

## BROOKFIELD WATER POLLUTION CONTROL AUTHORITY

Wednesday, April 27, 2016 Room 133 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:

Nelson Malwitz, Chair  
T.E. Lopez  
L. Trojanowski-Marconi, Vice Chair

Others:

Matt Allred, Accountant  
Chuck Utschig, Engineer  
Roger Prinz, Maintenance Manager  
Dave Will, Inspector  
Kristi McPadden, Executive Administrator  
Emily Cole Prescott, Recording Secretary

2. **Approval of Minutes** – March 13, 2016 – **L. Trojanowski-Marconi made a motion to approve the minutes of the March 23<sup>rd</sup> meeting. T.E. Lopez seconded the motion, and it carried unanimously.**
3. **Informal Discussion**
  - a. 70 Stony Hill Road – Hiram Martinez – *No one was present.* This item was dismissed.
4. **New Business**
  - a. 540 Federal Rd. – Application for Sewer Use/Connection Permit (new commercial building) – *N. Levesque of CCA, LLC representing Minino Homes was present.* N. Levesque explained that the Zoning Commission has approved the project, which is for a building with three commercial condominium-style units, joining into a stub that had been installed for this property. Engineering review fees were estimated at \$1,000, and inspection fees at \$1,800. **L. Trojanowski-Marconi made a motion to accept the application and forward it to Langan Engineering for review, with fees set at \$2,800 for engineering and inspection review. T.E. Lopez seconded the motion, and it carried unanimously.**
  - b. 53 Commerce Rd. – Application for Sewer Use/Connection Permit (new commercial buildings) – *N. Levesque was present.* N. Levesque stated that the Zoning Commission has recently approved the proposed project site plan, for the construction of two buildings for contractor storage use, and perhaps some contractor's offices. There is a large steel lean-to structure currently on the site, which will be removed with this plan. Each unit will have two lines coming out – one for the grease trap and the other for the sewer line. A doghouse manhole will be installed, and R. Prinz stated that the WPCA would like to work with this developer, and he had asked Steve Sullivan to give him a projected cost of the manhole, as well as what would be needed for installation. Engineering review fees were estimated at \$1,000, and inspection fees at \$3,000. **L. Trojanowski-Marconi made a motion to accept the application and forward it to Langan Engineering for review, with engineering and inspection review fees set at \$4,000. T.E. Lopez seconded the motion, and it carried unanimously.**
5. **Old Business**
  - a. Rollingwood Project Update – *Attorney Robert Pacelli, Jr. of Zeldes, Needle & Cooper to represent Rollingwood Condominium Association was present.* He confirmed that the association would like to move forward with the project. Atty. Pacelli noted some concerns, such as the new cost estimate in the \$600,000 range. The Association has asked the reason for the significant increase, and asked as the engineering is done, if the Authority estimates an additional project estimate increase, to notify the Association. Additionally, the question of the easement expenses were noted, with the association asking for the cost of the estimated easement amounts. Chair Malwitz stated that although there is an engineering estimate for the work, the Authority will not know the exact cost of the total project cost until bids have been received. He indicated that the current estimate of approximately \$617,000 considers all of the

expenses, including engineering, legal, easement acquisition and financing costs. K. McPadden clarified that the total cost of the two easements is approximately \$46,000. Both easement amounts have been negotiated. The Authority explained that parts of the project, such as the soil conditions for the wetlands work and approval by the Inland Wetlands Commission, have not been completed. Mr. Utschig stated that the Authority has been cautious with expenses, with each step helping to fine-tune the estimate. Mr. Utschig explained that the wetlands soils work with test pits and borings will be done, to better help define project cost(s). After these additional studies have been completed, the engineer and Authority will most likely re-review the estimate. Mr. Utschig also noted that construction costs are beginning to increase, with demand. Mr. Utschig shared a general timeline for the work with Atty. Pacelli. *Jim McCauley, one of the residents was present*, and he asked if the Association will be billed upfront for the cost of the work. Chair Malwitz replied that the cost of the line is calculated into the final benefit assessment. He explained how the Authority acquires a bond for the work, and how the property owners on the line would then be assessed, based on a calculation which considers the grand list value of all of the properties on the line.

