

# BROOKFIELD WATER POLLUTION CONTROL AUTHORITY

Wednesday, May 25, 2016 Room 133 7:00 p.m.

## APPROVED MINUTES

### 1. Convene Meeting:

#### WPCA:

Nelson Malwitz, Chair  
L. Trojanowski-Marconi, Vice Chair  
T.E. Lopez  
P. Kurtz  
M. Brown

#### Others:

Matt Allred, Accountant  
Chuck Utschig, Engineer  
Roger Prinz, Maintenance Manager  
Dave Will, Inspector  
Jeff Sienkiewicz, Attorney  
Kristi McPadden, Executive Administrator  
Mary Ongaro, WPCA Collector  
Emily Cole Prescott, Recording Secretary

2. Approval of Minutes – 4/27/16 – **L. Trojanowski-Marconi made a motion to approve the minutes [of the 04/27/16 meeting], and T.E. Lopez seconded the motion. It carried, with only L. Trojanowski-Marconi, Chair Malwitz and T.E. Lopez voting in favor of the motion.**

### 3. Correspondence

- a. Letter from Paul Avery, Sanitarian dated 5/20/16 Re: Congregational Church of Brookfield – K. McPadden noted that a letter from the Health Department is required to declare that the septic is failing and needs to be connected to the WPCA's sewer line.

### 4. New Business

### 5. Old Business

- a. 540 Federal Rd. - Application for Sewer Use/Connection Permit (new commercial building) – *Steve Sullivan of CCA Engineers was present to represent the applicant.* Chair Malwitz briefly reviewed the letter received from Langan, recommending approval of the application. The construction is for a building on the lot on the corner of Federal Road and Oak Meadows Drive, for commercial use. Atty. Sienkiewicz stated that there is a sewer easement on a corner of the lot, and asked if the easement is implicated in this application. S. Sullivan stated that the purpose of this application is to tie the construction into the existing manhole. The stub is located at the edge of the easement. **L. Trojanowski-Marconi made a motion to approve the application [540 Federal Road: Application for Sewer Use/Connection Permit]. T.E. Lopez seconded the motion, and it carried unanimously.**
- b. 53 Commerce Rd. - Application for Sewer Use/Connection Permit (new commercial buildings) – *S. Sullivan of CCA Engineers was also present to represent the applicant.* Chair Malwitz briefly reviewed Langan's letter, recommending approval of the application. **L. Trojanowski-Marconi made a motion to approve the application [53 Commerce Road – Application for Sewer Use/Connection Permit] as recommended by Langan Engineering. T.E. Lopez seconded the motion.** There was brief discussion about the WPCA's cost sharing of up to \$3,500. R. Prinz summarized that the owner is taking the WPCA's needs into account, and the WPCA has agreed to cost sharing to make the piping connection suitable. The plans were briefly reviewed. **The motion carried unanimously.**
- c. Rollingwood Project Update – Mr. Utschig reported that CCA has been hired to stake the proposed manhole locations. The next step will be to have Wetlands Consultant Jodie Chase flag the wetlands areas. Mr. Utschig explained that this work is being done in steps as an attempt to better control the ongoing costs and cost estimate. Mr. Utschig also mentioned that there may be clean water funds available for this type of project.
- d. Brooks Quarry Project Update – The majority of the piping work is complete, and the pump station chamber is being manufactured. A de-watering pit has also been installed. The contractor had de-mobilized last Tuesday, and will not expect to be back until the end of July or the beginning of August. Chair Malwitz stated that he has received positive feedback about the project from the BHA. R. Prinz reported that the project currently looks to be coming in under budget and will be operational before the deadline, which is in November.

