

BROOKFIELD WATER POLLUTION CONTROL AUTHORITY

Wednesday, January 20, 2016 Room 133 7:00 p.m.

APPROVED MINUTES

1. **Convene Meeting**: Chair Malwitz convened the meeting at 7:00 PM with the following in attendance:

<u>WPCA</u>	<u>Others</u>
N. Malwitz, Chairman	D. Will, Inspector
L. Trojanowski-Marconi, Vice Chair	R. Prinz, Maintenance Manager
T.E. Lopez	W. Charles Utschig, Langan
M. Brown, Alternate	J. Sienkiewicz, Attorney
P. Kurtz, Alternate	M. Allred, Bliss Allred (Accountant)
	K. McPadden, Executive Administrator
	M. Ongaro, WPCA Collector
	E. Cole Prescott, Recording Secretary

2. **Approval of Minutes** – 11/18/15 – **L. Trojanowski-Marconi made a motion to approve the minutes. T.E. Lopez seconded the motion, and it carried unanimously.**

3. **Correspondence**
 - a. Letter from High Meadow Tax District Presidents to N. Malwitz dated 12/15/15 – Chairman Malwitz read the letter for the record.
 - b. Memo from R. Prinz to Atty. Doug Lewis Re: 70 Stony Hill Rd. Disconnection dated 1/5/16 – Chairman Malwitz reviewed this letter for the record.

4. **Old Business**
 - a. Brooks Quarry Project Update – Chairman Malwitz stated that the [Brookfield Housing Authority] has an apparent low bidder, but the bid has not yet been officially awarded. The bid came in at approximately \$630,000, which is over the engineers' originally estimated budget of approximately \$430,000. Chair Malwitz indicated that the State will be taking the bid information and need for further funds under advisement.

5. **New Business**
 - a. 10 Huckleberry Hill Road, YMCA – Enclosure of pool, construction of aquatic center building, driveway, parking, walkways and grease trap (revised from 2006) – *Steve Sullivan of CCA Engineers, Brookfield, CT was present.* This project had received previous approvals to build a new pool and attached aquatic center through the Land Use Office and the WPCA. In 2007 and 2008 the pool had been built, the portion of the aquatic center building was done and the sewer work had been complete, as required per the original approval. The only items remaining were to change a drainage pipe crossing the existing sewer easement and the installation of a grease trap; S. Sullivan noted that the grease trap has now been planned in a revised location from the original plan. At the time, the YMCA did not have enough funds to complete the entire project. The proposed pool bubble enclosure will be taken down seasonally. R. Prinz noted that the pipe will be crossing the sewer easement; R. Prinz, Atty. Sienkiewicz and S. Sullivan reviewed the proposed plan. It was noted that the drainage and bollards have been moved out of the WPCA's easement. Atty. Sienkiewicz asked if there is additional money from the previous application held in escrow. K. McPadden replied that the WPCA is not holding any additional funds in escrow for the previous approval. S. Sullivan asked if a foundation permit may be issued before the WPCA's February meeting, provided that all of the user fees have been paid. **L. Trojanowski-Marconi made a motion to accept the application, set the engineering fees at \$250 and inspection fees at \$600 (\$850 total), and sign off on the foundation permit application. T.E. Lopez seconded the motion, and it carried unanimously.**

6. **Accountant Report**
 - a. Monthly Financials – M. Allred reviewed the monthly financial results with the Authority.

Chairman Malwitz stated that the budget submission process will begin this month. P. Kurtz has offered to start work on the budget proposal, which had been done last year by Irv Agard. Chair Malwitz explained the WPCA's budget process. He noted that the proposed budget is to be submitted to the Board of Selectmen for their review by April 15, and then the Board of Selectmen has until May 20 to return their written comments to the WPCA. Thereafter, not later than the fourth Wednesday of June, the Authority shall adopt its operating and capital expenditures budgets for the ensuing fiscal year and file the same with the Town Clerk. R. Prinz and D. Will are scheduled work on capital project budget research. P. Kurtz asked if M. Allred would reach out to S. Welwood to determine if he (P. Kurtz) should be involved in a budget preparation meeting with the accountants.

- b. Sewer District Accounting for Benefit Assessment – M. Allred reviewed the information he has for the assessment receivable balances. For High Meadow, the original assessment calculations sheet is needed to properly move forward. The information for Three Condos has been reviewed, and the matter discussed briefly at the last meeting has to do with the fact that previous transfers were not correct. This issue has been reviewed with the former Accountant Sandy Welwood, and will be corrected with the planned January transfers. He will be meeting with S. Welwood to review the assessment information and the budget season documentation.

