

BROOKFIELD WATER POLLUTION CONTROL AUTHORITY

Wednesday, March 23, 2016 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
P. Kurtz, Alternate
M. Brown, Alternate

Others:

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

2. **Approval of Minutes – 2/24/16:** T.E. Lopez made a motion to approve the minutes of the February 24th meeting. M. Brown seconded the motion, and it carried unanimously.

3. **Correspondence**

- a. Email with attachments from S. Griebel dated 2/29/16, Re: Elderly Deferral Exception – *Sue Griebel was present for discussion of this matter.* Chair Malwitz noted receipt of the correspondence received from S. Griebel. S. Griebel is looking to request a deferral of the benefit assessment. Chair Malwitz explained the purpose of this program. Generally, if the applicant has been approved for tax deferral through the Town's Tax Assessor's Office, that person is automatically approved to also receive the deferral of the WPCA's benefit assessment. However, S. Griebel did not qualify for the Town's tax program due to the fact that she transferred money from a money market account to lease a new car. T.E. Lopez asked if this is the first time S. Griebel is applying for the elderly deferral exception, and S. Griebel replied in the affirmative. The address of the property was confirmed, as was S. Griebel's income documentation and information regarding the out-of-ordinary necessary expense she had made earlier this calendar year. Chair Malwitz stated that the applicant is applying with the knowledge that she will be eligible for this deferral during this income year. Chair Malwitz explained to S. Griebel that she will be required to also apply for the deferral in future years, if she finds she is again eligible for the program next year. **Chair Malwitz made a motion to grant the deferment of the benefit assessment as requested, to Susan Griebel based on the facts presented. T.E. Lopez seconded the motion.** Atty. Sienkiewicz mentioned that if the Authority were to grant the deferral exception, the Authority would be waiving its current policy. Atty. Sienkiewicz reviewed the WPCA Regulations, and noted that if the applicant is no longer eligible for the deferral exception in the upcoming year, the applicant will be required to pay the amount of the deferral over the remaining life of the installment plan. Atty. Sienkiewicz noted that the motion on the table does not comply with the policy, but the Authority has the right to waive the policy. **The motion passed unanimously.**
- b. Letter from CCA, LLC to WPCA dated 2/24/16 Re: Office Updates – Chair Malwitz noted receipt of this letter, which provides updates on CCA's new personnel.

4. **New Business**

- a. 20 Federal Road – Application to convert grease trap to oil/grit separator – *D. Virbickas of Artel Engineering, Brookfield, CT was present to represent the applicant, Remington Family Cycles.* Mr. Virbickas stated that when the building had been first built, a 1,000 gallon grease trap had been installed per the requirements. This application proposes that the existing grease trap is converted into an oil/grit separator. He noted the location of the building, and indicated the size of the building at 12,000 square feet. He has been monitoring the level of water in the grease trap, which has remained consistent, indicating that the grease trap is water-tight. The water collected by the oil/grit separator would be the run-off from the washing of 5 to 7

motorcycles per day, estimated at 50 gallons, making the proposed separator oversized for the proposed use. R. Prinz mentioned that the inlet baffle will need to be changed. D. Virbickas stated that he has been in contact with the CT DEEP regarding this proposal, and has included further information on the details sheet in the application. To re-purpose a grease trap into an oil/grit separator, the tank must be water-tight for a 24-hour period, and inlet and outlet baffles are required. He indicated that when the tank is pumped down, the depth of the baffles will be noted, and replacement per the details information will be done, if needed. A vented manhole cover may be added in lieu of adding a vent to the current grease trap, and this is also something that will be done to make the conversion. R. Prinz noted that everything has been provided by the applicant, and the State specifications have been met. R. Prinz suggested that the WPCA send a letter to the property owner indicating that if the current use is changed, the owner would need to re-apply to the WPCA to convert the oil/grit separator back to a grease trap. **T.E. Lopez made a motion to accept and approve the application with the following conditions: inspection approval by Maintenance Manager R. Prinz; adequate installation; all of the sinks in the process area go to the oil/grit separator; re-application [to convert the oil/grit separator back to a grease trap] would need to be done for any [future] use change. M. Brown seconded the motion, and it carried unanimously.**

At this time, the Authority moved to discussion of agenda item 5.c.

5. Old Business

- c. Permit Extensions – *Property owners of 77 Vale Road were present to discuss their letter for permit extension.* K. McPadden stated that she sends letters to property owners with approved applications, which are set to soon expire. Thus far, she has received requests for permit extensions from property owners of the following addresses: 1055 Federal Road; 20 Old Gray's Bridge Road; 77 Vale Road. **T.E. Lopez made a motion to extend the permits as per the letters received for 1055 Federal Road, 20 Old Gray's Bridge Road, and 77 Vale Road. P. Kurtz seconded the motion, and it carried unanimously.**

At this time, the Authority moved to discussion of agenda item 5.a.

