

## BROOKFIELD WATER POLLUTION CONTROL AUTHORITY

Wednesday, March 22, 2017 Room 133 7:00 p.m.

### APPROVED MINUTES

1. **Convene Meeting:** Chair Malwitz called the meeting to order at 7:00 PM introducing members, staff and consultants in attendance:

WPCA:

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

Others:

W. Charles Utschig, Langan (Engineer)  
Roger Prinz, Maintenance Manager  
Jeff Sienkiewicz, Attorney  
Dave Will, Inspector  
Kristi McPadden, Executive Administrator  
Mary Ongaro, WPCA Collector  
Emily Cole Prescott, Recording Secretary

❖ **7:00 p.m. PUBLIC HEARING – Proposed Levy of Supplemental Benefit Assessments:**

Chair Malwitz opened the public hearing at 7:01 PM. Chair Malwitz read the public hearing legal notice for the record, which was published in both *The News Time* and *The Penny Saver*. Chair Malwitz briefly explained the purpose of the public hearing, and how benefit assessments are calculated, based on the Town's grand list. Chair Malwitz asked for questions and public comment. The following residents asked questions:

- *Cynthia Jugler of 1 Still Water Circle* asked why the end unit is paying an additional amount, and Chair Malwitz clarified that the assessment is based on the value of the property as indicated on the Town's grand list.
- *Anton Schmidt of 5 Still Water Circle* asked about the number of bathrooms in a unit, and whether this would reflect on the price. Chair Malwitz explained that the calculations do not consider bed or bath count, but rather the property value as indicated on the Town's grand list.
- *Marilyn Schmidt of 5 Still Water Circle* asked when owners should expect to be billed, and K. McPadden explained the billing process. She mentioned that if the owner accepts the installment billing, a lien will be filed on the land records, and the owner will receive an annual bill for the next five years. Chair Malwitz indicated that if additional properties are added to the sewer line, there is the possibility of reducing the assessment in the future.

Chair Malwitz asked for further public comment. There was none. **L. Trojanowski-Marconi made a motion to close the public hearing at 7:12 PM. M. Brown seconded the motion.** *Mr. Brian Jugler of 1 Still Water Circle* asked if the benefit assessment will be lowered if there is a revaluation, and K. McPadden replied that the Town had just done revaluations in 2016. **The motion carried unanimously.**

- ❖ **7:15 p.m. PUBLIC HEARING – Proposed Amendments to the Brookfield Sewer Use Rules and Regulations and the Adoption of an Amended Sewer Service Area Map:** L. Trojanowski-Marconi made a motion to open the public hearing at 7:15 PM to discuss proposed amendments to the Brookfield Sewer Use Rules and Regulations and the adoption of an Amended Sewer Service Area Map. J. Murray seconded the motion, and it carried unanimously. As there was no public present, L. Trojanowski-Marconi made a motion to close the public hearing at 7:16 PM. P. Kurtz seconded the motion, and it carried unanimously.

2. **Approval of Minutes** – 2/22/17; 3/13/17 Sp. Mtg.; 3/17/17 Sp. Mtg.

- 2/22/17: P. Kurtz made a motion to accept the minutes [of the 02/22/17 meeting] as presented. M. Brown seconded the motion, and it carried unanimously.
- 03/13/17 & 03/17/17: T.E. Lopez made a motion to accept the minutes of the March 13, 2017 and March 17, 2017 minutes as presented. M. Brown seconded the motion, and it

carried, with P. Kurtz, T.E. Lopez, M. Brown and Chair Malwitz voting in favor of the motion. L. Trojanowski-Marconi and J. Murray abstained from the vote. The motion carried, 4-0-2.

3. **New Business:** None.

4. **Old Business**

- a. To Act Upon Proposed Levy of Supplemental Benefit Assessments: The Authority reviewed the proposed supplemental benefit assessments. Although the Authority will be slightly under-collecting, more properties are expected to connect to the sewer line in the future. The bond will be paid off in 2021. **P. Kurtz made a motion to accept the Resolution Approving 2016 Federal Road Supplemental Benefit Assessments as written.** P. Kurtz clarified that this resolution will not reduce rates, but rather assign supplemental benefit assessments. **L. Trojanowski-Marconi seconded the motion, and it carried unanimously.**
- b. To Act Upon Proposed Amendments to the Brookfield Sewer Use Rules and Regulations and the Adoption of an Amended Sewer Service Area Map: Chair Malwitz briefly reviewed proposed changes with the Authority. **Chair Malwitz made a motion to adopt the proposed amendments to section 5.6 and §7.31 and to add section 7.3.3 and §7.3.4 and to add section A-4.0 to the technical standards of the Brookfield Sewer Use Rules and Regulations as proposed.** L. Trojanowski-Marconi seconded the motion, and it carried unanimously.

**L. Trojanowski-Marconi made a motion to adopt as the official map, the map entitled “Water Pollution Control Authority Brookfield” [with] scale 1”=1500’ originally adopted 8/27/14 revised 3/22/17 prepared by Langan. T.E. Lopez seconded the motion. The motion carried unanimously.**

Atty. Sienkiewicz stated that the Authority will need to adopt a list of items for the community sewer system as an addendum to the newly approved regulations.

