

BROOKFIELD WATER POLLUTION CONTROL AUTHORITY

Wednesday, July 29, 2015 Room 133 7:00 p.m.

SPECIAL MEETING APPROVED MINUTES

1. **Convene Meeting:** Chair Malwitz convened the meeting at 7:00 PM.

<u>WPCA</u>	<u>Others</u>
N. Malwitz, Chairman	R. Prinz, Maintenance Manager
L. Trojanowski-Marconi, Vice Chair	D. Will, Inspector
T.E. Lopez	E. Kingsbury, Langan (Engineering)
I. Agard	J. Sienkiewicz, Attorney
M. Brown, Alternate	K. McPadden, Executive Administrator
P. Kurtz, Alternate	E. Cole Prescott, Recording Secretary

 2. **Approval of Minutes** – 6/24/15 – **Vice Chair Trojanowski-Marconi made a motion to approve the minutes as presented, with noted corrections.** Toward the bottom of page one, BAN (Bond Anticipation Notice), should be BAN (Bond Anticipation Note). On page 3, item 7, the first sentence should indicate, “D. Will presented the Inspector’s Activity Report”. On page four, the first sentence after item 8 should indicate, “R Prinz presented the Maintenance Manager’s Report”. **T.E. Lopez seconded the motion, and it carried unanimously.**

 3. **Correspondence**
 - a. Letter from S. Welwood dated 7/20/15 – S. Welwood’s resignation letter was noted. Chairman Malwitz read the letter received from S. Welwood, indicating her resignation from the WPCA.

 4. **Old Business**
 - a. 101-103-105 Laurel Hill Road – Request for Sewer Extension, Request for Community System Approval – K. McPadden noted that she had spoken with John McCoy of JFM Engineering, who is the engineer for this project, regarding the status of the application. John McCoy has submitted an email dated earlier today to request 65-day extensions of both applications, which K. McPadden read for the record. **Vice Chair Trojanowski-Marconi made a motion to grant a 65-day extension of the applications [101-103-105 Laurel Hill Road, Request for Sewer Extension & Request for Community Sewer System Approval]. P. Kurtz seconded the motion, and it carried unanimously.**
- Atty. Sienkiewicz entered the meeting room at 7:10 PM.*
5. **New Business:** There was no new business at this meeting.

 6. **Accountant Report (No June financials)**
 - a. Other Financial Matters – Chairman Malwitz briefly discussed S. Welwood’s resignation with the members of the Authority. He stated that S. Welwood will continue her work through the 14/15 fiscal year audit, and will aid with orienting a new accountant to the position. Chairman Malwitz mentioned that the WPCA could search for a new accounting firm, but he also mentioned that perhaps the Authority would prefer to review another option of hiring someone to be in a director role for the WPCA, with half of the position’s work dedicated to WPCA accounting, and the other half toward fulfilling some of the roles which the Chairman is currently performing. Another option he mentioned is the possibility of hiring an accountant or accounting firm, and a part-time WPCA Director. The Authority reviewed the number of billable hours submitted by S. Welwood throughout the past three months. P. Kurtz mentioned that the WPCA should send out Request for Proposals to find a new accounting firm. Atty. Sienkiewicz noted that this process had been done when the WPCA was searching for an accountant four years ago, when S. Welwood had been chosen as the WPCA’s accountant. P. Kurtz asked that S. Welwood is asked to review the previously used Request for Proposal, and offer the WPCA suggestions for edits to the RFP documents.

 7. **Inspector’s Activity Report:** D. Will presented the Inspector’s Activity Report.
 - Grease/Grit Separator Inspection: There were twenty grease trap inspections completed this month. There was one grit separator inspection.