7. **Employee Activity Reports (Roger, Dave, Kristi, Mary):** The WPCA employees presented their individual project updates and/or MBO Status.

R. Prinz presented the Maintenance Manager's Report:

- Rollingwood Sewer Extension: The updated cost estimate is going to be approximately \$510,000; and engineering needs to proceed with pre-work, such as geo-tech mapping.
- Laurel Hill Road North Extension: The application for 101-103 Laurel Hill Road had been denied without prejudice at a previous WPCA meeting.
- Brooks Quarry Sewer: R. Prinz has attended two Inland Wetlands Commission meetings. Per Chair Malwitz's earlier explanation (item 4.a.), additional funding needs to be resolved at the State level, and the bid awarded within the required time frame. R. Prinz mentioned that at the most recent Inland Wetlands Commission meeting, note fourteen regarding rain events had been revised. The bid differential was primarily due to the pump station. R. Prinz stated that if the Authority prefers, value engineering may be done and the project re-bid.
- High Meadow Sewer Extension: Semifinal payment agreement has been reached with Earthmovers as of December 2015. Construction cost would be \$1,630,000 (\$70,000 under construction budget), total cost of \$2,212,000 (\$80,000 under the BAN amount). R. Prinz reviewed that the WPCA had spent less than the BAN. Chair Malwitz stated that R. Prinz has done a good job on this project.
- Force Main Repair and Air Release: Completed, less final restoration. R. Prinz shared the rock that was removed from the pipe and a cross section of the actual pipe with the WPCA. Some small retainage will be held for grass growth.
- 777 Federal Road Pump Station: Site work, retaining wall, concrete pads installed, generator size and pumps determined, control panels manufacturing is in progress. It will take approximately ten weeks for the generator and pumps to be received, but both have been ordered.
- North Station & Railroad Station: Minor site work done; generator size and pumps determined, control panels manufacturing is in progress. R. Prinz stated that the project is now waiting on generators and other materials.
- GIS Project: See Engineer's Report (item 8).
- Monitoring System: Pump run time not being picked up when soft starters are in bypass. The problem is being addressed and will be included in all future pump station monitoring systems. A. Sincali was on site for one day to work on the system. R. Prinz stated that it is not that the pumps are not running, but sometimes they are run on a bypass on electrical mechanical switches, not on the signal for the monitoring system. There is a part on order for the Sand Cut pump station, which should be received soon. R. Prinz stated that an electrician has been out to the site at Sand Cut, and if this project works at Sand Cut, the specs for the other stations will be done. R. Prinz

stated that the benefit is to always know when the pumps are running. Occasionally, soft starters die and repairs need to be done.

- Commerce Road Pump Station: Spare Flyght pump has been received. The maintenance period should end at some time next year.
- Water Pollution Facilities Plan: Langan Engineering has been assigned to this project.
- OSHA requirements and training: D. Will and C. Conway have both attended blood borne pathogens training, OSHA and 10-hour training; first aid and blood spill kits have been acquired for workplaces and WPCA vehicles.
- Infiltration Investigation: ongoing; completion scheduled for March 2, 2016.
- Recommended System Upgrades: In progress; completion scheduled for February 1, 2016. R. Prinz mentioned that he and P. Kurtz should meet to work on this matter for the budget proposal.
- Process Procedure Manual: The outline has been finished; the target completion date is now June 30, 2016. The purpose of the process procedure manual was briefly discussed.
- Personal Development: R. Prinz has attended an eight-hour project management class, and this item is ongoing. He would like to continue to attend the classes, and there is an option to be certified in this training. The class provided information on how building project management works, and gave him information for the WPCA to have relative to the developers' process. Some additional duties have been added for employees to work on. R. Prinz advised the Authority that they may want to consider future budget preparation for an additional full-time employee.
- Targeted training has started for C. Conway regarding pumps, controls and scheduled maintenance.
- The claim against Eversource at Stony Hill is still open.
- 133 Pump Station Muffin Monster is back in operation, and the need has been identified to include these costs in future operations budgets. R. Prinz approximated this item at \$14,000. Although not a requirement, the purpose of these machines is to help the pumps last longer.

