

BROOKFIELD WATER POLLUTION CONTROL AUTHORITY

Wednesday, July 27, 2016 Room 133 7:00 p.m.

APPROVED MINUTES

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

<u>WPCA:</u> Nelson Malwitz, Chair L. Trojanowski-Marconi T.E. Lopez P. Kurtz M. Brown	<u>Others:</u> Eric Kingsbury, Langan (Engineer) Roger Prinz, Maintenance Manager Jeff Sienkiewicz, Attorney Kristi McPadden, Executive Administrator Emily Cole Prescott, Recording Secretary
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2. **Approval of Minutes** – 6/29/16 – **M. Brown made a motion to accept the minutes of the June 29th meeting [as presented]. T.E. Lopez seconded the motion, and it carried unanimously.**

3. **Correspondence**: N. Malwitz reviewed an email that came in today from C. Budner, a condo owner in Sandy Lane Village. Ms. Budner stated that she lives in a 700 square foot condo, and asked that the Authority create a fairer billing system for those living in smaller condos throughout town. Chairman Malwitz stated that the billing system is under study at this time, and explained that there should be some billing changes by the next fiscal year.

4. **New Business**
 - a. 160 Whisconier Road – Application to Connect – *D. Virbickas of Artel Engineering, Federal Road, Brookfield, CT was present for the applicant.* The applicant (The Congregational Church) is seeking to correct a failing septic system on the property by connecting to municipal sewer. The applicant has spoken with the WPCA staff to determine a proposed route to hook into the sewer line. Mr. Virbickas reviewed details of the proposed plan. There are currently two septic systems, serving different areas of the building. The proposal is to have the flows from the top building routed through the existing pump chamber, retrofitting the existing pump chamber to use as a pump, and connect via force main directly to the existing manhole located in the street on Silvermine Road. Atty. Sienkiewicz asked if an abutting property is owned by the Congregational Church, and D. Virbickas replied that the Church does own two parcels. Atty. Sienkiewicz mentioned the need to file some sort of legal document, such as an easement, on the land records noting the system on the abutting lot. *Please see motion below.*
 - b. 160 Whisconier Road – Grease Trap Waiver Request – *D. Virbickas was also present to speak on behalf of the applicant regarding this matter.* D. Virbickas indicated that the proposed yearly gallon usage is between 66,000 and 70,000, which estimates an amount of 200 gallons per day. However, this usage fluctuates due to the nature of use by the Church, which tends to mimic more of a residential than a commercial use. *K. McPadden also spoke on behalf of the Congregational Church, and not as an Administrator.* K. McPadden stated that she had done some research in regard to other church properties in the Town. Both St. Joseph’s School and Prince of Peace Church were not required to install a grease trap when they connected to the municipal sewer. Atty. Sienkiewicz explained that if the grease trap requirement were to be waived, it would be his opinion that the Authority would need to set conditions of the waiver. K. McPadden will research the conditions of approval for St. Joseph’s Church and forward it to the Engineer for his review. **T.E. Lopez moved to accept the application as discussed for review, setting a \$750 engineering review fee, \$750 inspection fee, and a \$400 legal review fee. L. Trojanowski-Marconi seconded the motion, and it carried unanimously.**

5. **Old Business**
 - a. Rollingwood Project Update – E. Kingsbury reported that J. Chase has flagged the wetlands, and revised locations for the sewer manholes have been now determined, in an effort to save costs. The target date for a site walk with the association is mid-August. Atty. Sienkiewicz noted that the site walk is to include a representative of the Sandy Lane Condominium Association, as per the terms of the negotiation relative to the easement.
 - b. Brooks Quarry Project Update – The Authority is now waiting on the pump station, which is scheduled to be manufactured sometime in September. R. Prinz noted that the funding has been

approved by the State (relative to the State-funded grant held by the Brookfield Housing Authority) for connection of buildings one and two. Atty. Sienkiewicz indicated that at some point after project completion, the Authority has to file a quit claim deed and easement for the WPCA to own the system. R. Prinz clarified that the WPCA is scheduled to own just the manholes and pipes. E. Kingsbury stated that Langan will reach out to CCA when the project is closer to completion for a map which can be filed on the land records indicating such.

6. **Accountant Report:** There was not an accountant report at this meeting. K. McPadden gave an informal update about the progress of the audit.