- “Brown-Out” Incident: D. Will reported that Edith from Eversource has informed D. Will that CL&P is now looking to make an offer regarding the WPCA “brown-out” incident.
- YMCA Swim Meets: D. Will stated that not more than an average of 500 people attend the swim meets throughout the course of an entire day. For example, on 5/30, there were 574 people for the entire day with port-a-potties on sites. K. McPadden stated that it was brought up in the Zoning Commission minutes that 1500 people are attending swim meets at the Y.
- Part-time WPCA Position – D. Will reported on the performance of this position; he noted that he will have a further report at the next meeting.
- Construction Activity – Longo and Associates is approximately ninety percent complete with both projects. Commerce Drive is primarily complete with some “punch list” items. Kohl’s is primarily complete with the Genset in place and mainly wired. The WPCA is awaiting the gas meter from Eversource to finish and run the Genset.
- 174 Federal Road: Moe’s Southwest Grill is now open for business. There are rumors of a large coffee house to be located in the unit to the left of the unit occupied by Moe’s.
- 40-64 Laurel Hill Road: Building three is connected and running, and the WPCA is awaiting completion of buildings one and two. There are 24 units per building, and there are currently tenants in building three.
- Barnbeck (398 Federal Road): There has been no work on this property this month relative to sewer.
- Kenosia Construction (57 Laurel Hill Road): One manhole has been installed, and construction stopped, waiting for the completion of other utilities.
- Oak Meadows (540 Federal Road): Sewer installation on phase three is to be done. Late August, early September is the general target deadline, as foundations are to be complete before sewer installation.
- High Meadow Project: D. Will reported that he continues to fill-in as needed on the High Meadow Project.
- Surveys: Five surveys have been completed this month, and the survey schedule is current.
- 4 Sand Cut Road – The construction has been started, the manholes complete, and the work is almost done. This project should be complete by next week.
- Field Service: Sandy Lane Easement – D. Will reported that he has met with Community Association Manager Travis Hyatt from Scalzo Property Management and also with the Sandy Lane Board, last Monday night. D. Will showed the Board the proposed plan and reviewed basic construction procedures for the WPCA; after a lengthy discussion, the Board has agreed to allow the WPCA to move forward with negotiations for the easement for Rollingwood. D. Will reported that the Sandy Lane Board will be contacting Atty. Sienkiewicz. D. Will mentioned that the Board is now looking to discuss the easement dollar amount with Atty. Sienkiewicz. R. Prinz also mentioned that if the easement is granted, some sort of spruce tree plantings (within reason) should be done. Atty. Sienkiewicz mentioned that he will follow up on this matter with the appropriate representative. D. Will noted the damage which had been done to some of the trees in Sandy Lane Village.
- Smoke Test: T.E. Lopez asked D. Will about the smoke test, to which D. Will replied that the vent at the Mobil Station must be replaced.
- 70 Stony Hill Road: D. Will stated that the property has been connected to sewer, based on his inspection at the property. *Please refer to agenda item 10.a., Other Legal Matters, for further discussion of this item.*

8. Maintenance Manager’s Report: R. Prinz presented the Maintenance Manager’s Report.

- Rollingwood: 20,000 square feet of permanent easement is in negotiation process. He stated that due to maintenance issues, the white pines currently on site should be replaced.
- Laurel Hill North (101-103-105 Laurel): There is no new information regarding this project at this time.
- Brooks Quarry: Chairman Malwitz stated that according to the State, the application has been approved, but the check has not yet been cut. Brookfield Housing Authority would be paid the check, but if other commercial properties were to be added to the line, those properties would be assessed a benefit assessment. *This item was discussed further during discussion of agenda item 9.b.*

- High Meadow Sewer Extension: All units are discharging to the WPCA with the exception of 4-6 Arbor Drive and 14-16 Douglas Drive (pump station has been installed and is operational). R. Prinz stated that he has met with the contractor and the surveyors regarding Arbor Drive. The work will be more cost effective if done as a gravity line. The additional cost is approximately \$30,000. Manhole replacements have been completed at Newbury Village, which cost was \$58,000.
- Outstanding issues with High Meadow Project: R. Prinz noted that a payment voucher is on the voucher list for consideration of approval by the WPCA. R. Prinz noted that he had mentioned \$59,000 as an amount for the paving to the contractor. Issues to be completed include temporary paving and “punch list” to be generated by COM. The contractor was to begin today, but was not on site today. The residents have been very patient. R. Prinz stated that he would prefer that some money be held back for completion of the paving. R. Prinz clarified that some temporary paving has been done on site. R. Prinz reported that \$648,000 is currently being held for the project from the total project cost. To date, the contractor has been paid approximately \$1.2 million. *Please refer to agenda item 12.*
- Commerce Road Pump Station: This project is approximately 95% complete. Minor items are still to be completed. Eastern Mechanical Services had to be paid to reconfigure the valves, and this matter has since been fixed. R. Prinz stated that he believes the valve was transposed on the engineered drawing.
- Caldor Station Generator Replacement: R. Prinz reported that this generator replacement is ninety percent complete, and the WPCA is awaiting the gas meter to power up the generator.
- Federal Road Sewer Improvements: *This item was discussed during agenda item 9, Engineering Comments/Project Updates.*
- Railroad Station: *This item was discussed during agenda item 9, Engineering Comments/Project Updates.*
- GIS: All WPCA structures have been located and updated on the GIS; private pump stations have also been located and entered. R. Prinz reported that the WPCA and Langan are now working on adapting all private sewer system grease traps to the database. I. Agard asked if there is some process in place to consistently update the information. Langan owns the server, and their information is then sent to New England Geo, which company owns and maintains the layer for the Town’s GIS system. R. Prinz reported that the WPCA tablets are enabled to update the information. R. Prinz stated that Joe, a summer intern from Langan, has taken pictures, depths, and has identified some field issues for the WPCA. R. Prinz stated that the WPCA is coming to the end of the funding for this project. The project has been budgeted for approximately \$15,000. The Authority commented on Joe’s positive work ethic. Chairman Malwitz expressed the importance of completing this GIS work.
- Monitoring System: R. Prinz mentioned that there have been many issues with the monitoring system. Startup at HME has been completed. Commerce Drive equipment installed. Working on 777 Federal Road issue of wiring fault alarms. Railroad station board replaced. Identified a broken head pipe at the North pump station. There is also an issue at the Cedarbrook station.
- Inactive Projects: No action required.
- Water Pollution Control Facilities Plan: Langan has been instructed to proceed with cost estimate, plan forward and facilitating grants.
- Communications meetings continue to be held on the first and third Mondays of each month.
- T.E. Lopez stated that there was a walk-around and detail needs to be completed in the High Meadow Area. Dirt had been installed in one area without seed. T.E. Lopez stated that he is waiting for this project to progress. High Meadow would like to sit down, clarify everything to move forward.