D. Will presented the Inspector's Activity Report:

- The deli at 782 Federal Road has been sold. Every sink line had been filled with grease, and the three-bay sink had not been used as it should have been. T.E. Lopez asked how this may be prevented, and D. Will stated that now with the Part-time employee, there will be time to investigate some of the kitchens and re-educate restaurant managers. This work may be added to an inspection checklist. Atty. Sienkiewicz asked how the inspections will be done, and D. Will stated that he can send small cameras down the pipes and view evidence.
- There is a brick oven pizza restaurant opening at the former Bailey's Backyard (640 Federal Road).
- Mama's Cheese Bread also has new owners (594 Federal Road).
- 57 Laurel Hill Road: This is complete and the discharge permit has been issued.
- Barnbeck: The work is 59% complete, and the north building is flowing. The south building is still in the construction phase and not connected. The barn's grease trap is installed, but the building has no interior and is currently not connected.
- 355 Federal Road: The lower and middle floors are connected but the top floor is awaiting some internal plumbing before it can be connected and septic tank up top crushed. The work is in progress.
- 777 Federal Road Pump Station: The outside concrete wall is up, part of the fence is installed and the three concrete pads are complete. Longo is awaiting the electrical console and the genset to continue.
- Surveys: About five surveys have been completed this month, and the surveys are current.
- MBOs: Scheduled grease trap inspections. Langan is currently creating a new form which will work more directly with the GIS system, to be used in the field when completing inspections. The previous form was difficult to connect to the cloud. There is a list of the pump stations, and he has to work with K. McPadden to re-do the letter and send out for April 1st. The next grit separator inspection is set for February. The part-time employee is now working more hours, for training purposes. D. Will has been adding to the procedure information on a monthly basis. D. Will stated that he will be attending some training classes. Relative to training, M. Brown

mentioned a training class that would be beneficial for the part-time employee to attend. He will send the information to K. McPadden.

Kristi McPadden shared her MBO Update:

- K. McPadden stated that she has been quite busy between auditor requests, requests from the Finance Department, year-end, and other matters. She has started some of her work on the filing cabinets.
- K. McPadden is waiting to hear back from Langan regarding the as-built saved files. Chair Malwitz proposed that a temporary person be hired to scan the WPCA maps. C. Utschig is working on getting K. McPadden the necessary information.
- K. McPadden mentioned the functions of Invoice Cloud. Currently, people may not pay incremental amounts online, due to delinquencies, interest and principal, and some of the functions offered may not work with the Authority's needs. Chair Malwitz proposed that the WPCA have a meeting with representative(s) of Invoice Cloud. K. McPadden shared the number of payments, e-checks, etc. processed online with the Authority, including the WPCA's cost for maintenance of this online payment option.
- View Permit with Land Use: K. McPadden stated that this has been put on hold since K. Daniel has left the Land Use Office.

Mary Ongaro presented her report:

- M. Ongaro shared the delinquent reports and information with the WPCA. M. Ongaro explained the collection of information from QDS.
- M. Ongaro stated that S. Welwood had indicated that the delinquent notices were being sent out too soon, so her schedule has not yet been finalized as to when delinquent statements should be sent. This sending generates a lot of payments, and is a reminder to pay the bill.
- Chair Malwitz asked what triggers contacting Atty. Sienkiewicz for collection. Atty. Sienkiewicz reviewed the delinquent list with the Authority. Atty. Sienkiewicz stated that the dollar amount and/or the history dictates the collection process. If someone is delinquent on the use, they are generally delinquent on the assessment. Atty. Sienkiewicz stated that from M. Ongaro's standpoint, there is much information to gather for Atty. Sienkiewicz to move forward with collections, as he needs both the current delinquency for use, and the current delinquency for assessment for three months. It was noted that it is the owner's responsibility to request fee adjustment(s) when unit(s) become vacant.