## 6. Accountant Report

- a. Monthly Financials – Accountant Matt Allred presented the monthly financial results. K. McPadden will contact the Controller to discuss the matter of BANs and bonds. K. McPadden will also request that Chair Malwitz be added to the July Board of Selectmen’s meeting, to discuss and present the proposed Rollingwood Project. As Chair Malwitz mentioned the possibility of the WPCA’s applying for grant funds, Atty. Sienkiewicz replied that the Authority needs to also have any grant fund expenditures appropriated through the Board of Selectmen and/or the Board of Finance. **L. Trojanowski-Marconi made a motion to authorize the Chairman to request on behalf of the WPCA an appropriation of up to \$650,000 to fund the Rollingwood Sewer Construction Project and to provide for financing through temporary or permanent borrowings. T.E. Lopez seconded the motion, and it carried unanimously.**
- b. FY17 Budget Adoption – The Authority briefly reviewed the budget, which has been sent to the Board of Selectmen and Board of Finance. No comments have been received during the review period, which is now expired. The planned contribution to capital (net gain for the next FY) is \$103,000. K. McPadden reviewed the monthly transfer amounts from operating to capital. **T.E. Lopez made a motion to adopt the FY17 Budget. L. Trojanowski-Marconi seconded the motion, and it carried unanimously.**
- c. Unrestricted Capital Funds Report – M. Allred projected the unrestricted capital funds to be between \$450,000 and \$500,000. M. Allred will send Chair Malwitz a detailed report of the transfers.

## 7. Employee Activity Reports (Roger, Dave, Kristi, Mary) – Each WPCA employee presented an employee activity report.

R. Prinz presented the Maintenance Manager’s Report:

Construction Projects Planned:

- Rollingwood Sewer Extension – CCA has been asked to stake out the proposed manholes.
- Brooks Quarry Sewer – All collection pipes have been installed, with restoration at 80%. A de-watering pit has been installed.

Construction Projects:

- High Meadow Sewer Extension – This project is under the maintenance period, which expires in January 2017

Federal Road Sewer Improvements:

- North and 777 Federal Road – Existing valve chambers will be retro-fitted with provisions for maintenance and bypass. Materials are on hand, and a change order from the contractor to be submitted for this and vault deletion at the North Station. Flow meters have been ordered: Tiger Mag 4 inch. Two generators have been delivered. Longo and Associates is on the job, and the plan is to move from the North to the Railroad, then to the 777 Federal Road Station.

GIS Project: *See engineer’s report.*

Monitoring System: No report.

Commerce Road – 53 Commerce Road has taken the WPCA’s needs in account and will have the plans revised. WPCA cost sharing is approximately \$3,500.

MBO Progress:

- OSHA training remains ongoing.
- Infiltration and Investigation: Langan is working for full approach, and is identifying strategic manholes for the best locations for flow monitoring.
- Process Procedure Manual – A complete draft is expected by June 30, 2016.
- Personal Development – Maintenance personnel met again with the Human Resources Department for a progress check on communications improvement.

Miscellaneous:

- The claim against Eversource for the “brown out” at Stony Hill remains open.
- The scanning project for the GIS: R. Prinz explained the time it takes to sort through the files, and to standardize the files.

M. Ongaro gave an update of her work. M. Ongaro stated that the assessment and sewer use bills are ready to be sent out tomorrow. M. Ongaro stated that the system which S. Welwood had put into place last year worked very smoothly this year. Work with QDS has gone well. M. Ongaro explained how the bills are collated, and stuffed. M. Ongaro and Atty. Sienkiewicz are reviewing the delinquent accounts and working with those owners who are most delinquent.

D. Will presented the Inspector's Report:

Grit Separator/Grease Inspection: Grease traps are in compliance at this time. He has been working with P. Kurtz and T.E. Lopez for the use charge committee. D. Will is working on the private pump station program. The claim for Eversource remains outstanding. Barnbeck is complete, and will have a small leasing office and a gym. He is meeting with the contractor this week. The lateral at 533 Federal Road has been located and progress has started. The WPCA is looking at elevations from the road to the building. The WPCA is waiting on water and electric to be installed in the ground before the WPCA installs the sewer line. The remainder of the gravity line of phase three has been done at 540 Federal Road. The inverts are complete, and now awaiting an air test. The WPCA is current on surveys. The WPCA had a slight sewer back-up at Raymour & Flanigan last month, due to a pump station failure. There was a problem with an invert and pipe in one of the existing manholes, which has since been repaired. T.E. Lopez requested that a letter be sent to the property owners noting the extra expense for the maintenance of the lines at High Meadow Condominiums. R. Prinz stated that the previous suggestion was to put a pre-grinder on flow from the line, in an effort to reduce the increasing maintenance costs for the High Meadow Condominiums.