- a. Amended Resolution – K. McPadden indicated that this item is on the agenda because one property – 17 Great Heron Lane – had been added to the benefit assessment list in error on the resolution approved at the last meeting. K. McPadden stated that she has been in contact with Atty. Sienkiewicz regarding this error. She said nothing has been filed on the land records for this property, and she will be sending a letter to the property owners to inform them of the error and its correction. **T.E. Lopez made a motion to reconsider the resolution approving supplemental benefit assessments made at the last meeting. P. Kurtz seconded the motion, and it carried unanimously. T.E. Lopez made a motion to approve the resolution excluding the assessment for 17 Great Heron Lane in the amount of \$4,614.64. M. Brown seconded the motion, and it carried unanimously.**
- b. Brooks Quarry Project Update – *Michael Steele of the Brookfield Housing Authority was present to provide an update.* Mr. Steele stated that as of Monday, he has been informed that the State has approved and funded the project. The timeframe of completion has been changed from 150 days to 200 days, although the State would prefer the Housing Authority to have the project completed within 180 days. The award letter has been sent to the lowest apparent bidder Rondano. The contractor will now need to make provisions for their bonding and insurance. The contract will be between the Brookfield Housing Authority and the Rondano. The WPCA will be involved in the inspections and will only recommend authorization of payment, but the WPCA will not be handling any financial aspects of the project. Mr. Steele thanked the WPCA for their time and patience with this process and project.

6. Accountant Report

- a. Monthly Financials – M. Allred presented the Monthly Financial Results. The Authority reviewed the provided information.

- b. FY17 Budget Update – Following discussion, **T.E. Lopez made a motion to make the changes to the proposed FY 17 budget, draft the narrative, send the changes to the Commissioners, then send to the Board of Selectmen for review. P. Kurtz seconded the motion, and it carried unanimously.**

7. **Employee Activity Reports (Roger, Dave, Kristi, Mary):** R. Prinz presented the Maintenance Manager's Report:

- Construction Projects Planned:
 - Rollingwood – The updated cost estimate has been received. R. Prinz asked if there has been a formal document received from Rollingwood's Board indicating that the WPCA should proceed with the project. He recommended that such document is pursued before further work commences.
 - Brooks Quarry – The contract will need to be signed. There is now a 200-day timeline to finish the work, which will push the timing out until December 2016.
- Active Construction Projects:
 - High Meadow Sewer Extension – This maintenance period ends January 2017. The station is collecting more solids than other stations and needs to be cleaned out more frequently.
 - Outstanding Issues – There are minor restoration items to be completed by April 30th.
- Federal Road Sewer Improvements
 - North and 777 Federal – will be retro-fitted in existing valve chambers with provisions for maintenance and bypass. R. Prinz is currently working with Langan to complete final drawings to order materials.
 - True Blue is returning to complete restoration at Air Release structure.
- Commerce Road
 - Force main blockage resolution plans are being drafted; collaboration with new building hook up for clean-out structure to facilitate cleaning and cross-over capability
- Water Pollution Control Plans: Langan has been assigned to this project.
- MBO Process
 - OSHA requirements and training has been ongoing.
 - Infiltration investigation – Langan has been working for full approach; this matter is ongoing.
 - Process Procedure Manual – The outline is finished, and a complete draft is to be complete by June 30, 2016.
 - Personal Development: R. Prinz has attended FOIA Training.
 - Maintenance staff is working with the HR Director to increase communication skills between each other and exchange of information and ideas remains ongoing.
 - Claim against Eversource for brown-out is still open. D. Will is handling.
 - Emergency Repair Leaking Force Main – At North Pump Station wet well and valve chamber, there was a failed coupling on the force main pipe. Both lines received new couplings and added restraining bolts/fittings. Improper original construction methods had been used. It was a three-day repair with 13-ft depth of water issues. A to Z was used for excavation work, and the final costs, although estimated at \$10,000 to \$12,000, will come in at approximately \$8,000. R. Prinz shared pictures of the repair with the Authority. Contractor's workers received on-site training by the Maintenance Manager who also worked with them, which allowed for substantial cost savings.
- Emergency Generator Service – Five mobile units; two in progress by Kinsley. R. Prinz schedules service every two years on all of the generators.
- Chad Conway, the PT WPCA Inspector, is scheduled to attend the Waste Water Collection System and will earn Class II certification.
- There have been daily meetings with all of the WPCA field employees.

M. Ongaro reported that she and D. Will had attended an Excel training. She has finished release of all sewer assessment liens for the re-evaluation. She is also working to update the releases for all other condo project sewer liens as well, to make sure everyone that should be released has a release

on the land records. M. Ongaro is planning to meet with M. Allred. She and D. Will are planning to attend additional training opportunities.

