

# BROOKFIELD WATER POLLUTION CONTROL AUTHORITY

Wednesday, October 28, 2015 Room 209 7:00 p.m.

## APPROVED MINUTES

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

WPCA

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

Others

R. Prinz, Maintenance Manager  
D. Will, Inspector  
E. Kingsbury, Langan  
W. Charles Utschig, Langan  
J. Sienkiewicz, Attorney  
M. Allred, Bliss Allred (Accountant)  
K. McPadden, Executive Administrator  
M. Ongaro, WPCA Collector  
E. Cole Prescott, Recording Secretary

2. **Approval of Minutes** –

- 09/16/15 Regular Meeting: K. McPadden noted that D. Will was listed as present in the Draft Minutes of 09/16/15, but he was not present. **M. Brown made a motion to approve the minutes [of the 09/16/15 meeting] with the noted change, and I. Agard seconded the motion, which carried unanimously.**
- 08/25/15 & 10/05/15 Special Meetings – **T.E. Lopez made a motion to accept the minutes of the 08/25/15 and 10/05/15 special meetings. I. Agard seconded the motion, and it carried unanimously.**

3. **Correspondence:** None at this meeting.

4. **Old Business**

- a. 101-103 Laurel Hill Road – Request for Sewer Extension & Community System Approval – *No one was present to discuss this application.* Item is tabled until the next meeting.
- b. 355 Federal Road – Existing Building Application to Connect – *D. Virbickas of Artel Engineering, Brookfield, CT, was present to discuss this application on behalf of the applicant.* Mr. Virbickas explained that the plumber had presented a proposed plan at the last WPCA meeting, and Artel Engineering has taken that information and added it to a detailed plan, which shows the location of the sewer line and manholes. It was noted that this proposal is to add a 245-ft. sewer lateral extension. The current proposal is to maintain the existing 1500-gallon septic tank to be used as a grease trap. The upstairs portion of the building is served by a septic system and 2,000 gallon septic tank in the parking lot, which according to the plan, will be crushed and filled. Mr. Utschig stated that Langan had received the proposed plans on Monday, and he suggested that the engineers have some time to return to the next meeting with a recommendation. The Authority discussed the cost of engineering review, which was estimated at \$700, and of inspection review fees, which was estimated at \$3,000. **L. Trojanowski-Marconi made a motion to accept the application and continue the application until the November 18<sup>th</sup> meeting, pending engineering review and receipt of \$3,750 from the client (\$750 for engineering review and \$3,000 for inspection review). T.E. Lopez seconded the motion, and it carried unanimously.**

5. **New Business**

- a. 849 Federal Road – Grease Trap Waiver Request – *S. Sproviero, property owner, was present to discuss this application. Future tenants to occupy the space were also present for the discussion.* Chairman Malwitz briefly reviewed the letter received from the property owner, requesting a waiver of the 1,000-gallon grease trap installation requirement, asking instead for approval of an under-sink (AGR) unit. D. Will stated that for a space that size (Unit F), the under-sink grease trap should be appropriate, but that the unit would need to be consistently cleaned and maintained. S. Sproviero agreed that the unit will be consistently cleaned. S.

Sproviero mentioned to the Authority that the proposed use for the space is a deli, with no dishes. R. Prinz replied that a cut sheet of the AGR unit will need to be submitted for the file.

**L. Trojanowski-Marconi made a motion to waive the 1,000-gallon grease trap requirement for an AGR unit, with the condition that the applicant submits a cut sheet on the proposed unit, as reviewed and approved by the field staff and the engineer for 849 Federal Road, Unit F. T.E. Lopez seconded the motion, and it carried unanimously.**