K. McPadden presented her activity report. K. McPadden stated that the WPCA has received an estimate to scan all files. The WPCA has since reviewed the files and determined that there are documents that do not need to be scanned. K. McPadden has started to purge the files. She has sorted through every property from New Milford to Danbury to determine which documents should be scanned. K. McPadden stated that she would like to ask permission to hire someone to be paid \$15 an hour, which is what the Land Use Office pays for scanning documents. K. McPadden suggested that the project is done once and done correctly. There is a notice to be sent in the bills requesting that certain items are not flushed. K. McPadden stated that a legal notice has been sent indicating issuance of bills, and the WPCA Office has received some phone calls regarding the legal notice.

## **8. Engineer Comments/Project Update**

a. Capital Projects:

- i. 777A Federal Road PS Improvements,
- ii. North PS Improvements
- iii. Railroad PS Improvements

Longo and Associates has requested a time extension of 120 days. The projects are starting to move forward, and Mr. Utschig recommended that the WPCA request that the contractor meet to review deadlines.

- b. Inflow and Infiltration (I&I) Study – A final version of the work plan has been submitted to Chair Malwitz for his review. There may be clean water funding available to pay for needed improvements which are identified in the I&I study. Mr. Utschig reviewed the requirements for the I&I study.
- c. GIS Sewer Modeling – Mr. Utschig reviewed the GIS sewer system with the Authority. One of the many benefits of the GIS modeling is the interaction with the system in real time. The program and information will be downloaded to the WPCA's tablets. This will offer an added level of efficiency. Vertical rim elevations will now need to be confirmed. R. Prinz mentioned that as-built plans should have accurate rim elevations. All of the information obtained during the summer has been added to the GIS system. Langan filled in any missing information in order to run the model. The pace at which Langan receives the as-builts will define the pace of

the GIS modeling project. The aerial photography is not updated often. Atty. Sienkiewicz asked about how to handle freedom of information compliance requirements of owning such a system. In other municipalities, there is a charge for the data, and the data is not editable. Atty. Sienkiewicz called for the WPCA to have an understanding of the freedom of information requirements. The GIS is open-access for the entire town. The information will be merged periodically, to be made available publicly. The public will not have access to Langan's database. R. Prinz explained the process of requesting records. Mr. Utschig will return to the Authority with some examples of what other Towns are doing to handle the information. Mr. Utschig also explained how the information is added in the field via a tablet to the GIS system. Chair Malwitz thanked Mr. Utschig for his report.

- d. Community Sewer System Study – Langan is working on the guidelines to establish the reserve funds and also the draft of a manual. The High Meadow Project would be used as a test for this draft program. If it is to be implemented, the regulations would also need to be amended. The other question is whether the current amendment would then also need to be re-done. Atty. Sienkiewicz has sent letters to all three association presidents informing them of the existing regulations to set aside funds to meet the current requirements. Atty. Sienkiewicz stated that the existing agreements contain a review requirement every five years, and theoretically, the WPCA could host a review before the five-year time period has expired. Atty. Sienkiewicz stated that the mechanical pump stations require more maintenance than do the gravity-fed lines. Atty. Sienkiewicz stated that there are several systems not monitored by the WPCA. The WPCA is holding funds only for the High Meadow Condos and the Rollingwood Condos.
- e. Clean Water Funds Application – Langan has attended the annual meeting for all CT WPCAs. A large portion of the program had to do with the Clean Water Fund. Langan was given information about the types of projects that have the option to be funded. Mr. Utschig noted the Candlewood Lake project funding, and mentioned that perhaps a request for funding for completion of a study should be done. Part of the Facilities Plan may also qualify for funding, and Langan will submit a report to the WPCA detailing these options. R. Prinz asked if Langan has a grants writer on staff, and Mr. Utschig confirmed in the affirmative.
- f. Water Pollution Facilities Plan Update – *This item was discussed earlier, in conjunction with the Clean Water Funds Application, agenda item 8.e.*
- g. Other Engineering Matters – Mr. Utschig stated that he has two letters to act on to establish completion dates for the Route 7 Force Main Project and the High Meadow Project. **L. Trojanowski-Marconi made the following motion: Based upon the recommendation of the engineer, the WPCA accepts the work performed by Earthmovers with respect to the High Meadow/Ledgewood/Carriage Homes/Newbury Crossing project contract# 2014-01 as of January 14<sup>th</sup>, 2016 for purposes of defining the start of the applicable one-year warranty period. T.E. Lopez seconded the motion. Vote on this motion was tabled at this time.** R. Prinz confirmed that the dates indicated on the letters are correct. **Motion carried unanimously.**

