

BROOKFIELD WATER POLLUTION CONTROL AUTHORITY

Wednesday, May 24, 2017 Room 135 7:00 p.m.

DRAFT MINUTES

1. Convene Meeting

WPCA:

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

Others:

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

2. Approval of Minutes – 4/26/17: **M. Brown made a motion to approve the minutes.** *Because T.E. Lopez, P. Kurtz and L. Trojanowski-Marconi were not present at the April 26th meeting, discussion and approval of the minutes was tabled to the next meeting. No motion.*

3. New Business

- a. 106 Federal Road – Five Guys Burger & Fries Restaurant – Connection & Grease Trap – *Vincenzo Chiaravalloti, P.E. of Fuss & O’Neill for Five Guys was present to discuss this application.* Mr. Chiaravalloti explained that the proposal is to relocate Five Guys to 106 Federal Road in the former Sleepy’s tenant space, and to renovate the interior space with limited exterior renovations to meet handicapped accessibility requirements. A new grease line and sewer waste connection will be made to the building. This proposal also includes the installation of a 1,250-gallon grease trap. Seating capacity is estimated at 154. Engineering review and inspection review fees were estimated at \$750 each. **Chair Malwitz made a motion to accept the application, acknowledging receipt of the \$400 application fee, contingent on the owner delivering \$1,500 for engineering and inspection fees, and to send the documents digitally to Executive Administrator K. McPadden. T.E. Lopez seconded the motion.** It was clarified that the applicant should speak with Mr. Utschig about the plan review process. **The motion carried unanimously.**
- b. 10 Huckleberry Hill Road – YMCA – Request for Amendment to Permit – Chair Malwitz reviewed the request for permit amendment, submitted by Steve Sullivan of CCA, LLC, to install two slop sinks on site to the grease trap line. K. McPadden clarified that the current permit is for connection to the new pool house building. R. Prinz mentioned that the slop sinks have already been installed. He also mentioned the WPCA’s current application process relative to amendment requests. *A motion to approve the application to modify the sewer connection permit to allow the connection of two slop sinks to the newly connected grease trap was proposed, but there was no second and no vote on this motion.* This agenda item will be tabled, and K. McPadden will inform the applicant that an as-built plan is required.
- c. 14 Candlewood Lake Road – Raymour & Flanagan – Additional Work – The existing manhole has been repaired twice, but now consistently leaks, and the owner is in the process of compiling a plan to install a manhole next to the pump station. This is a private line where D. Will has been only for inspection purposes.
- d. Letter from D. Malloy, Governor of CT: May 24th has been declared Wastewater Appreciation Day in the State of Connecticut. Chair Malwitz noted receipt of the letter.

4. Old Business

- a. Resolution – Atty. Sienkiewicz clarified that this resolution motion is to adopt the permanent maintenance schedule of values as prepared by Langan.

Chair Malwitz moved:

In accordance with Section 5.6 of the Sewer Use Rules and Regulations, I move that the WPCA adopt the schedule of values contained in the document entitled “Langan

Permanent Maintenance Agreement Brookfield Water Pollution Control Authority Brookfield, CT Langan Project No. 190011022 April 2017 as the schedule of estimated costs of system components for community sewer systems to be utilized by the Authority in evaluating and establishing the estimated installed costs of community sewerage systems for purposes of permanent maintenance agreement escrow fund requirements.

I further move that the document with the approved schedule of values be included as an appendix to the Sewer Use Rules and Regulations until such time that the schedule of estimated costs of system components may be revised or amended.

T.E. Lopez seconded the motion, and it carried unanimously.

