

**BROOKFIELD WATER POLLUTION CONTROL AUTHORITY**

Wednesday, January 18, 2017 Room 135 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

Nelson Malwitz, Chair  
Louise Trojanowski-Marconi, Vice Chair  
Phil Kurtz  
Tulio E. Lopez  
Matt Brown

Others

Jeff Sienkiewicz, Attorney  
W. Charles Utschig, Langan  
Roger Prinz, Maintenance Manager  
Dave Will, Inspector  
Matt Allred, Accountant  
Mary Ongaro, WPCA Collector  
Kristi McPadden, Executive Administrator

2. **Approval of Minutes** –11/16/16 – **T.E. Lopez made a motion to approve the minutes of the November 16, 2016 meeting. P. Kurtz seconded the motion, and it carried unanimously**

3. **New Business**

- a. 48 Old Gray’s Bridge Road - Request for Permit Extension – The applicant is requesting a two-year extension of the approval. **P. Kurtz made a motion to extend the permit for 48 Old Gray’s Bridge Road for 2 years. The motion was seconded by T. Lopez and it carried unanimously.**
- b. 58 Old Gray’s Bridge Road - Request for Permit Extension – Chair Malwitz reviewed the letter received from the applicant, requesting a two-year extension of the approval. K. McPadden mentioned that the owner has recently changed. There was question as to whether the new owner would be required to re-apply or to transfer the permit. K. McPadden will contact the new owner to inform him or her to complete a transfer of ownership request to transfer the approval. **L. Trojanowski-Marconi made a motion to table this request to next month’s meeting. The motion was seconded by P. Kurtz and it carried unanimously.**

4. **Old Business**

- a. 854-874 Federal Road – Application for Community Sewer System and Application to Connect (7 buildings) – *Mike Lillis of CCA Engineers of Brookfield, CT was present to discuss this application. Tony Lucera was also present to discuss this application, on behalf of the LLC that owns the property.* Requested revisions have been made as per Langan’s recommendations, and M. Lillis has returned to this evening’s meeting with the revised, signed and sealed plans. K. McPadden indicated that all of the fees have been paid, and the owner of the property has paid the outstanding amount for the 854 Federal Road property. Atty. Sienkiewicz stated that one of the buildings fronting on Federal Road will have first floor of commercial. Atty. Sienkiewicz stated that he has included the sewer line, manholes and grease trap into the cost of the sewer maintenance agreement. The agreement is based on a 50-year life, with the exception of the grease trap, which is a 25-year life. Atty. Sienkiewicz asked the Authority if the preference is to include the grease trap as a fifty-year life or twenty-five year life item. The applicant’s timeline was briefly mentioned. Atty. Sienkiewicz mentioned that the only other matter is when the discharges are calculated from each building, 39,738 gallons per day is estimated. The development would be charged based on the number of units. It was noted that there will be 181 residential, rental apartments. The calculations are based on 150 gallons per day. Mr. Utschig mentioned that the WPCA should start tracking a gallon figure for each project moving forward. There are presently two parcels, so at some point a map and deed will be filed to merge the two parcels. Atty. Sienkiewicz reviewed the terms of the proposed community sewer system agreement, which payments would begin after the initial certificate of occupancy is issued. Chair Malwitz requested that this item be discussed in detail at the WPCA’s February meeting. **L. Trojanowski-Marconi made a motion to table both of these applications to next month’s meeting in order to iron out the Community Sewer System agreement. The motion was seconded by M. Brown and it carried unanimously.**

*Roger entered the meeting at 7:27 p.m.*

- b. Rollingwood Sewer Project Update – Mr. Utschig stated that the draft bid documents are ready, and he has given a copy to Roger, Dave and Jeff to review. Mr. Utschig stated that there is now a long list of documents the WPCA must complete to apply for the low-interest Clean Water Fund loan. Chair Malwitz asked Langan to work with K. McPadden to compile the required documentation. Other items to complete include an internal review of the documents, easement procurements, and approval from the State of Connecticut. The WPCA had previously approved resolutions for this matter. R. Prinz noted the easements on the plan are noted as twenty feet wide. Mr. Utschig noted that blanket construction access would be more beneficial for the future contractor. Mr. Utschig will work with R. Prinz to revise the easement widths. They will send the information to CCA for updated maps; the maps will then be sent to Atty. Sienkiewicz for the easement language.
- c. Brooks Quarry Project Update – The contractor must make a request to the Housing Authority for semi-final payment. The project is complete, with the exception of grass, which will be planted in the spring. The plan is for the WPCA to accept ownership of the line, so a bill of sale and easement is required. R. Prinz noted that he is waiting for a cost estimate for Aquarion to bring water to Brooks Quarry. R. Prinz explained that the water tank in the utility building is within the twenty-five feet exclusion area. R. Prinz noted that the Housing Authority was not aware that this is a class one water system.

