadden will research to determine if the Commerce Road subdivision was part of the Joint Venture Agreement.

7. Accountant Report

- a. December Financials – S. Welwood reported the financial results.
- b. Danbury Fee Discussion – S. Welwood stated that .0029 per gallon was the calculation used for last year's bill, and the adjustment has been appropriately made in the December results. S. Welwood mentioned the historical data provided, and she stated that there is nothing more the WPCA can do to determine this number which Danbury will charge. She suggested that the WPCA instead of the current .0025 per gallon, use .0026 per gallon to estimate this expense, which would be a \$5,000 additional increase. S. Welwood stated that the trend analysis is trending toward .0027 per gallon. S. Welwood stated that what happens is that the WPCA is billed incorrectly by Danbury on a running basis. S. Welwood recommended that the WPCA use the .0026 number for both the bill and the next budget year proposal. Chairman Malwitz

suggested using .0027 per gallon for the budget preparation, and to use .0026 per gallon for the current year, and the Commission agreed.

- c. Proposed Assessment Billing Timeline Review – S. Welwood explained that she and M. Ongaro will be working on this matter in conjunction with QDS. The date to have everything ready is March 1st. All assessment billings will be done by June 1st.
- d. Other Financial Matters: Three Condo Delinquent Computation – Chairman Malwitz explained that when the Three Condo assessments were converted to amortized calculations last year, no delinquent accounts were converted. There are now eleven delinquent units remaining, which fees are calculated by hand. Chairman Malwitz suggested that these properties become their own Plan Code. Atty. Sienkiewicz will review the matter in consultation with S. Welwood.

8. Inspector's Activity Report: D. Will presented the Inspector's Activity Report:

- a. Sandy Lane Easement Update – The President of the Association has been in Florida, but he will be back the first week of February, and a meeting has been scheduled for the first week he is back.
 - 57 Laurel Hill Road – The property has been cleared only; no construction as of yet. D. Will mentioned that Kenosia Development owns the property.

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

- High Meadow: R. Prinz presented a copy of the phasing plan, and indicated which phases have been done. R. Prinz mentioned that the project is now in phase four. The valving has been done, and the bases for the pumps are set. Rehab on the road to the contract limits will be done at Newbury Crossing, when ready.
- Rollingwood – Easements still need to be acquired.
- Laurel Hill North (101,103, 105 Laurel Hill Road) – The project is progressing through the Land Use Office.
- Brooks Quarry Sewer – R. Prinz mentioned that grant money is being applied for.
- Federal Road Sewer Improvements – There was a meeting last week between R. Prinz and Mr. Utschig. The bridge work over the highway was originally to be completed in the proposal. Investigation has been done and it was discovered that there is large rock inside of the pipe. R. Prinz stated that an air release has been installed. R. Prinz stated that a section will be cut to remove the rock or the pipe, and this section is not in the traveled portion of the road.
- Generator Design Package RFP Status & Commerce Road Pump Station Upgrade RFP – Chairman Malwitz noted that the price for each project is under \$100,000. Necessary contractor bonding was also discussed, as a performance bond and a payment bond. These projects had been bid as two different contracts. Three bids were received for each project, and the bids had been reviewed. *See motion in item 10c, Generator Design Package RFP Status & item 10d, Commerce Road Pump Station Upgrade RFP Status.*
- Water Pollution Control Facilities Plan – Mr. Prinz suggested that if the WPCA is going to apply for Clean Water money, that they prepare a facilities plan first. This plan should indicate the sewer needs of the Town. Mr. Utschig stated that if the WPCA intends to serve the whole Town, the plan should be for the entire Town. Mr. Utschig stated that Langan will be sure of the required contents of the plan, and will draft an outline and proposal for the Commission's review at the next regular meeting.

10. Engineer Comments/Project Update

- a. High Meadow/Ledgewood/Newbury Crossing Project – Mr. Utschig stated that R. Prinz has been quick to identify places where the design is not compromised, but money is saved. The final panel design drawing was due this week and C. Utschig stated that the monitoring will also be part of this panel. There will be a master enclosure which opens on both sides and houses everything in a single enclosure.
- b. Route 7 Overpass Update – *This item was discussed during the Maintenance Manager's Report.*
- c. Generator Design Package RFP status - **A motion was made by L. Trojanowski-Marconi to award Contract #2014-02 for the improvements to the Caldor Pump Station to Longo & Associates in the amount of \$73,000.82, including a generator (\$36,080) and transfer**