5. **Accountant Report**

- a. Monthly Financials: M. Allred presented the monthly financial results.

**Chair Malwitz made a motion to pay in part for the pump station improvements on Federal Road for 777 and North Pump Station by transferring \$400,000 from the Federal Road North assessment account to the capital account. L. Trojanowski-Marconi seconded the motion. The motion carried unanimously.**

- b. FY18 Budget Update/Possible Rate Increase: The Authority reviewed the current budget and revisions to the FY 18 proposed budget. The Authority reviewed rental and ownership options compiled by P. Kurtz for a new office location.

**L. Trojanowski-Marconi made a motion that the Authority adopts the budget as amended per discussion, and that the Chairman is authorized to submit the final budget to the Board of Selectmen as required by the Charter. Before submittal, the budget document will be submitted and an email poll completed to allow all Commissioners to review the changes. T.E. Lopez seconded the motion, and it carried unanimously.** The budget document is to be submitted by the WPCA to the Board of Selectmen by April 15<sup>th</sup>.

Rate Change & Danbury Plant Charge: Chair Malwitz explained information about potential rate increases, to cover some of the costs of the Danbury Plant Engineering Charge, which will need to be accounted separately from the WPCA’s operating accounts. Chair Malwitz stated that he has made a presentation to the Board of Selectmen about this matter. K. McPadden will compile a list of vacant properties. Previously, vacant properties located along the sewer line had been assessed, because those properties have the option of receiving the benefit of sewer

service. **M. Brown made a motion to set a public hearing for the next monthly meeting on April 26 at 7:00 PM for proposed rate increase, the unit charge to be increased from \$380 to \$420 per annum and to establish a Danbury plant engineering charge in the amount of \$48 per annum for all properties connected or eligible for connection. L. Trojanowski-Marconi seconded the motion, and it carried unanimously.**

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

R. Prinz distributed the Maintenance Manager's Report:

- Construction Projects Planned:
  - Rollingwood Sewer Extension: Easement maps have been finalized. Atty. Sienkiewicz is working on an agreement.
  - Oil Spill Status: The final soil samples are at the lab, and Langan will be submitting the closure report to the CT DEEP. There are no claims submitted against the Authority to date. CIRMA has been notified, and CHUBB has notified R. Prinz. R. Prinz noted that any additional discussions should be held in executive session.
- Construction Projects Active:
  - Brooks Quarry Sewer: The final restoration will be completed in the Spring. The water tank sewer line matter remains open, as the sewer line is located too close to the water tank.
  - High Meadow Sewer Extension: The final release of retainage is needed. R. Prinz asked if the final amount may be released, pending the contractor's request. K. McPadden suggested waiting on this matter until the WPCA has received the request.
- Federal Road Sewer Improvements:
  - 777 and North Station: Restoration and punch list items remain open. R. Prinz is fine-tuning the controls with the electrician.
  - Flow Meter Display/Electronics at North Station: These have been removed for repair/warranty evaluation.
  - Railroad Station: The transducer was installed incorrectly causing control problems. The proper transducer has been installed and the primary control is now active. Float balls will be converted to pendant from mounted for ease of adjustment.
  - Private Pump Station Monitoring: A written proposal is to be submitted to the Authority at the April meeting. Estimated costs have been included in the FY 18 budget.
  - GIS Project: Maintenance personnel are using the system, which is proving to be a time-saving tool allowing maps to be on hand at all times.
  - Monitoring System: The parts are on order to integrate all pump station flow meters, allowing reporting of totalized flows to mission system expected on line in April. C. Conway has been given view access to the mission system and training to evaluate system data. Langan is requesting a special features listing.
  - Commerce Road: 53 Commerce, Valve Chamber: This is expected to be operational in the first week of April, live line determined to be (West) line. Valve chamber will allow for cross over and include testing/cleaning access and inject ports for new buildings.
  - Eastview Station: Mix flush conversion kits have been ordered to mitigate high solids retention in wet well for \$3,800.
  - Water Pollution Control Plans: Water Pollution Facilities Plan
  - MBO Progress:
    - Capital projects budget has been submitted for FY18.
    - OSHA Requirements and Training: D. Will attended Sewage Right to Know training course hosted by CT DEEP.
    - Infiltration Investigation: The WPCA is assisting Langan in data collection (phase two) portable flow metering to be done.
    - Process Procedure Manual: This item will be completed with the assistance of the Part-Time Director.
    - Personal Development: No report on this item.
  - Miscellaneous:

- Pump spares: Old pumps from 777 and North – two will be kept and one has been set up as an emergency unit.
- CBYD renewal may start to require fees, and there is work with the Town for a May 1<sup>st</sup> submission date.

Dave Will distributed the Inspector's Activity Report.