- b. 70 Stony Hill Road – Application to Disconnect – *Atty. Doug Lewis was present for discussion of this matter, on behalf of the property owner.* The client would prefer to rectify the issue with the WPCA then have the next owner work on remediating the issues. There are tenants at the property, which have been served with a notice to quit by October 30<sup>th</sup>. Once the tenants have moved out, the disconnection would be completed. Atty. Sienkiewicz stated that the WPCA had a claim for past due amounts owed to the Authority. A document will need to be filed on the land records, indicating that \$2,190 will be paid to the WPCA upon sale of the property. The client has inherited the property. Atty. Lewis is asking that the WPCA accept the payment at the time of closing. The money that is collected will not be processed through QDS. Atty. Sienkiewicz stated that the tenants will have to be out before the disconnection can be done, and recommended that a timeline on when the work must be completed must be added to the disconnection approval. **L. Trojanowski-Marconi made a motion to accept the application to disconnect and to approve the application subject to the property owner’s agreement to pay \$2,190 to the sewer authority upon the sale of the property and that agreement being properly documented on the land records, and the disconnection occurs within 90 days, or such other time as counsel may agree. T.E. Lopez seconded the motion, and it carried unanimously.** Atty. Lewis indicated that his client will pay the filing costs. Atty. Sienkiewicz will review the document which is to be filed on the land records. Atty. Sienkiewicz stated that before the disconnection is done, the applicant must call the office and arrange for either D. Will or R. Prinz to be present.
- c. Brooks Quarry Agreement with Brookfield Housing Authority – *Michael Steele of the Brookfield Housing Authority was present for discussion of this matter.* Chairman Malwitz explained the process of the contract and associated work by Langan and the WPCA. He explained that Langan will be doing the engineering work, but the contractor will be paid by Brookfield Housing Authority. When the work is complete, the system will be transferred to the WPCA, which Authority will own and maintain the system. The WPCA will be responsible for inspecting the system throughout the construction process. The Brookfield Housing Authority has been awarded a grant in the amount of \$456,000 for this project. The contract documents have been prepared and are currently being reviewed by CHFA. The agreement is that when the contractor is paid, the reimbursement will be done through CHFA. The services of the WPCA will be provided by the WPCA at its cost. The Authority will, however, be reimbursed for legal expenses. Atty. Sienkiewicz stated that in his view, the Brookfield Housing Authority is designated by Town Charter, with members appointed by the Board of Selectmen, so he views this project as two arms of the Town each working together. The date by which to submit the last invoice per the terms of the grant award is September 1, 2016. Atty. Sienkiewicz clarified that the WPCA is administering the Brookfield Housing Authority’s contract. **L. Trojanowski-Marconi made a motion to authorize the Chairman to execute the Sewer Construction and Transfer Agreement for Brooks Quarry, (Agreement between the Water Pollution Control Authority and the Brookfield Housing Authority), as proposed by counsel. T.E. Lopez seconded the motion, and it carried unanimously.** One signed contract was given to Mr. Steele and the second signed contract was given to K. McPadden for the WPCA’s files. Mr. Steele also submitted the copy of the Phase I application information to K. McPadden. W. Charles Utschig, upon inquiry from R. Prinz, replied that the advertisement for the bid be done on the 16<sup>th</sup>, with the drawings available at the end of that week. This is based on the assumption that the review timeline continues with CHFA as expected. Chairman Malwitz stated that he is hoping that the Housing Authority would be able to award the contract by December 16<sup>th</sup>. Atty. Sienkiewicz clarified that the WPCA may only make a recommendation on the awarding of the contract. It was noted that an Inland Wetlands Commission application will also be submitted for review by that Commission.

**6. Accountant Report**

- a. Financials YTD – Matt Allred of Bliss Allred, CPA’s, based out of Bethel, CT, has been selected by the Authority to replace S. Welwood (due to her resignation), as the Authority’s accountant. M. Allred presented the YTD Financials, from the opening of this fiscal year through September 30<sup>th</sup>.
- b. Audit Update 2014-2015 – M. Allred gave a brief update regarding the status of the audit. K. McPadden noted that the auditors have been asking for more than their usual requests, but all requests have been answered and requested information submitted.
- c. Unemployment Registration Discussion – I. Agard stated that he has reviewed both options relative to the insurance payments, and he recommended that the best solution is for the WPCA to maintain the insurance, and continue to pay as a taxable insurance payment. K. McPadden noted that the WPCA’s current rate is 4.9%. **T.E. Lopez made a motion to proceed as a taxable insurance payment. I. Agard seconded the motion, and it carried unanimously.**

7. **Office Staff MBO Updates:** Chairman Malwitz stated that every employee has objectives on which to focus for the year, and the employees will report on the status of their objectives. D. Will suggested that updates be given at the Monday staff meetings, rather than at the monthly WPCA meetings. I. Agard replied that he would agree, provided that details of the status updates are included in the notes of the meetings. K. McPadden stated that she has no report relative to her MBOs, and M. Ongaro noted that she has to meet with Matt Allred to complete her MBOs. D. Will and R. Prinz included their updates in their respective reports, indicated below.