- switch (\$23,210), and to authorize the expenditure of \$4,867.00 to Yankee Gas for natural gas service and the meter at the Caldor Pump Station. The motion was seconded by T.E. Lopez and passed unanimously.
- d. Commerce Road Pump Station Upgrade RFP status – **A motion was made by L. Trojanowski-Marconi to award Contract #2014-03 for the improvements to the Commerce Road Pump Station to Longo & Associates for the sum of \$53,076.90. The motion was seconded by I. Agard and passed unanimously.**
- e. GIS System Modeling – Mr. Utschig stated that Langan has compiled a list of missing information, as well as a list of verified information. The information which Scott Sharlow had put into the database had come from many different types of plans, not only as-builts. Langan is proposing that an intern be hired for the duration of the summer to verify information and input information into the database. Langan will submit a budget number and will supply the information regarding the application process of hiring of an intern through the Langan website.
- f. Three Pump Station Upgrades: North, 777 Federal Road, Railroad – The Railroad Pump Station is the current focus because of the High Meadow project, and Langan has been working on this matter.
- g. Clean Water Funds Application – Mr. Utschig stated that Langan has submitted a draft proposal for this application. In a week or so, the application may be filed for grant money for the planning phase of the study. The next step is to apply for a grant for the construction money. Chairman Malwitz mentioned that Candlewood Lake is the largest lake in Connecticut. **A motion was made by L. Trojanowski-Marconi to authorize the Chairman to file the application for a Clean Water Fund Planning Grant on behalf of the Brookfield WPCA, and to execute the agreement (to explore the running of sewers to the Candlewood Shores area on Candlewood Lake). The motion was seconded by I. Agard, with P. Kurtz abstaining, passing 4-0-1.**
- h. Other Engineering Matters –
- Infiltration into the System – Mr. Utschig stated that there are areas from which the line is receiving infiltration from other sources. Mr. Utschig mentioned that the WPCA could benefit from a study of this matter. Chairman Malwitz explained that there is infiltration into the system during rain storms, and the WPCA pays Danbury per gallon of sewer through the line. Repair of the connections may not always be easy, and there may be a certain level of public involvement to repair some of this infiltration issue. Atty. Sienkiewicz asked if this study should be tied to a particular area or the whole line. R. Prinz mentioned the importance of this study to the north quadrant.
 - Brooks Quarry – Chairman Malwitz stated that a Small Cities Grant application is due in Hartford, and by the next meeting, there will be a bid-ready package prepared by Langan for submission of this application.

11. Legal Matters

- a. 57 Laurel Hill Road PMA – There has been no current activity on this project.
- b. Danbury InterLocal Agreement – This agreement has been executed between Danbury and Brookfield, and the agreement was to extend the current agreement back-dated from 2012 for a period of twenty years.
- c. Other Legal Matters –
- Berkshire North: The agreement has been signed, and this matter is complete.

12. Other WPCA Business

- a. Amendment of Deferred Assessment Policy – K. McPadden stated that due to the change in assessment billing date, the deferred assessment policy needed to be changed. The draft was forwarded to and reviewed by the commission. No motion necessary.
- b. Election of Officers –
Chairman - L. Trojanowski-Marconi nominated N. Malwitz, I. Agard seconded, T.E. Lopez moved for nominations to be closed and a unanimous vote be cast for Nelson Malwitz, I. Agard seconded. Passed unanimously.

Vice Chairman - T.E. Lopez nominated L. Trojanowski-Marconi, I. Agard seconded, P. Kurtz moved for nominations to be closed and a unanimous vote be cast for Louise Trojanowski-Marconi, T.E. Lopez seconded. Passed unanimously. The following positions are then elected: Nelson Malwitz is Chairman and Louise Trojanowski-Marconi is Vice Chairman.

c. Other WPCA Business

13. Vouchers - L. Trojanowski-Marconi made a motion to accept the vouchers as presented, omitting Langan Invoice #LCT 0051098 for \$9,183.00. T.E. Lopez seconded the motion, and it carried unanimously.

14. Executive Session – To review personnel matters - A motion was made by I. Agard to enter into Executive Session with only the Commission members present, for the purpose of discussing personnel matters. The motion was seconded by T.E. Lopez and passed unanimously.

A motion was made by T. Lopez to come out of Executive Session, noting that no motions were made during Executive Session. The motion was seconded by I. Agard and passed unanimously.

15. Adjournment - T.E. Lopez made a motion to adjourn at 10:39 PM. L. Trojanowski-Marconi seconded the motion, and it carried unanimously.

*** Next meeting scheduled for February 25, 2015 ***