**5. Accountant Report**

- a. Monthly Financials – M. Allred presented the monthly financial results.
- b. Year End Update & Audit Activity – The WPCA has submitted all required documentation for the annual audit preparation and will now wait to hear from the auditors.

**6. Employee Activity Reports (Roger, Dave, Kristi, Mary):**

M. Ongaro presented the collector's report, giving an update of the WPCA's delinquent accounts. M. Ongaro offered to include a letter explaining the delinquency repercussions with the next delinquent statement at the request of T. Lopez.

K. McPadden stated that she had sent out invoices for the two percent capital cost recovery connection fee to the Congregational Church and BRT Barnbeck. The invoice sent to Barnbeck included a credit of \$95,000 for a previous joint venture agreement. A. Prinz is scanning files in the office. K. McPadden will be reviewing the assessments with Atty. Sienkiewicz next week. She is also working on preparation of the 1099's. The procedure book is also in progress. The WPCA will plan to schedule a public hearing for the benefit assessments in March. The public hearing for the WPCA Rules and Regulations should also be scheduled for March.

D. Will presented the Inspector's Activity Report. Grease and grit separator inspections are on schedule. A representative of the Post Office has spoken with D. Will about the possibility of connecting to the sewer line. The owner(s) of the house at the corner of Laurel Hill Road and Old Route 7 is also interested in connecting that building to the sewer line.

450 Federal Road – The grease traps have been installed and the main lines are in to the street.

800 Federal Road – The grease trap for the first building has been installed and an unusual amount of ledge has been found.

YMCA – The grease trap has been installed. The pool building includes a kitchen and D. Will has suggested that this building be connected to the grease trap.

7 Federal Road – This building was a Pizza Hut which will now be renovated to a Dunkin Donuts.

Webster Bank – This bank building is looking into being converted to a Burger King. It was noted that this conversion will require a grease trap as well as upgraded pipes.

Riverview – D. Will reported that there was a minor bypass today, with two new pumps now installed. D. Will will complete necessary reporting requirements.

R. Prinz reported the Maintenance Manager's Report:

R. Prinz noted that the State of Connecticut is collecting data about sea-level rise, major storm events, emergency operations, and climate change to review the area's resiliency and work to update the FEMA flood maps.

Capital Projects – R. Prinz stated that the projects are complete and operational.

Mission Control and Flow Meters – There is a discrepancy with the reporting, and this matter will be resolved by the installation of a pulse meter.

I&I Study – Additional work is needed to proceed with the I&I study.

Heating Oil Loss – Test-pit digging near in Sandy Lane Complex caused a loss of 1,000 heating oil gallons. The State and Fire Departments have been notified.

Regulations pertaining to Private Pump Station Review – R. Prinz stated that the WPCA should review these regulations.

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

a. Capital Projects:

i. 777A Federal Road PS Improvements,

ii. North PS Improvements

iii. Railroad PS Improvements – *R. Prinz noted these projects above, during the Maintenance Manager's Report.*

b. High Meadow High Solids Concentration – Solution alternates – Investigating installation of mix flush valves for pumps.

c. Inflow and Infiltration (I&I) Study – Next step – Mr. Utschig indicated that the Request for Proposal is in draft format.

d. Private Pump Station Run Time Data Logging – *R. Prinz mentioned this item above, during the Maintenance Manager's Report.*

e. GIS Sewer Modeling/Scanning Update/Forms (Manhole, Pump Station, Grit & Grease Trap) – Mr. Utschig stated that Langan has completed their assigned tasks. The new tablets are up and running. Chair Malwitz asked to see the format of reports available to the WPCA staff.

f. Clean Water Funds Application – Langan will wait to obtain information about the upcoming WPCA budget.

g. Water Pollution Facilities Plan Update – Langan will wait to obtain information about the upcoming WPCA budget.

h. Other Engineering Matters – K. McPadden will contact M. Lillis of CCA about the Enclave project, as the applicant needs a disconnect application for the existing building at 874 Federal Road.