**8. Inspector’s Activity Report:** D. Will presented the Inspector’s Activity Report:

- Grease trap: All grease traps were inspected this month with Chad Conway. There were a few problem traps, but D. Will is working with the owners on these issues. If there is no action, he will send letters. There were four grit separator inspections. T. E. Lopez asked if there is a recurring log of issues with previous grease trap matters. D. Will reviewed that some of the main issues have been taken care of. The State is requiring that logs of maintenance be maintained. Scott Sharlow created a form to log inspections on tablets in the field.
- Claim to Edith at Eversource is still in process. D. Will will meet with PURA and Eversource regarding the matter.
- D. Will continues to work with T.E. Lopez on the Use Charge Sub-Committee.
- 57 Laurel Hill Road – The force main is installed and the pumps are installed. The owners are waiting on electrical before they are ready to connect.
- 40-64 Laurel Hill Road – All three buildings are connected and up and running. K. McPadden stated that she has asked M. Ongaro to pro-rate the billing to the date of each building’s CO issuance.
- 398 Federal Road (Barnbeck) – The north building is connected and awaiting a CO issuance before full billing. Building B will be billed one unit until the entire building is CO’ed. The south building is still under construction.
- Bank of America (100 Federal Road) – There have been back-up and clogging issues for a while and the WPCA found broken pieces of pipe and cleanout from the original septic connection. This month WMJ Services dug up and replaced all sewer line from building to the road.
- Surveys – Six surveys were done this month and the WPCA is current.
- Field Service – Sandy Lane Easement: Rollingwood approved the WPCA to move forward, as of Rollingwood’s last association meeting. Atty. Sienkiewicz stated that during the past six weeks, he had sent the property management and the attorney a note indicating that he would get back to them with cost estimates.
- MBO Update: D. Will reported that he is working on the private pump station inspections this month, for his MBO.

**9. Maintenance Manager’s Report:** R. Prinz presented the Maintenance Manager’s Report:

- Rollingwood: The estimate is now \$510,000 (Geotech and other investigation is needed)
- Laurel Hill North: No action

- Brooks Quarry Sewer: R. Prinz stated that he has reviewed the construction documents, and now he is aware of the details of the proposed project.
- High Meadow Sewer Extension – All units have been connected. Arbor Drive is complete. There was more rock than was visible on the surface, and the project was \$40,300. There is a bill on tonight's vouchers for approximately \$30,000. The rest will not be paid until restoration is complete and paving is complete. A to Z had completed the work, and the work had been well done.
- Semi-final payment is still waiting for Earth Movers; waiting for retainage amount to be set. Suggestion is between two and five percent.
- Federal Road Sewer Improvements – Contract signing was done today. R. Prinz stated that he has been to the Zoning Commission meeting to present the proposal. R. Prinz stated that he has also been to the Inland Wetlands Commission. Some silt fence needs to be adjusted, and because this is a new application, there is a fourteen-day waiting period before the application may be approved by the Inland Wetlands Commission. He will be back at the Inland Wetlands Commission meeting on November 9<sup>th</sup>. The application for 777 Federal Road has also been before the Wetlands Commission. R. Prinz stated that there is the possibility of 1,000 future units in the Town Center, [based on current and proposed plans]. P. Kurtz stated that the study which had been done about the Four Corners [Four Corners Revitalization Plan] showed that 1,200 units would be adequate. K. McPadden stated that part of the proposal for the work at 777 Federal Road is to also demolish the red, fairly new building at 763 Federal Road.
- GIS Project: Chairman Malwitz stated that he would like to summarize the GIS presentation held tonight at 5:30 PM before moving forward.
- Monitoring – The flow meter has been received, and is currently located in the Federal Road North Area. It will then be moved to other locations as needed. R. Prinz stated that it is relatively straight forward to use.
- Commerce Road – Spare Flyght pump has not yet been received.
- Water Pollution Control Facilities Plan: Langan is assigned to this project.
- OSHA and confined space training have both been done by D. Will and C. Conway.
- High Meadow Project – Brief Discussion: T.E. Lopez stated that he thinks it shows a “good faith” effort to meet with the people of the associations where the WPCA had completed work [High Meadow/Ledgewood/Newbury Crossing Condos.]. T.E. Lopez mentioned an area of Westview which he believes needs improvement, or more paving, and R. Prinz replied that the paving that is there now is better than what was there, and the cost would be \$5,000 for the driveway work. T.E. Lopez recommended that the WPCA review the area. T.E. Lopez stated that two trees need to be planted in the Westview area, and R. Prinz replied that the types of trees must first be determined. R. Prinz stated that the condo association has had some additional work done on site than was originally expected. T.E. Lopez stated that he has heard that the residents are happy with the completed work.
- MBO Update: Everyone now has confined space training. Infiltration investigation has been started.
- 133 Muffin Monster – R. Prinz reported that it is most cost effective to use the exchange program rather than purchase new.
- R. Prinz noted that he has scheduled vacation from the 16<sup>th</sup> through 20<sup>th</sup> of November.