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

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- **Construction Projects Planned:**
 - Rollingwood Sewer Extension: Some manholes are being changed, new alignment being worked on, when new manhole locations are staked a walk-through with individual associations to be scheduled. Test pits for rock depth instead of borings. There are some wetlands matters.
 - Shores Area Study – Data collection started, and engineering rough estimate requested and funding options are being investigated.
- **Construction Projects Active:**
 - Brooks Quarry Sewer – State approved buildings one and two are to be hooked into the line; estimated completion date October 2016.
 - High Meadow Sewer Extension – Maintenance period ends January 2017. There was a water issue on Ledgewood Drive. Excavation has been completed, and paving is scheduled during the first week of August, if not sooner.
- **Federal Road Sewer Improvements:**
 - The North and 777 pump stations piping, valves and flow meters have been assembled as units to drop into chambers. The controls have been approved, and the expected completion timeline is now November. Odor control system has been put on hold to evaluate the condition after improvements and construction in the 777 area.
- **GIS Project:** The scanning project for the GIS system is moving along, and is now in the test phase. When complete, this will be very handy in the field.
- **Monitoring System:** A letter was sent to Andy stating that no less than quarterly bills are to be submitted. Langan has given access to data mine for the I&I study. This will also be useful for CBYD (Call Before You Dig) responses.
- **Commerce Road:** 53 Commerce has taken the WPCA's needs into account, and the plans have been revised. The WPCA's cost sharing is approximately \$3,500, which requires no action.
- **Water Pollution Control Plans:** A 1980s plan was found, scanned and distributed to Langan. Some of the plan indicates areas that are still under study today.
- **MBO Progress:**
 - OSHA Requirements/Training – This topic is ongoing.
 - Infiltration Investigation – Assisting Langan in data collection for phase two, as approved by the Chairman.
 - Process Procedure Manual – The complete draft deadline target is now January 2017.
 - Personal Development – Continue to have regular meetings with HR for process check on continuous improvements.

K. McPadden reported that she has been working with the auditors this week, gathering information for them. M. Ongaro is also on vacation, so the office is busy. Alexis Prinz has been scanning all of the commercial as builts, and gathering relevant information on a spreadsheet, to better delineate data for the GIS work. Atty. Sienkiewicz stated that there had been a previous ordinance requiring everyone in the Town to pump their septic systems every four years.

K. McPadden reported on her MBO progress:

- Implement Record Retention System – This was previously handled by the Land Use department.
- Organize (non-sewer customer) file cabinets.
- Complete as-built scanning and forward to Langan – All commercial as-builts are scanned, residential remaining
- Work with QDS to add Town's UID number into our program version. K. McPadden spoke with QDS this week, and this can be done. Most of it will be done via file transfer.
- Investigate Paychex Employee Dashboard program. This program has been initiated, and will allow employees to enter their timesheets online, as well as check their vacation/sick/personal status 24/7. This will be discussed at the next Staff meeting since Mary and Dave and both on vacation.
- Initiate information gathering of "Areas Under Study" – A. Prinz has already started gathering the Candlewood Shores septic data, and is adding it to the already completed spreadsheet of properties that K. McPadden had put together.

8. Engineer Comments/Project Update

a. Capital Projects:

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

E. Kingsbury from Langan Engineering reported that there was a discrepancy with some of the contractor's submittals.

- b. Inflow and Infiltration (I&I) Study – E. Kingsbury briefly reviewed the overall project scope and cost for this fiscal year.
- c. GIS Sewer Modeling – All commercial plans have been scanned, and now there are some details that need to be checked. The manhole inspection form should be available for review tomorrow. Langan is working on updating several other forms based on R. Prinz's review of the project scope. Another step is to get a spreadsheet organized to better filter the data, which is ongoing.
- d. Community Sewer System Study – E. Kingsbury stated that W. Utschig is working on this matter, and will send a draft to Chair Malwitz next week.
- e. Clean Water Funds Application – E. Kingsbury stated that a meeting will be scheduled with CT DEEP to review the Rollingwood project, Candlewood Shores, and the I&I study. In regard to this update, Chair Malwitz clarified that the purpose of this meeting is to determine whether grant funding is available for any of these aforementioned projects.
- f. Water Pollution Facilities Plan Update – Langan will provide a proposal at the August meeting.
- g. Other Engineering Matters Including July 21 Meeting at Langan Offices – The draft minutes were distributed.