## 8. **Legal Matters**

a. Community Sewer System/PMA Study – Chair Malwitz asked for a uniform way to estimate the life expectancy and replacement cost of a system. Atty. Sienkiewicz briefly reviewed the history of the sewer maintenance agreements in the Town, noting that historically, they have been under-funded. The current process was also briefly reviewed. Mr. Utschig noted that the two proposals are based on buying a more realistic extended life. Mr. Utschig also suggested creating a guidance document to properly watch and maintain the system. Atty. Sienkiewicz noted that there have been three condominium associations in the past few years that have had failed septic systems. Langan will come to the next meeting with a proposal.

b. 64 Federal Road Water Assessment Update – Atty. Sienkiewicz reported that the bill has been forgiven.

c. Other Legal Matters:

The revised High Meadow Sewer easement is finished and recorded.

The WPCA has received notice of a law suit involving the Ellwood Property, along Federal Road. The WPCA was named because it holds a sewer benefit assessment on the land records.

**9. Other WPCA Business**

- a. Use Charge Study Sub-Committee Update – A special meeting is scheduled for the sub-committee on Tuesday, January 24, 2017 at 10:00 AM at the Town Hall. K. McPadden will notice the meeting accordingly.
- b. Waste Water Plant Developments – Danbury & New Milford – Chair Malwitz stated that he will speak again with the representatives of Danbury. The funding to complete the engineering study has been awarded. The estimated cost is \$100 million to reduce the phosphorous level in Candlewood Lake by seven percent. The WPCA discussed the need to plan the WPCA's contribution to this project in the operating budget. Chair Malwitz stated that he has made a presentation about this matter to the Board of Finance.
- c. WPCA Office Location – Chair Malwitz shared some property options for WPCA office space, for the office to move. The WPCA is currently paying the Town a \$500 monthly fee. The WPCA reviewed the cost per square foot. Chair Malwitz shared with the WPCA that it has the option to have a ten-year lease in the Town Center, with a \$50,000 tenant fit-up included. Chair Malwitz noted that this would give the WPCA the option to have a more professional space for residents to visit the WPCA office and make payments, etc. The WPCA has been in its current office since 1984, and Chair Malwitz noted that it would be more professional to have a larger space, especially because there would be more opportunity to outfit a new space for the WPCA. Chair Malwitz explained that the Parks and Recreation Department has moved out of the Town Hall. K. McPadden expressed concerns about inconveniencing customers. She indicated that her preference is to not leave the Town Hall because of how closely the WPCA works with the other Town departments. K. McPadden stated that the WPCA is very connected with the Town Hall and has the maintenance managers sign off on building permit applications, looking up records in the Town Clerk's Office, and using the plotter in the Town Hall for which the WPCA had partially paid. K. McPadden stated that she has never heard a complaint about the office not being professional due to a lack of space. The WPCA had also spent the money to reorganize the office a couple of years ago, which has been useful. M. Ongaro noted that she sees the benefits of having more separation between work space and helping customers. Atty. Sienkiewicz mentioned that perhaps the WPCA should consider issuing a RFP for leased space. R. Prinz stated that the Inspector and Maintenance Manager will still be required to make daily trips to review applications. R. Prinz stated that many residents prefer to take care of all of their needs at one time, such as dog licenses; applications; taxes. K. McPadden also noted concern of other expenses the WPCA will incur in the future. The growing needs of the WPCA were also mentioned.
- d. Other WPCA Matters: Center School Line – Chair Malwitz stated that the Center School line is different from others because it has a connection charge fee rather than a benefit assessment. Chair Malwitz proposed canceling the remaining balance for the connection at 5 Obtuse Hill Road. Atty. Sienkiewicz questioned the purpose of this proposal. Atty. Sienkiewicz noted that a tax cannot be canceled. Chair Malwitz stated that owner is not making the request, but he is initiating the proposal on behalf of the WPCA. R. Prinz asked about the possibility of deferring rather than forgiving the remaining amount. Other properties with a connection charge were briefly mentioned.

**10. Vouchers – N. Malwitz made a motion to approve the December and January vouchers as presented. L. Trojanowski-Marconi seconded the motion, and it carried unanimously.**

**11. Adjournment – N. Malwitz made a motion to adjourn the meeting at 10:26 PM. The motion was seconded by P. Kurtz and passed unanimously.**

\*\*\* Next meeting scheduled for February 22, 2017 \*\*\*