5. Accountant Report

- a. Monthly Financials: M. Allred presented the monthly financials. Chair Malwitz asked M. Allred to make several minor revisions to the budget reporting document.
- b. Budget Discussion and Adoption – M. Allred asked Chair Malwitz about adoption of the Danbury plant charge engineering fee, as the WPCA has adopted resolutions to collect this amount. The Authority briefly discussed the purpose of the Danbury plant charge engineering fee. Accounting for this collection will remain separate from other WPCA funds. **Vice Chair Trojanowski-Marconi made a motion to adopt the budget with the one revision to adopt the Danbury plant engineering charge. M. Brown seconded the motion, and it carried unanimously.**
- c. FY 2015-16 Audit Update – M. Allred reported that he has spoken with the auditors, and the information will soon be presented to the Board of Finance.

The Commission moved to discussion of agenda item 9.a., WPCA office update.

9. Other WPCA Business

- a. WPCA New Office Update – The fees needed to outfit the space have been estimated at \$60,000. Atty. Sienkiewicz suggested that the Authority ask the Town about a small, tax-exempt loan to purchase the space. Other financing options were also briefly discussed. This new office space will provide the WPCA with up to 3,000 square feet of space. Chair Malwitz replied that if this proposal moves forward, an interior architect should be engaged to properly outfit the new space. This item will be discussed again at the June meeting.

6. Employee Activity Reports (Roger, Dave, Kristi, Mary): Each employee presented an activity report.

M. Ongaro presented an update on Collections. Chair Malwitz asked about the letter M. Ongaro had sent to delinquent accounts. The WPCA has received several payments to date. M. Ongaro explained the delinquent accounts and lien process. Each delinquent account is charged a fee per year. Atty. Sienkiewicz indicated that several properties in the Three Condominium Line are delinquent. The lien applies to use charges because the assessment is already applied to the property with a lien on the land records.

Following an inquiry from the Board of Education, **Vice Chair Trojanowski-Marconi made a motion that the (June 1st) bill is not delinquent until after July 5th, on July 6th. M. Brown seconded the motion, and it carried unanimously.**

D. Will presented the following Inspector's Activity Report:

Grease and Grit Separator Inspection: A class was hosted by Langan to compose a report in a spreadsheet form.

D. Will has been working with FOG inspectors across the State.

Four Corners Project: No action this month.

Surveys: All surveys are up to date.

Field Service: D. Will completed a communication class for two days this month. D. Will stated that D. Tinker has been doing work around Town, and D. Will has been inspecting the areas in Town. The totalizer at Kohls will need to be changed. Work has been done to calibrate the five stations, and will continue tomorrow.

K. McPadden stated that the Town has hosted several pre-development meetings. K. McPadden stated that she is part of a Development Services Team, which discusses with applicants proposed projects. K. McPadden provided several brief updates about ongoing development in the Town.

K. McPadden stated that TimeClock has been implemented at the Garage and Orion Fleet Intelligence monitoring is active, as requested by the Personnel Committee.

R. Prinz presented the following Maintenance Manager's Report:

- Planned Construction Projects:
- Rollingwood Sewer Extension: Easements are in progress and waiting for CWF review; expected date to start August 17th. Wetlands work should be done August/October best time frame per the Wetlands Enforcement Officer.
- Active Projects
 - Brooks Quarry: See Engineer's Report
 - High Meadow: Close-out is in progress.
 - Federal Road Pump Station Upgrade:
 - North Station: flow meter installed and operational
 - 777 Federal Road Pump Station: Wall to be painted tan no stucco cement paint product
 - RR station: Control balls have been retrofitted
- Ongoing Projects
 - Private Pump Station: Moving forward 1st quarter FY 18
 - GIS Project: Training session held
 - Mission systems: Pulse capture project for all stations with flow meters underway; was very helpful with TOB discharge questions and data for future system modeling
 - Infiltration Investigation: This is on hold until private pump station project completed
- Misc:
 - Commerce Road Flow Meter: Additional cross-over manhole at 71 Commerce Road, contemplate one more south end of road, all injecting in proper line now. Suggest that long term plans should be gravity system for all with one pump station only say 1 million +/- alternates new flow meter or sub stations WPCA controlled
 - Eastview PS: mix flush completed evaluation of results, initial positive; adding bollards to corners to prevent damage
 - Flow recording at pump station 1 Chessel recorder accuracy and repaired flush meter replacement discussion.
 - Requesting comments on requiring permits for major repairs to private collection systems for tracking and reimbursement for inspection time, a regulation change needed and legal review