8. Engineer Comments/Project Update

- a. High Meadow/Ledgewood/Newbury Crossing Project Update – Chair Malwitz asked that this item be removed from the agenda, as the project is now complete.
- b. Rollingwood Project Update – Mr. Utschig presented a plan showing the proposed layout of the Rollingwood project. He stated that Langan has drafted a proposal in line with previous discussions to take another step toward solidifying the construction costs for this job. He noted the importance of receiving written commitment from the Rollingwood Homeowners Association before proceeding. One of the more expensive and more complicated matters to consider will be complexities of the wetlands as well as the amount of rock, as both matters have the potential to impact the proposed cost of the construction. The current proposal considers additional survey work to better indicate property lines, topography, as well as the hiring of wetlands consultant Jodie Chase. The proposal also considers three days of drilling for geotechnical work to gather additional information on the rock conditions. Upon inquiry from P. Kurtz, K. McPadden reported that to date, approximately \$12,000 has been spent on this project, with \$4,062.50 having been reimbursed by Rollingwood already. P. Kurtz noted that approximately per the Langan proposal, \$30,000 will need to be spent to determine overall project costs. Easements have not yet been granted from the appropriate entities, and letters from Sandy Lane and Rollingwood allowing permission to enter the properties would need to be obtained. Atty. Sienkiewicz stated that he will follow up with the property owners at Rollingwood, indicating that if the project does not move forward, Rollingwood Association will be responsible to reimburse the WPCA fees spent to date on this project. He will also make contact with the property owners for the Sandy Lane easement.
- c. Capital Projects:
 - i. 777A Federal Road PS Improvements,
 - ii. North PS Improvements
 - iii. Railroad PS Improvements – When asked about end dates by Chair Malwitz, R. Prinz replied that the end dates as specified in the contract will soon be ending. He indicated that requests for extensions have not yet been seen.
- d. Inflow and Infiltration (I&I) Study – Mr. Utschig explained that the purpose of this study is to identify infiltrations, understand the amount of flow, and complete a cost-benefit analysis. Langan has created a manhole numbering system to assist with the progression of this project. He explained in more detail the steps of the proposal. He indicated that the Authority has the option to run this program over a number of years. Mr. Utschig noted the maintenance benefit of such an ongoing study.
- e. GIS Sewer Modeling – Mr. Utschig stated that Langan needs to be granted authorization from the WPCA to host the data on their servers. It was agreed that Langan would send a formal proposal for review and approval. This hosting would allow for updates to be done in real time, and would be one of the first steps to streamline the process with the GIS system. K. McPadden stated that she will be working to have all of the documents in the WPCA office scanned, and she mentioned connecting these documents directly to the GIS files.
- f. Community Sewer System Study – Langan is moving forward with this matter, based on discussion at last month's meeting. The target deadline is to have a recommendation in the next few weeks for discussion at the next WPCA meeting.
- g. Clean Water Funds Application – Chair Malwitz reported that this application is awaiting his work.
- h. Water Pollution Facilities Plan Update – Mr. Utschig stated that Langan is scheduled to submit a proposal to the Authority about this matter.
- i. Other Engineering Matters – Mr. Utschig, upon inquiry, replied that Langan's agreement with the WPCA has actually expired. A rate schedule change will also need to be added to the new agreement. R. Prinz asked if this matter should be put on a yearly schedule for appropriate updates.

9. Legal Matters

- a. Rollingwood CSS – Atty. Sienkiewicz will send letters out tomorrow, if possible.
- b. Permanent Maintenance Agreement Update – Atty. Sienkiewicz stated that he is pending completion of the sewer study before moving forward with this matter.
- c. Other legal matters - None

10. Other WPCA Business

- a. Use Charge Study Sub-Committee Update – T.E. Lopez reported the Sub-Committee's progress. Much information has been reviewed. This matter is quite complicated, and the Sub-Committee continues to move forward with full review of all available documentation. The plan for the next step is to physically verify businesses at each address. More information will then be gathered to move forward.
- b. Other WPCA Business –
 - Scanning Files Proposal – K. McPadden stated that she has received a proposal for the WPCA to have all files in the office scanned. Her plan is to first sort through every file in the office so as not to scan inaccurate or duplicate information, then move forward with the proposal to complete all of the scanning.
 - Chair Malwitz stated that he has a meeting with First Selectman Steve Dunn to discuss budgets and other items.

11. Vouchers: L. Trojanowski-Marconi made a motion to accept the vouchers as presented, less the payments listed to be made to Longo. T.E. Lopez seconded the motion, and it carried unanimously.

12. Adjournment: At 10:22 PM, L. Trojanowski-Marconi made a motion to adjourn. T.E. Lopez seconded the motion, and it carried unanimously.

*** Next meeting April 27, 2016 ***