#### 10. Engineer Comments/Project Update

- a. High Meadow/Ledgewood/Newbury Crossing Project Update: Mr. Utschig reported that Langan is working with R. Prinz to close out the project. There are no outstanding clean-up items at this point. There is a punch list, which R. Prinz had prepared. R. Prinz suggested that if the associations have complaints, the residents should put the concerns in writing, and the WPCA will filter the concerns and send them to the contractor. K. McPadden stated that the WPCA had sent an email to the three association leaders, asking each one to inform the WPCA of any concerns. K. McPadden stated that there were some limited responses. Chairman Malwitz stated that he will follow up with T.E. Lopez on the matter of meeting with the associations. W. Charles Utschig stated that there should be a timeframe on when items can be added to the list of punch items. K. McPadden stated that a resident of Ledgewood stopped into

the office to thank the WPCA for their tree placement in front of the pump station on Douglas Drive. Atty. Sienkiewicz noted that he is working on the Permanent Maintenance Agreements for each of the condos in this project.

- b. Capital Projects: Force Main Improvements, 777A Federal Road PS Improvements, North PS: Contract signing for capital projects has been awarded, and projects will be started. True Blue Environmental has been awarded the force main project, and Longo was awarded the 3 pump station improvement projects.
- c. GIS Sewer Modeling: A new analysis with additional data will be added for next month (hydraulic modeling).
- d. Clean Water Funds Application: This item is pending Chairman Malwitz's review.
- e. Brooks Quarry Engineering/Project Update: Chair Malwitz noted that this was a challenge, and Atty. Sienkiewicz has done a great job on this matter. Atty. Sienkiewicz noted that special bid requirements must be followed. Mr. Utschig stated that the requirements will be reviewed.
- f. Other Engineering Matters: Water Pollution Control Facilities Plan Update – Mr. Utschig stated that he and Eric Kingsbury have been working on this item, and he has also been discussing this item with Langan's GIS Consultants. The goal is to have a draft in the first quarter of 2016.

#### 11. Legal Matters

- a. Rollingwood Project: The project is now estimated at \$510,000. The decommissioning of the pump station is also included in this estimate. The wetlands permitting process is included in this newly estimated amount. Atty. Sienkiewicz stated that the Authority will be required to also hold a public hearing at some point on this project. K. McPadden reviewed that to date, almost \$6,400 has been spent, which has not yet been reimbursed or billed to Rollingwood. The feasibility study was done and billed to Rollingwood. The remaining amount may be budgeted into the benefit assessment costs for the project. Atty. Sienkiewicz stated that he will be drafting permanent maintenance agreements for Rollingwood.
- b. Other legal matters: Atty. Sienkiewicz noted that, due to Mike McKenna moving to California, he is now working for the firm Allingham & Readyoff, LLC in New Milford, CT.

#### 12. Other WPCA Business

- a. Use Charge Study Sub-Committee Update: T.E. Lopez reported that due to scheduling conflicts, the only person who was able to meet with him was D. Will. One of the matters addressed at this meeting was to start the revision process on a list which K. McPadden provided them of the properties connected to sewer throughout the Town. D. Will plans to continuously update the list as he completes his inspections. I. Agard mentioned that the next step of this review process is to meet again and discuss the most equitable solution(s). The pros and cons of billing based on water meter readings would need to be identified.
- b. 2016 Meeting Calendar: **L. Trojanowski-Marconi made a motion to approve the 2016 meeting calendar. M. Brown seconded the motion, and it carried unanimously.**
- c. Workers Comp Injury Care & Management Procedures: K. McPadden stated that she did not have a chance to update the procedures, based on information which had been sent to her from Atty. Sienkiewicz. This is tabled until next month's meeting.
- d. Other WPCA Business: Chairman Malwitz thanked Langan for tonight's GIS presentation, which was held before this evening's meeting at 5:30 PM.

13. Vouchers: The Authority reviewed the vouchers. **L. Trojanowski-Marconi made a motion to approve the vouchers as presented. I. Agard seconded the motion, and it carried unanimously.**

14. Adjournment: **At 9:20 PM, L. Trojanowski-Marconi made a motion to adjourn. There was no objection, and the meeting was adjourned.**