

BROOKFIELD WATER POLLUTION CONTROL AUTHORITY

Wednesday, November 18, 2015 Room 133 7:00 p.m.

APPROVED MINUTES

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

| | |
|------------------------------------|---------------------------------------|
| <u>WPCA</u> | <u>Others</u> |
| N. Malwitz, Chairman | D. Will, Inspector |
| L. Trojanowski-Marconi, Vice Chair | W. Charles Utschig, Langan |
| I. Agard | J. Sienkiewicz, Attorney |
| T.E. Lopez | M. Allred, Bliss Allred (Accountant) |
| M. Brown, Alternate | K. McPadden, Executive Administrator |
| P. Kurtz, Alternate | M. Ongaro, WPCA Collector |
| | E. Cole Prescott, Recording Secretary |

2. **Approval of Minutes** – 10/28/15 Regular Meeting; 10/28/15 Special Meeting:
 - 10/28/15 Regular Meeting & 10/28/15 Special Meeting: **L. Trojanowski made a motion to approve both the minutes of the regular meeting on October 28th and the minutes of the special meeting on October 28th. I. Agard seconded the motion, and it carried unanimously.**

3. **Correspondence**: There was no correspondence at this meeting.

4. **Old Business**
 - a. 101-103-105 Laurel Hill Road – Request for Sewer Extension & Community System Approval – K. McPadden stated that she left a message for the project’s engineer John McCoy of JFM Engineering, and he did not get back to her. K. McPadden stated that the applicant submitted escrow amounts of \$3,500 for each application, and the legal and engineering bills are being applied against them. It was also noted that the extension period is expiring. **L. Trojanowski-Marconi moved, that since the applicant has not prosecuted the applications [101-103-105 Laurel Hill Road – Request for Sewer Extension & Community System Approval] for several months, and since the extension of time given by the applicant to the Authority for action has expired, and since the applications are not complete, the applications are denied without prejudice. The expenses incurred to date for inspection, engineering and legal fees should be deducted from the application fees and the balance of the application fees be remitted to the applicant. I. Agard seconded the motion, and it carried unanimously.**
 - b. 355 Federal Road – Existing Building Application to Connect – W. Charles Utschig recommended that the application be approved based on the comments of Langan’s letter, dated 11/18/15. W. Charles Utschig stated that the requirement to preserve the existing septic tank as a grease trap is noted on the plans, and the plans are referenced in the approval letter from Langan. **L. Trojanowski-Marconi made a motion to approve the application to connect for 355 Federal Road. M. Brown seconded the motion, and it carried unanimously.**
 - c. Brooks Quarry Project Update – *Michael Steele of the Brookfield Housing Authority was present to discuss this application.* The grant application has been approved by the State for the Brookfield Housing Authority, and the package is now ready to go out to bid. Mr. Steele referenced an email he had received from Mr. Utschig about the schedule to move forward, which Mr. Steele read for the record. Chairman Malwitz noted that the State is funding this project, and the contractor will be contracting with Brookfield Housing Authority. The Brookfield Housing Authority will award the bid. The State will be giving money to the Brookfield Housing Authority to pay the bills, and all bills relative to this project will be sent directly to the Brookfield Housing Authority. Atty. Sienkiewicz noted that there are additional advertising requirements to meet State requirements for bid postings, and Mr. Utschig replied that he will give these requirements to K. McPadden. Connecticut Department of Housing Bidding, Contracting & Construction Guidelines Revised through April 2015 was referenced. Chairman Malwitz mentioned, in regard to the proposed timeline of the contract award, that the contract should be awarded on December 28th instead of the originally planned date noted in the

email. Mr. Utschig stated that the pump station should take two months to be ordered and delivered, and another two months to install. Closeout provisions need to be carefully reviewed as well. Chairman Malwitz stated that the Brookfield Housing Authority must note the details.

5. **New Business:** There is no new business at this meeting. No motions.

6. **Accountant Report**

- a. Monthly Financials: M. Allred presented the monthly financial results. The purchase of bioxide was mentioned, and Mr. Allred was asked by the Commissioners to reclassify the purchase of bioxide to re-occurring maintenance. D. Will offered to assist with future budget preparation meetings. Atty. Sienkiewicz noted that on the Commerce Drive Project, there was money collected for the adoption and upgrade of the pump station. It was noted that these funds were collected in the 14-15 fiscal year, and K. McPadden noted that she will review the information in QuickBooks. M. Allred stated that he will be meeting with S. Welwood to review projects and the history of the WPCA's projects. Chair Malwitz stated that M. Allred is still in a time of transition. K. McPadden stated that the WPCA has paid off the Sandy Lane BAN and has paid down the High Meadow BAN by \$200,000.
- b. Sewer District Accounting for Benefit Assessment – Chair Malwitz noted that there are separate bank accounts for the projects, and reports will move forward after M. Allred meets with S. Welwood. M. Ongaro clarified that new sewer users are given a pro-rated bill from the date of their closing if they fall off cycle to the billing dates. M. Ongaro stated that she is in the process of prepping 12/1/15 use bills with QDS. M. Ongaro noted that there are sixty-two adjustments since the last billing, and there were many commercial properties that were closing, such as the properties at 800 Federal Road, as well as the restaurant at 640 Federal Road, which is now vacant. I. Agard mentioned that this type of unit removal and addition should be considered when compiling future budgets. M. Ongaro stated that the December 1st bill covers the time period of January through June. The bill from Danbury has not yet been received.
- c. Audit Update 2014-15 – M. Allred spoke with the auditors today, and he noted that they are hopeful to have a draft of the audit in early January. He also noted that the WPCA is not holding up anything at this point through the audit process.