8. Engineer Comments/Project Update

- a. High Meadow/Ledgewood/Newbury Crossing Project Update – W. Charles Utschig stated that the project is complete, and a letter of substantial completion will be issued which will start the warranty period.
- b. Capital Projects:
 - i. Force Main Improvements,
 - ii. 777A Federal Road PS Improvements,
 - iii. North PS Improvements
 - iv. Railroad PS Improvements – Much of this update had been included in the Maintenance Manager's Report. The generators are on order, and although the pumps had been previously specified, a proposal for the pumps had never been sent.
- c. GIS Sewer Modeling – A manhole numbering approach has been given to R. Prinz. The next steps are to download the manhole monitoring into the system, then to give a presentation of the updated model. Mr. Utschig noted, in regard to the creation of the forms, that Langan will respond to the WPCA with information on what will be required to draft and complete field inspection forms that will better collaborate with the cloud and GIS system.
- d. Clean Water Funds Application – It was noted that Chair Malwitz is to review and give input on the information submitted to date.
- e. Water Pollution Facilities Plan Update – A Proposal has been drafted. The plan takes into consideration potential growth and added customers, and Mr. Utschig asked if the reassessment

of the unit count should be factored into the plan. Mr. Utschig will meet with R. Prinz regarding this draft and plans to move forward on this update.

- f. Other Engineering Matters – There is a proposal for Rollingwood to be done in phases: geotechnical wetlands, an update of the schematic, and estimate will be priced out in sections. Details for the full design and construction services have also been provided. Phase one would include a conceptual cost estimate. Mr. Utschig stated that with everything: engineering, legal and inspections, the cost estimate may come close to \$700,000. Mr. Utschig stated that the “unknown” in the cost estimate will be relative to rock throughout the site. There has also been an escalation in contractor pricing, due to the busier work schedule. There are also facets of this project to consider, such as access issues on the geotechnical side, wetlands application, survey work with easements. Jodi Chase is working as consultant to complete the wetlands work. Langan’s letter dated 01/18/16 re: proposal for professional engineering services for Rollingwood Condominium Sewer was briefly reviewed. D. Will indicated that there are 246 units in Rollingwood. T.E. Lopez asked about the long-term prognosis of the system, and D. Will noted that one of the pumps has recently been replaced.

9. Legal Matters

- a. Rollingwood Project – This item had been discussed above, during the Engineer Comments/Project Update (item 8.f.).
- b. High Meadow Permanent Maintenance Agreements – Atty. Sienkiewicz stated that he needs a map of the community sewer system. It was noted that although the legal documentation follows the construction drawings, the as-built drawings should be used to properly reflect the legal records. Atty. Sienkiewicz will review the easement map, which should follow the construction documents. This plan follows the recorded easements, and the easements follow the map; it was noted that the record on file may need to be revised. Atty. Sienkiewicz will review what he has, and will work with CCA directly to have the maps amended appropriately, if needed. The State law requires actuarial adequacy to fund the pipes over fifty years, the mechanicals over fifteen, and the structures of the pump station over twenty-five years. The WPCA has the option to change its regulations to re-define actuarial adequacy. He noted that historically there has not been enough money for repairs. Chair Malwitz asked Langan to review this information and make appropriate projections or a formula for appropriate projections from which the WPCA may use to move forward with this matter.
- c. Set 2015 New Assessments Public Hearing for 2/24/16 – Chair Malwitz noted that this would be for the new properties which would be added as of October 1, 2015. **L. Trojanowski-Marconi made a motion to authorize the Chair to warn a public hearing for supplemental benefit assessments for February 24th, 2016 at 7:00 PM. The supplemental benefit assessments would be for properties that were improved as of October 1, 2014 to September 30, 2015 and that the Executive Administrator, together with input from the Authority’s Attorney, is authorized to calculate the proposed supplemental benefit assessments in accordance with the applicable formulas for each sewer district. T.E. Lopez seconded the motion, and it carried unanimously.**
- d. Other legal matters – No other items at this time.

10. Other WPCA Business

- a. 2016 Assessments – This item was discussed earlier in the meeting (agenda item 9.c.).
- b. Use Charge Study Sub-Committee Update – T.E. Lopez and P. Kurtz will be meeting with D. Will to get an update on the work he has done. K. McPadden will make room reservations at the Town Hall for the group to meet on January 28th.
- c. Other WPCA Business – None at this time.

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

12. Executive Session to discuss personnel matters: At 9:32 PM, Chair Malwitz made a motion to enter into executive session [and to invite Human Resources Director Fern Smenyak] to

discuss personnel matters. L. Trojanowski-Marconi seconded the motion, and it carried unanimously.

At 9:56 PM, the Authority came out of executive session. It was noted that no motions had been made during executive session.

13. **Adjournment: At 9:57 PM, L. Trojanowski-Marconi made a motion to adjourn. T.E. Lopez seconded the motion, and it carried unanimously.**

*** Next meeting February 24, 2016 ***