- b. Brooks Quarry Project Update – R. Prinz reported that the Brooks Quarry project is well on its way. A third of the main line sewer has been installed, and the silt fence is up. R. Prinz stated that the contractor is planning to be done by October. Submittals for the pump station need to be finished. The groundwater is at 7.5', so a shoring plan will be submitted. The bottom of the station will be at 14'. R. Prinz stated that the Executive Director of the Housing Authority had not been notified that construction was starting, but he has since been notified and added to the distribution list. There are no change orders for the State. The running of the line to Quarry Road for connection to the 2 commercial properties will require the WPCA to purchase 14' of pipe and fittings, which cost will be paid by the WPCA and not as part of the Brooks Quarry costs.
- c. Permit Extension Requests: 857/857A Federal Road and 470 Federal Road – K. McPadden stated that she has received letters requesting permit extensions for the properties at 857/857A Federal Road and 470 Federal Road. She briefly reviewed the locations of both properties. **L. Trojanowski-Marconi made a motion to approve the permit extension requests each for two years for 470 Federal Road and 857/857A Federal Road. T.E. Lopez seconded the motion, and it carried unanimously.**

## 6. Accountant Report

- a. Monthly Financials – M. Allred presented the monthly financial results.
- b. FY17 Budget Update – The Authority reviewed the FY 16/17 Budget. K. McPadden noted that she had sent the WPCA's FY 16/17 budget to the Board of Selectmen on April 11<sup>th</sup>. The Board of Selectmen now has until May 20<sup>th</sup> to return any comments they may have about the budget.
- c. Unrestricted Capital Funds Report – Currently, capital projects have been included in the fiscal year budget, with monies paid from the operating accounts and then transferred back to operating the following month. Chair Malwitz requested an estimate on the fiscal year's remaining unrestricted capital funds, as well as a projected amount for the FY 2017 unrestricted capital funds. M. Allred and R. Prinz are planning to meet to review the tracking of fixed assets, specific to infrastructure and net worth.

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

Construction Projects Planned:

- Rollingwood Sewer Extension – An updated cost estimate has been received and reviewed. R. Prinz and W. Utschig have walked the proposed line.
- Brooks Quarry Sewer – This project is under construction, and was started on April 8<sup>th</sup>. The estimated completion date is now October 1<sup>st</sup>.

Active Construction Projects:

- High Meadow Sewer Extension: This is under a maintenance period, which ends January 2017.

- Outstanding Issues: There are minor restoration items to be completed by April 30<sup>th</sup>. There is a signed proposal for drainage on Westview. The Ledgewood Drive water problem needs attention, with an estimated cost of \$7,500.

Federal Road Sewer Improvements:

- North and 777 Federal Road existing valve chambers will be retrofitted with provisions for maintenance and bypass.
- Materials are on hand for the contractor to install in lieu of flow meter pit at the north station
- Flow meters are in submittal process, to be installed in existing chambers
- True Blue completed restoration at air release structure
- One generator has been delivered

Commerce Road:

- Force main blockage resolution plans are being worked on; collaboration with new building hook up for clean-out structure to facilitate cleaning and cross-over capability; standard detail in process

Water Pollution Control Plans:

- Langan Engineering has been assigned to this project.

The claim against Eversource is still ongoing.

The emergency generator service has been completed.

Chad Conway completed a certification class and is awaiting test results.

D. Will verbally reported his update. He has been doing many surveys, to prepare for revisions to billing. He has been working with T.E. Lopez and P. Kurtz to review the matter of the unit charges. View Permit is now being used through the Land Use Office, and is easy to use. Chair Malwitz noted this new system in the Town (View Permit), which does electronic permitting.

K. McPadden reported that the scanning project is still in progress. K. McPadden attended a Fred Pryor class on 4/15 called Finance and Accounting for Non-Accountants, which she felt was pretty helpful. She explained the purpose of Fred Pryor classes, indicating that the WPCA now has online access to an unlimited number of classes.