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

- All grease traps are in compliance; no letters were needed.
- The grit separators will now be inspected.
- D. Will has a meeting with Eversource and PURA on December 8th. The incident had occurred on July 4, 2014. Atty. Sienkiewicz mentioned the 2-year statute of limitations. D. Will and Atty. Sienkiewicz reviewed the timeline of the matter and the claim.
- D. Will is working with T.E. Lopez on the use charge committee, although there has not been a recent meeting.
- 57 Laurel Hill Road: The force main is installed, and the pumps are installed. The finishing work is now being done.
- 398 Federal Road (Barnbeck): The construction of the south building sewer is starting tomorrow.
- Surveys: There were about four surveys done this month, and the WPCA is current.
- High Meadow/Ledgewood: D. Will stated that the WPCA has found another existing septic system that was not recognized or connected. D. Will has contacted the septic pumper who has now provided the WPCA with a map of septic tanks. The WPCA is checking to be sure all are connected. D. Will indicated that there had been a back up in one unit at 16 Douglas Drive, of which half of the unit is not connected, and another septic found which no one knew was there. One bathroom flushes to a different septic tank than the other. There was a clog in the pipe, and it was found. The resident knew the location of the old septic tank. There was a crawl space, of which Krueger Plumbing and Heating, which company has evaluated, and now thinks the connection can be made under the building. The septic tank now needs to be pumped and filled. D. Will stated that he would like to put the WPCA on notice for approximately \$10,000. D. Will stated that Falls Septic has pumped the septic tanks for the past twenty years. The map from Falls

Septic was compared with the map provided by the contractor. D. Will shared a drawn plan of the location of the old septic tank. D. Will stated that the problem must be fixed quickly, as the resident is currently paying the use fee and is not fully connected to the sewer.

- Atty. Sienkiewicz asked the WPCA Commissioners how the WPCA is planning to pay for the Rollingwood project, and it was noted that the WPCA would be looking to apply for a bond for the project. Atty. Sienkiewicz stated that the WPCA would be required to hold a public hearing, as noted in the statutes. Chair Malwitz replied that he thinks further design should be done before the hearing. The wetlands need to be delineated and surveyed, topography documented, and some test pit holes done. He noted that there is a list of background information to gather. Mr. Utschig will compile a proposal that outlines all of these matters to be submitted to the Authority. The Planning Commission has already approved the 8-24 referral application.
- Sandy Lane Easement: Rollingwood has approved the plan for the WPCA to move forward. Mr. Utschig and D. Will met this evening with the Board and residents and shared the preliminary plan with rough cost estimates.
- D. Will is currently working on updating the private pump station inspection plan.

8. Engineer Comments/Project Update

- a. High Meadow/Ledgewood/Newbury Crossing Project Update – There are two or three items on the punch list for Earthmovers, such as removing the silt fence and fixing a fence post. There is still some paving to be done by the pavers the WPCA had hired directly to offset the credit to the contractor. T.E. Lopez clarified that the Inland Wetlands Commission must grant the approval for the removal of the silt fence. T.E. Lopez stated that he would like to see the silt fence removed as soon as possible. K. McPadden mentioned that A. Dew is now the Wetlands Enforcement Officer and Mr. Utschig clarified that R. Prinz would need to review the site with A. Dew. T.E. Lopez asked about the work on the pavement, and D. Will stated that he has not had a chance to talk today with the contractor on this matter. D. Will mentioned that some asphalt plants close the Wednesday before Thanksgiving. Mr. Utschig stated that Langan has received four payment requisitions from Earthmovers to close out the project. There is approximately \$24,000 remaining to be paid to Earthmovers.
- b. Capital Projects:
 - i. Force Main Improvements,
 - ii. 777A Federal Road PS Improvements,
 - iii. North PS Improvements
 - iv. Railroad PS Improvements