9. Engineer Comments/Project Update

- a. High Meadow/Ledgewood/Newbury Crossing Project Update – E. Kingsbury reported on outstanding issues with the project. T.E. Lopez mentioned clogged drains at High Meadow, and R. Prinz stated that he has relayed the message to the homeowners’ association that some of the drains will be repaired. R. Prinz reported that when the WPCA entered the site to start the project, the current drains had not been cleaned in twenty years, so many of the current issues with the drains are pre-existing. R. Prinz reported that the silt bags have to date been

functioning well. On Eastview, the pipes were rotted, collapsed, full of dirt before the project started, and were not functional when the project had been started. R. Prinz reported that the lights will also be fixed. In the contract, hydro seed is indicated, and R. Prinz stated that he has informed the contractor that eight seeds per square inch are required per the contract, and if the grass does not grow, the contractor will not be paid for the work. R. Prinz stated that he can only observe and report. T.E. Lopez mentioned that the High Meadow Association is waiting until the job is closer to completion to discuss any outstanding matters.

- b. Route 7 Overpass & 777 Federal Road PS Upgrade Update (North and Railroad) – E. Kingsbury reported that he has emailed the contract bid package for these projects to R. Prinz, D. Will, Atty. Sienkiewicz, and he mentioned that a hard copy has been delivered to K. McPadden in the WPCA Office. The project will be put out to bid when K. McPadden is back from vacation. K. McPadden stated that she has spoken with W. Charles Utschig, who will send her the legal notice for the newspaper, and she will follow with W. Charles Utschig about any other necessary matters regarding the process. E. Kingsbury stated that he will email the estimates for the projects to the Commissioners tomorrow. R. Prinz asked E. Kingsbury to discuss the bid procedure. E. Kingsbury explained that the four contracts will be proposed, and the WPCA has the option to choose four contractors or one contractor for all four contracts. The WPCA may award each contract separately to each individual bidder, or may award all of the four contracts to one bidder, or award two of the contracts to one bidder and two to two other bidders, etc. R. Prinz stated that this type of contract award gives the WPCA some flexibility. Some of the work may be subcontracted, as long as the subcontracting is acceptable to both the owner and the contractor. Bidders are not required to bid on all four contracts. E. Kingsbury stated that he will be sending more hard copies of the bid information to the WPCA.
- c. GIS System Modeling – *This item was discussed during the Maintenance Manager’s Report.*
- d. Pump Station Upgrades: North and Railroad – *This item was discussed above, in conjunction with item 9.b.*
- e. Clean Water Funds Application – E. Kingsbury reported that Langan will be compiling the Clean Water Funds Application.
- f. Brooks Quarry Update – E. Kingsbury reported that once the State cuts the check, the final bid package will be completed, most likely within two weeks of said approval by the State. Chairman Malwitz stated that the WPCA will also be considering the addition of two commercial buildings to the line in the area, and he mentioned that a grinder may be necessary. K. McPadden will follow up with the two owners of the commercial buildings. It was mentioned that the two commercial buildings will be assessed a Benefit Assessment, if connected to the line.
- g. Water Pollution Facilities Plan Update – E. Kingsbury reported that the draft plan should be ready for review at the next regular meeting.
- h. Other Engineering Matters – Infiltration Testing – E. Kingsbury stated that no issue has been found on the line that would warrant four or five times the flow during large rain storm events. Solutions include a vacuum test on certain sewer manholes, installation of flow meters, or a more costly solution of camera installation. The North Station has four times the flow during a rain event. The first step would be to select the next test to complete. Chairman Malwitz asked that a meeting be held for discussion of planning this matter, sometime in September. R. Prinz stated that the monitoring representative has assured him that the in-line flow meter is on the way. R. Prinz stated that he does not think the current meter is accurate.