- Grease/Grit Separator Inspection: Inspections are almost complete and violation letters will be sent.
- D. Will is planning to join a small group of FOG inspectors for the State of Connecticut to work on improving the FOG program and provide feedback on what works and what does not. There are thirteen inspectors asked to join the task force.
- Construction Activity:
  - 450 Federal Road: The foundations are in and most of the sewer is installed.
  - Four Corners Project: No activity this month
  - YMCA Pool Building: Due to snow, construction has been halted for a few weeks.
  - Surveys: There are some surveys to be completed.
  - Field Service:
    - The WPCA is in the process of completing genset maintenance. Kinsley Power Systems is doing the maintenance this week.
    - D. Will has met with a contractor to replace two manholes and some piping behind Raymour and Flanigan. They expect to start next week.
    - David Tinker Excavating will continue to do some water connections over the WPCA's sewer behind ShopRite.

K. McPadden has advertised the job for the Part Time Director in the News Times, Pennysaver and Indeed.com. She completed an approved project spreadsheet as requested by N. Malwitz and compiled an estimated cost sheet for 777 Federal Rd. She invoiced escrow shortages and sent letters to expiring permits. She has also been scheduling special meetings, and completing required follow-up motions and minutes.

M. Ongaro will be working with M. Allred on Friday to discuss final items for this current budget. She will work on the billing then with Atty. Sienkiewicz for delinquent bills and collections. She has been working with Invoice Cloud to set up automatic payment options for customers. This should be in place in time for the June billing. She has also discussed report generation with QDS, which is an ongoing topic.

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

- a. Rollingwood Sewer Project; Clean Water Fund Application; Easements: A clean water application has been filed. The possible timeframe for the bid will be July.
- b. Brooks Quarry Project Update; DPH Compliance Status of Deficiencies; Aquarion Connection: *This item had been discussed during the Maintenance Manager's report.*
- c. Capital Projects: No discussion/no motions.
  - i. 777A Federal Road PS Improvements,
  - ii. North PS Improvements
  - iii. Railroad PS Improvements – *These items had been discussed above.*
- d. High Meadow High Solids Concentration – Solution alternates – *This item had been discussed during the Maintenance Manager's report.*
- e. Inflow and Infiltration (I&I) Study – Next step – Langan has compiled an analysis. The proposal is to monitor four locations to determine where additional flow is entering the system and how it is entering the system. Mr. Utschig noted that oftentimes there are easy repairs to remediate infiltration issues.
- f. Private Pump Station Run Time Data Logging – *This item was discussed during the Maintenance Manager's report.*

- g. GIS Sewer Modeling/Scanning Update/Forms (Manhole, Pump Station, Grit & Grease Trap) – *This item was discussed during the Maintenance Manager's report.*
- h. Water Pollution Facilities Plan Update – *This item was discussed during the Maintenance Manager's report.*
- i. Use Charge Study: Langan has submitted a proposal to move the use charge study forward, with input from the Committee. Mr. Utschig stated that the WPCA will be able to establish a reasonable flow rate for a broad list of users that may be used to adjust future user rates. Mr. Utschig mentioned that an additional option is to include this information on the GIS system.  
**Chair Malwitz made a motion to approve the Rate Study Proposal for Commercial Properties submitted by Langan for presentation at the May meeting. T.E. Lopez seconded the motion, and it carried unanimously.**
- j. Other Engineering Matters: Contract Update for Langan's Services – Mr. Utschig stated that the contract with Langan had been renewed more than two years ago, and he will submit an updated contract for the Authority's review.

**8. Legal Matters**

- a. 5 Obtuse Hill Sewer Assessment – Per Atty. Sienkiewicz, on or about May 1<sup>st</sup> annually, the deferred capital cost charges should be reviewed. The commission reviewed the deferred capital cost for 5 Obtuse Hill, St. Joseph's School, and it was agreed that the amount be reduced by \$22,939.59 to \$12,483.92, which will be spread (as principal) over the next 8 years (thru June 2024). This is a result of the bond period ending and the reduction being the difference between the original connection charge and the 2% CCRCC. Chairman Malwitz will deliver the news to St. Joseph's school.
- b. Rollingwood Oil Line Accident – Mr. Utschig stated that Langan took samples yesterday, and if the samples are clean, a closure report will be completed.
- c. Other Legal Matters

**9. Other WPCA Business**

- a. March 6 BOS Presentation Update Re: Danbury Plant Capacity Purchase – Chair Malwitz made a presentation to the Board of Selectmen to ask for \$66,500 per year for two years to offset the cost of this charge to the sewer users. He has not yet heard back from First Selectman Dunn.
- b. WPCA Office Location Update – *This item was discussed earlier in the meeting, during the Accountant Report.*
- c. PT Director Position Update – The position has been advertised, and K. McPadden will include the position in other advertising locations.
- d. Other WPCA Matters – Personnel Committee Updates: Chair Malwitz shared updates of the last Personnel Committee meeting.

- 10. Vouchers: The Authority reviewed the vouchers. L. Trojanowski-Marconi made a motion to approve the vouchers as presented. P. Kurtz seconded the motion, and it carried unanimously.**

- 11. Adjournment: At 10:50 PM, L. Trojanowski-Marconi made a motion to adjourn the meeting. T. Lopez seconded the motion, and it carried unanimously.**

\*\*\* Next meeting scheduled for April 26, 2017 \*\*\*