The pre-construction meetings are scheduled next Tuesday: 11:30 am for the Force Main Improvement and 2:00 pm for the 3 pump station upgrades. True Blue Environmental has been proactive with the plans and having the drawings ready before their pre-construction meeting, according to Mr. Utschig. True Blue has also submitted the plans to the DOT. The other projects have been awarded to Longo. T.E. Lopez stated that the WPCA must have a timeline on which to hold contractors responsible and accountable to the timing of the work; he also noted that such a timeline would assist the WPCA with understanding the different steps of the project. Mr. Utschig stated that contract documents require the contractor to submit a schedule. T.E. Lopez stated that he would prefer to have some critical dates. The current contract requires that the work be done within 120 days. P. Kurtz stated the projects listed above are relatively small for the need for this type of detailed timeline. Mr. Utschig suggested that contractors in the future be held to the requirement to submit consistent, two-week updates. Atty. Sienkiewicz suggested that perhaps the WPCA's contract might be revised to indicate that the contractor is paid only if the schedule is kept. Mr. Utschig stated that many contracts have been completed following the timing that was required. Mr. Utschig agreed that the WPCA should be consistently looking for ways to improve the contract process and the timeline of the contract process. Some of this work may be weather-impacted. K. McPadden has submitted the wetlands application for Brooks Quarry, and R. Prinz is planning to attend the meeting on 11/23/15. 777A Federal and North Pump Stations: Approvals have been acquired by wetlands, and the Railroad project has been issued a building permit.

- c. GIS Sewer Modeling – Mr. Utschig presented a memo with eight tasks in a sequence of which to take to move forward with the GIS project, a time frame to accomplish the eight tasks, and a general budget for the completion of the eight tasks. The following tasks are indicated in Langan’s memo from Chuck Utschig to the WPCA dated November 18, 2015 – Task 1: update GIS with field data collected in the Summer; Task 2: Assign manhole ID’s; Task 3: Create and attach grease traps to the GIS; Task 4: Create and attach manhole inspection forms; Task 5: Tie the sewer network existing QDS customer database; Task 6: Update laterals and attach lateral tie cards in GIS with a 100% match rate; Task 7: Create the functionality to add new customers as they are created; Task 8: Attach as-built drawings. There are approximately 115 grease traps in the Town. The grease trap and inspection reports have to do with requested information and how that information is structured. The budget estimates may need to be revised with further details about the requested level of work from the WPCA. The primary discussions would need to happen with Dave Will and R. Prinz. Chair Malwitz asked that items one and two on the memo be completed by the January meeting.
- d. Clean Water Funds Application – Chair Malwitz is to review.
- e. Water Pollution Facilities Plan Update – Mr. Utschig stated that this is in progress.
- f. Other Engineering Matters – No motions.

9. Legal Matters

- a. Rollingwood Project – No report. *This item was discussed earlier, during the Inspector’s Activity Report.*
- b. Review Permanent Maintenance Agreements – Chairman Malwitz stated that the Permanent Maintenance Agreements need to be completed for the High Meadow/Ledgewood/Newbury Condos project. Atty. Sienkiewicz asked if there is a breakdown between equipment and structures. Chair Malwitz asked that a breakdown at two percent be done over the course of fifty years, to keep the matter simple. If the condos do not need the escrow amounts, a representative may attend a meeting and ask for the money to be released. Atty. Sienkiewicz noted that he will do the calculations. The other Permanent Maintenance Agreements should be re-visited, and K. McPadden replied that she will review the files. Mr. Utschig stated that he thinks there should be a threshold at which time the WPCA may stop requiring the collection of money set aside for repairs, especially if the account is gaining percentage. K. McPadden has original cost estimates and a spreadsheet of this information and will forward it to Atty. Sienkiewicz.
- c. Other legal matters – None at this time.

Chairman Malwitz asked for M. Ongaro’s report. M. Ongaro stated that she had done a preliminary billing report with Quality today, and will have the bills prepared before Thanksgiving. She handed out a list of delinquent sewer users, which was briefly discussed. Chairman Malwitz asked K. McPadden to research why the delinquent numbers in the monthly financial report are different from M. Ongaro’s report.

10. Other WPCA Business

- a. 2016 Assessments – K. McPadden stated that properties that sold between October 1, 2014 and September 30, 2015 will need to have a public hearing prior to the June 1, 2016 billing. The public hearing will be scheduled in February. K. McPadden stated that she has been informing owners and buyers of this fact. This billing is based on the grand list, and follows the cut-off of the October 1st date. Atty. Sienkiewicz stated that he will review the resolution. K. McPadden stated that she has the list of properties, and there are approximately fifty on that list. There are also several commercial properties on the list.
- b. Use Charge Study Sub-Committee Update – T.E. Lopez stated that the Committee will be meeting the week after Thanksgiving, with I. Agard, P. Kurtz, T.E. Lopez and D. Will. K. McPadden will post an agenda, and asked for the date and time of the meeting (12/2 at 2pm). K. McPadden has received the final study/report from Tighe and Bond, and distributed the hard copies to the Commissioners.

- c. Workers Comp Injury Care & Management Procedures – K. McPadden stated that she has been in touch with CIRMA, and she will need more time on this draft.
 - d. December meeting/Holiday Party – Chairman Malwitz stated that he hopes those invited will be able to attend the holiday party.
 - e. Other WPCA Business – I. Agard mentioned that there had been some concern about an employee performance matter in the past. D. Will stated that he has been asking for an executive session for this discussion at a future meeting.
11. **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.**
12. **Adjournment**: **At 9:42 PM, L. Trojanowski-Marconi made a motion to adjourn the meeting. P. Kurtz seconded the motion, and it carried unanimously.**

*** Next meeting December 16, 2015 ***