10. Legal Matters

- a. 70 Stony Hill Rd. Illegal Sewer Connection – 70 Stony Hill has been connected, but the owner had not paid any benefit assessment or use charges. Chair Malwitz stated that this was a failure only line, and was not meant to be for the connection of any single resident. Atty. Sienkiewicz indicated that this is theft from the Authority. Atty. Sienkiewicz stated that the grant for the sewer line had prohibited the connection of single residences. The property is currently rented, and is not owner-occupied. Chairman Malwitz asked if there is a process by which an applicant may apply to the State to connect to this system. A claim should also be made against the estate based on the theft. The grant agreement is in effect for the life of the sewer. R. Prinz estimates

that the line has been connected two years after the original line construction. The Authority reviewed the zoning of the property, which is residential use. The property is now for sale. The previous owner violated the permit, and years ago the previous owner had been told that he was not permitted to connect unless a permit had been filed. Atty. Sienkiewicz stated that even if the owner connected yesterday, there are violations of the WPCA Rules and Regulations. **Vice Chair Trojanowski-Marconi made a motion to authorize Atty. Sienkiewicz to file a claim against the estate for treble damages and to institute a show cause proceeding as to why the property should not be disconnected from the sewer. T.E. Lopez seconded the motion, and it carried unanimously.**

b. Other legal matters –

- Ledgewood Drive Assessment – K. McPadden reported that Denise Hames, the Town Assessor, has lowered the assessment for 6 Ledgewood Drive, which was lowered by \$1,690.00. The lowering of the assessed value will not take place until the 2015 grand list, but the WPCA's resolution for this line was based on the 2014 grand list. **I. Agard made a motion that a credit be given of \$148.72 to the owner of 6 Ledgewood Drive. M. Brown seconded the motion, and it carried unanimously.** Since this assessment bill has not gone out, the total benefit assessment will be lowered.

11. Other WPCA Business

- a. Change Orders – PS#1 Generator, Commerce Rd. PS Upgrade – R. Prinz stated that he has approved the submitted change orders.
- c. Use Charge Study Sub-Committee Update – Chairman Malwitz stated that a meeting had been held with Tighe & Bond, and an extensive analysis of the system and the rates has been done. Approximately 25% of residential customers are on Aquarion, and approximate bedroom counts are now known. There were other assumptions that need to be clarified, and another meeting will be held on the August 25th. The subcommittee should have some type of recommendation for discussion at the September meeting.
- d. Other WPCA Business – There was no other WPCA Business at this time.

12. Vouchers: The Authority reviewed the vouchers, and noted corrections to the payment amounts. **Vice Chair Trojanowski-Marconi made a motion to accept the vouchers as presented, with the exception of [the check payable to] Longo [& Associates for] Commerce Road; [the check] should be changed to the amount of \$34,784.90, and [the check issued to] Earthmovers was signed but said check will be held until signed off by engineering and the Maintenance Manager. T.E. Lopez seconded the motion, and it carried unanimously.**

At this time, there was a brief discussion about a future, potential part-time WPCA Director. Chairman Malwitz mentioned the possibility of the WPCA's creating a part-time position, the purpose of which would work on day-to-day operations and delegations. He noted that this would be a sort of succession plan for the WPCA. The Authority briefly discussed this potential option. I. Agard asked that Chairman Malwitz compile a list of the items for which he handles on a daily basis.

13. Executive Session – Discussion of personnel matters & WPCA Structure – At 9:26 PM, P. Kurtz motioned to enter into executive session for discussion of personnel matters & WPCA Structure. All left the meeting room with the exception of the Commission members of the Authority. Vice Chair Trojanowski-Marconi seconded the motion, and it carried unanimously.

At 9:40 PM, Louise Trojanowski-Marconi made a motion to come out of executive session. It was noted that no motions were made during the executive session. T. Lopez seconded the motion, and it carried unanimously.

14. Adjournment: I. Agard made a motion to adjourn the meeting at 9:40 PM. M. Brown seconded the motion, and it carried unanimously.