Permit Amendment – R. Prinz asked for the Authority's feedback on the work at 14 Candlewood Lake Road. He shared information about instances where work had been done on a privately owned sewer line for which he did not receive notice. He indicated that there is currently no amendment process for work on private lines. Mr. Utschig suggested that any work requires notification to the WPCA ahead of time, depending on the extent of the work; documents or plans may need to be submitted in advance for review and approval. The WPCA needs a method whereby to track this work. D. Will explained that the applicants must be notified that the inspector is required to be on site and the applicant will be billed for inspection fees. Mr. Utschig suggested that an administrative permit may be an option. R. Prinz will follow up with Atty. Sienkiewicz about this topic.

7. Engineer Comments/Project Update

- a. Use Charge Study – Mr. Utschig explained the data Langan has compiled to date. The objective is to come up with a consistent formula for the Authority to designate future unit rate charges. Mr. Utschig noted that he needs more information about square footage of retail space within the Town to move forward on this project. He also mentioned that Langan will continue its work on this study, and his feeling is that meters will be required and where not installed, the use will be subject to regulatory rate based on use and other parameters.
- b. Rollingwood Sewer Project; Clean Water Fund Application – The bid package is ready with reviewed and approved language. Awaiting CWF feedback from State of CT
- c. Brooks Quarry Project Update; DPH Compliance Status of Deficiencies; Aquarion Connection – Langan has submitted comments on this matter, relative to sewer and water. Atty. Sienkiewicz stated that the WPCA should receive the easement and bill of sale this month. The contract must be closed by August.
- d. GIS Sewer Modeling/Scanning Update/Forms (Manhole, Pump Station, Grit & Grease Trap) – The GIS project is moving forward and work is ongoing with users to program the software. Mr. Utschig urged the Authority to continue with this process to build the GIS system out.
- e. Water Pollution Facilities Plan Update – This item will remain on the agenda.
- f. Other Engineering Matters – None.

8. Legal Matters

- a. Rollingwood Oil Line Accident and Easements – Atty. Sienkiewicz stated that he has been working with Steve Kelly on the easement matter. He has requested electronic copies of the sewer easements and construction drawings for Sandy Lane. Atty. Sienkiewicz stated that he has also followed up with Chris Leonard, the attorney for Sandy Lane Village.
- b. Permanent Maintenance Agreements – Atty. Sienkiewicz reported that the agreements have been drafted, and now the information needs to be inputted.
- c. Other Legal Matters – Atty. Sienkiewicz asked the Authority its opinion about the permanent maintenance agreement charges for High Meadow, Newbury Crossing and Ledgewood Condos. An initial deposit and one year payment will be due on July 1st, and the next payment will not be due until the following July. *T.E. Lopez recused himself on this matter.*

9. Other WPCA Business

- a. WPCA New Office Update – *This item was discussed earlier, during the Accountant Report.*
- b. Other WPCA Matters – K. McPadden relayed a phone call she had received about Oak Meadows. The question is whether new owners will be required to pay the entire amount off on the normal schedule, which would significantly reduce their time period in which to pay. Chair Malwitz noted that at this point, the owners will only have a short period of time to pay due to the timing of the bond repayment.

10. Vouchers: The Authority reviewed the vouchers as presented. **Vice Chair Trojanowski-Marconi made a motion to approve the vouchers. M. Brown seconded the motion, and it carried unanimously.**

11. Adjournment: At 9:46 PM, Vice Chair Trojanowski-Marconi made a motion to adjourn the meeting. M. Brown seconded the motion, and it carried unanimously.

*** Next meeting scheduled for June 28, 2017 ***