9. Legal Matters

- a. Eversource Claim – Chair Malwitz indicated that he had been reviewing notes from two years ago, as this claim has been pending for two years. Atty. Sienkiewicz stated that he has now received all of the information, and from what he understands, Eversource claims to not have any documentation on this matter. He will continue to follow up.
- b. Other Legal Matters – Chair Malwitz stated that the Authority is waiting on the permanent maintenance agreement proposal from Langan, and Atty. Sienkiewicz replied that an easement has to be re-located for the High Meadow Project, as well as the three permanent maintenance agreements completed. K. McPadden has sent the letter to all associations requesting each association's bank account documentation for the current permanent maintenance agreements. Atty. Sienkiewicz stated that some lien releases have been signed by K. McPadden as Executive Administrator, and have now been filed on the land records.

10. Other WPCA Business

- a. Use Charge Study Sub-Committee Update – T.E. Lopez stated that the Sub-Committee has reviewed the Inspector’s Survey Form, which is used to verify the number of employees, tables, etc., at the location that is inspected. There has now been a recommendation to add sections to the form regarding seasonal seating and the schedule of the business. Seasonal seating is not covered in the current WPCA Rules and Regulations, but T.E. Lopez suggested that this is something the Committee should consider in the future. The other recommendation is to have a section on the form to indicate whether there are any laundry facilities on site. Calculation of the unit rate will also be added to the form, which will assist with organization of the files moving forward. The recommendation is also to scan the completed form when filed. K. McPadden stated that the unit charge is in QDS but how the unit charge is calculated is not included in the QDS software. Atty. Sienkiewicz briefly reviewed the recommendations to the proposed form. K. McPadden indicated that there is no regulation regarding unit charge for seasonal seating. P. Kurtz explained that the purpose of this section on the form is to give the WPCA an idea of increased usage during certain periods of the year. Atty. Sienkiewicz and K. McPadden both urged the need to have a regulation if additional charge calculations are considered. Chair Malwitz stated that the property information should be input into a spreadsheet for future reference. K. McPadden suggested that any updates to the form also include an automatic calculation of the unit charge. T.E. Lopez reviewed additional work that will be done on this project moving forward. **L. Trojanowski-Marconi made a motion for the Authority to authorize the use of the new inspection form as prepared by the Subcommittee with the understanding that seasonal seating is not covered in the WPCA Rules and Regulations, but that data will be collected about this topic. It was noted that this data collection and form will also include information about washing machine facilities. T.E. Lopez seconded the motion, and it carried unanimously.**
- b. Other WPCA Matters
 - i. Danbury Plant Presentation Aug 3 – A presentation is scheduled which Danbury will be hosting, having to do with changes to the Danbury plant upgrade. This meeting will be held at the Danbury Town Hall.
 - ii. Sewer Service Area Discussion – The Authority briefly reviewed this matter, particularly in regard to applications made using Connecticut General Statute §8-30g.
 - iii. Candlewood Lake Update – Chair Malwitz stated that there have been elevated E.coli levels in Candlewood Lake, which can be traced to human origin.
 - iv. There will be a presentation on the Four Corners area on August 4th from 4 to 6:00 PM in Meeting Room 133.

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: At 8:38 PM, L. Trojanowski-Marconi made a motion to adjourn the meeting. P. Kurtz seconded the motion, and it carried unanimously.

*** Next meeting August 24, 2016 ***

BROOKFIELD WATER POLLUTION CONTROL AUTHORITY

P.O. BOX 5106

BROOKFIELD, CT 06804

Phone 203.775.7319 - Fax 203.775.2614

It is required that you supply us with the following information as it applies to your property and/or business.

Location _____ Unit# _____

Property Owner _____ Phone # _____

Tenant Name/Contact Person _____ Phone # _____

Business

Name _____ Phone # _____

Type of

Business _____

Is this business grease producing? _____ Y _____ N

Number of Employees, Full-time _____ Part-time _____

If school/club/gym, number of registered clients _____ Swimming Pool? _____

Hours of Operation _____ Number of Days per Week _____

How many public sinks _____ Public toilets _____ Showers _____ Washing Machines _____

If restaurant, seating capacity _____ Seasonal Seating _____ # Months _____

If restaurant, separate bar? _____ Y _____ N Bar seating capacity _____

Are there any special discharge characteristics i.e. Grease, oil, processed water, high water consumption, etc? _____ Y _____ N If yes, please explain _____

Owner/Tenant sign- Print Name-- (If refused, please state reason why)

Date of Occupancy: _____

Date of this Survey: _____

Previous Survey Date: _____

Inspector Name: _____ Signature: _____

Unit Charges _____ Calculated by _____ Date _____

Unit Charges Calculation _____