**L. Trojanowski-Marconi made the following motion: That the WPCA accepts the work as being substantially complete for the Federal Road Force Main Improvements based upon the recommendation of the engineer, contract # 2015-04 with True Blue with the acceptance of the work date being April 1, 2016. T.E. Lopez seconded the motion, and it carried unanimously.**

## 9. Legal Matters

- a. Eversource Claim – Atty. Sienkiewicz stated that he has just received the information for this matter, and will complete further work on it.
- b. Center School CCRCC Program Timing – Atty. Sienkiewicz stated that the WPCA needs to amend their regulations, and the dates are no longer correct due to a recent previous change. The capital cost recovery charge (2%) will be assessed after October 1<sup>st</sup> this year, which is the assessment date. The final assessment is based on the October 1<sup>st</sup> grand list. Atty. Sienkiewicz reviewed the proposal with the Authority.

- c. Town Tax Foreclosures on Sewer Customer Properties – Atty. Sienkiewicz noted that the question is whether the Town is foreclosing out the WPCA. Atty. Sienkiewicz asked if notice had been sent to any other lienholders on the properties. Atty. Sienkiewicz explained the process of a tax sale, specific to notice of the matter.
- d. Other legal matters – Atty. Sienkiewicz stated that there are maintenance agreements for High Meadow to be done, and the WPCA needs to file a new easement for the property. Atty. Sienkiewicz will coordinate this matter with R. Prinz.

**10. Other WPCA Business**

- a. Use Charge Study Sub-Committee Update – T.E. Lopez stated that last week he and P. Kurtz met and did an audit of the book for this project. Six of the businesses were missing from the book. K. McPadden stated that there is a chance that the missing surveys are in the file. The next step is to conduct field visits. T.E. Lopez stated that P. Kurtz has reviewed the information to determine how to make it more simple for the purposes of billing units. There are at least five restaurants sharing the water bill with other units. He explained his draft of the units and seats, based on the Sub-Committee's research. This information was reviewed solely for restaurants, and not for other uses. T.E. Lopez thanked D. Will for his work with the Sub-Committee. The goal is to simplify with consistent information. Atty. Sienkiewicz reviewed the current WPCA regulations. P. Kurtz stated that there could be an option in the future to have two different rates – one for commercial and another for residential. Chair Malwitz stated that he would prefer for the information available in the GIS to be searchable by the property ID number.
- b. Other WPCA Business –  
70 Stony Hill Road – K. McPadden stated that the owner of the property has been asking to connect to the sewer line. Both the local and State Plans of Conservation and Development do not allow for sewer in that area, and both plans would need to be changed before a connection in that area can be approved. This property is on the WPCA's map as single family development. Atty. Sienkiewicz cautioned the WPCA about maintaining its plan of development, indicating that no entity is entitled to sewer service unless there is a failure. Even if the Town's POCD is changed, it is at the WPCA's discretion to determine whether the property will be serviced by sewer.

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

There was a brief discussion about the next regularly scheduled WPCA meeting. Chair Malwitz asked that the Authority to plan to meet next as a special meeting on June 29<sup>th</sup> at 7:00 PM instead of the regularly scheduled date. K. McPadden will schedule the special meeting on June 29<sup>th</sup>.

**12. Adjournment: At 9:56 PM, L. Trojanowski-Marconi made a motion to adjourn the meeting. P. Kurtz seconded the motion, and it carried unanimously.**

*\*\*\* Next Meeting Date \*\*\* See note above:  
The WPCA will not have a meeting the 4<sup>th</sup> Wednesday of June, 2016,  
but instead hold a special meeting on June 29<sup>th</sup>, 2016.*