## 8. Engineer Comments/Project Update

- a. Capital Projects: Mr. Utschig stated that the WPCA is keeping up with the projects. Mr. Utschig stated that contractors will be asked to pick up the pace, and perhaps there will be more activity in next month's report. All four stations will have very similar control panels, to make maintenance and operation among all of the stations run as smoothly as possible. *At this point, the Authority moved to discussion of the GIS project.*
  - i. 777A Federal Road PS Improvements
  - ii. North PS Improvements
  - iii. Railroad PS Improvements
- b. Inflow and Infiltration (I&I) Study – A draft work plan has been submitted. Comments on the work plan are now needed. Langan has established a protocol for completing the I&I study. The correct time to complete the work is the Spring. The Commission briefly reviewed the draft work plan, which will be finalized after R. Prinz's comments about the draft are received. The next step would be to get the updated flow data collected, look at intermediate flow meter locations, and be ready at the end of next winter to collect additional information. This data will be run in a graph. This will allow isolation for the smaller sections of the system where there may be an infiltration issue. The detailed analysis, which would include manhole inspections and video of the lines, would then be done. The WPCA should know in May 2017 what lines would need to be fixed. A cost analysis would then be done to determine what is appropriate for the WPCA to fix.
- c. GIS Sewer Modeling – WPCA employees have been shown how to run an accessory program to the GIS system, called Collector. This is the next step to allow the WPCA to access and integrate the GIS system more easily through their tablets they use in the field. Langan will

plan to come prepared next month with a presentation about this matter. Mr. Utschig suggested that, on an agreed-to schedule with the Town, the WPCA plan to give updated WPCA GIS data for the Town to update their data files. T.E. Lopez requested that Mr. Utschig review the Town's online GIS system: Brookfield.mapexpress.net.

- d. Community Sewer System Study – Mr. Utschig stated that the narrative is complete, and the formula has been established. The draft will be circulated in a week or two.
- e. Clean Water Funds Application – Mr. Utschig stated that the CT Association of WPCAs has an annual meeting on May 6<sup>th</sup> and Clean Water Funding is one of the topics of discussion. Someone will be sent from Langan to attend. R. Prinz noted he will try to also attend.
- f. Water Pollution Facilities Plan Update – No update/no motions.
- g. Other Engineering Matters – The Authority briefly discussed how permanent maintenance agreements are currently maintained and reviewed. The future focus will be to require associations to complete certain maintenance benchmarks, instead of depositing money into an account for future repairs. K. McPadden asked who will oversee the receipt and tracking of maintenance reports in the WPCA office.

**9. Legal Matters**

- a. Other legal matters – There were none.

**10. Other WPCA Business**

- a. Use Charge Study Sub-Committee Update – T.E. Lopez reported that the Sub-Committee has summarized what has been done to date. He thanked those involved for their help with this work. T.E. Lopez reviewed the process, and explained some of the research as completed by the Sub-Committee. T.E. Lopez shared that the Committee has reviewed many of the documents, and in the future will be able to make a formula for the calculations.
- b. Other WPCA Business – K. McPadden noted that the new owner of 70 Stony Hill Road has asked the WPCA Office about connecting the property to sewer, with the possibly of building 75 housing units on that property. The zone of the property was mentioned, and there was a brief discussion about the Authority's response to the question, based on the WPCA Rules and Regulations as well as the WPCA Sewer Map. Chair Malwitz suggested that all questions about this work be forwarded to the WPCA's Attorney, Jeff Sienkiewicz.

K. McPadden also mentioned the possibility of the Congregational Church requesting to be added to the sewer line, based on their upcoming septic system repairs. There was a brief discussion about the assessment for this property, and Chair Malwitz asked K. McPadden to re-review the assessment numbers, as if the property were to be connected.

- 11. Vouchers: The Authority reviewed the vouchers. L. Trojanowski-Marconi made a motion to approve the vouchers as presented. T.E. Lopez seconded the motion, and it carried unanimously.**

- 12. Adjournment: L. Trojanowski-Marconi made a motion to adjourn the meeting at 8:54 PM. T.E. Lopez seconded the motion, and it carried unanimously.**

\*\*\* Next meeting May 25, 2016 \*\*\*