

BROOKFIELD WATER POLLUTION CONTROL AUTHORITY

Wednesday, June 29, 2016 Room 133 7:00 p.m.

APPROVED MINUTES

1. Convene Meeting:

WPCA:

Nelson Malwitz, Chair
T.E. Lopez
P. Kurtz
M. Brown

Others:

Matt Allred, Accountant
Roger Prinz, Maintenance Manager
Dave Will, Inspector
Jeff Sienkiewicz, Attorney
Kristi McPadden, Executive Administrator
Mary Ongaro, WPCA Collector
Emily Cole Prescott, Recording Secretary

2. Approval of Minutes – 05/25/16 – **T.E. Lopez made a motion to approve the minutes. M. Brown seconded the motion, and it carried unanimously.**

3. Informal Discussion

- a. Louise Michael, 70 Stony Hill Road – *Atty. Neil Marcus of Cohen & Wolf, Deer Hill Avenue, Danbury, CT was present for discussion of this topic.* Atty. Marcus explained some of the history of the property, and he indicated that his clients are looking to develop the property which would require connection to the sewer line. Atty. Marcus noted that the purpose of this conversation is to informally discuss with the Authority the feasibility of connecting the property to the sewer line, assuming cost and technical issues may be resolved. He indicated that his clients will need to go through the DEEP approval process. Chair Malwitz explained that the current sewer line had been built and the three condominium associations connected due to an abatement order issued by the State. The stipulation at the time of the sewer line installation was that no other properties would be added to the line, unless there was a need to connect, due to septic system failure. Chair Malwitz further explained that the the Authority is always cautious about considering requests to be added to this sewer line, as the Authority will not violate any of the terms of its original agreement with the State for the sewer work. Atty. Sienkiewicz reiterated that this property is on the sewer service map, listed as a “failure only” connection. K. McPadden stated that the WPCA had received a letter from Ann Strout of the CT DEEP dated May 25, 2016, which notes the WPCA sewer service map, the local POCD and the State POCD would all need to be revised accordingly before an extension may be approved: “The Environmental Impact Evaluation (EIE), the CWF Agreement and the Stipulated Judgment do not appear to restrict connecting to the sewer extension in question. However, both the Local and State POCD do not list the area in question as part of the existing or future sewer service area, limiting the ability for growth and an extension to any existing sewer. Both plans would need to be changed before an extension is approved.” There is no benefit assessment imposed on this property, as there was never a plan to extend sewer service to connect this property. Atty. Sienkiewicz advised that if the WPCA considers any changes to its plan, the revisions should be considered for the entire line, and not just for specific properties. Upon inquiry from Chair Malwitz regarding whether a zoning amendment would be needed, Atty. Marcus replied that there is the option to develop the property using CGS §8-30g, for affordable housing. The plan would be to have four to six units per acre, depending on the infrastructure cost(s). R. Prinz stated that the connection done illegally had been previously denied, and the former property owner required to disconnect. The prior owner was specifically denied sewer access, and would have the option to connect the single family home to the line in a failure-only situation, which failure would need to be determined by the Health Department. Chair Malwitz indicated that provided the line would take more units via gravity line and the agreements and POCD plans could be amended, he would personally have no objection to the proposal. T.E. Lopez replied that he respects the Chair’s opinion, but he has concerns about setting a precedent. Atty. Sienkiewicz stated that if the use is opened for one property, the entire area should be given the option to connect as well. Atty. Sienkiewicz advised that the WPCA consider the long-term plan. P. Kurtz agreed, indicating that the impact must be reviewed as well as the impact of the proposal on development throughout that area. K.

McPadden stated that the WPCA has a copy of the Clean Water Grant Fund Agreement and the Environmental Impact Evaluation for the line.

4. **New Business:** No new business.

The owner of Newbury Inn was present and asked a question regarding use charge. The Authority advised her that the WPCA Office would need to work with her to answer the question, as the Authority cannot add any additional items to its special meeting agenda.

5. **Old Business**

- a. Rollingwood Project Update – CCA had been told to stake the manholes. The engineer, R. Prinz and D. Will have recently been out on the site. R. Prinz indicated that the site is overgrown and the topography is quite challenging. R. Prinz stated that the manholes have now been staked. Since the manholes are now marked, Wetlands Consultant Jodie Chase can go out on site to complete the environmental impact study. R. Prinz stated that a walk-through with the property managers should also be done. The geo-technical borings will need to be done, so some more brush cutting may be needed. It was mentioned that the easement paperwork will need to be completed before construction. Atty. Sienkiewicz mentioned the need for better communication with the condominium association. R. Prinz stated that it is technically feasible to do the job, and the cost is now under consideration. Atty. Sienkiewicz stated that a tree survey will also need to be done as part of the planning. T.E. Lopez asked about the WPCA's exposure, and Atty. Sienkiewicz indicated that surveyors have their own insurance. R. Prinz asked for the legal information to be sent to him.
- b. Brooks Quarry Project Update – R. Prinz reported that there was a back-up in one of the buildings (several units). Building one and two is connected via a gravity line. R. Prinz stated that the project is currently \$17,000 under budget, which includes rock and restoration parts that had not been done. The Housing Authority will need to return to the State to request a change order for the \$7,500 additional work that is needed to tie another building into the line.

6. **Accountant Report**

- a. Monthly Financials – M. Allred updated the Monthly Financial Results and briefly discussed with the Authority the process of closing out the fiscal year financials. He will be working with S. Welwood to review the FY close-out procedures.

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

M. Ongaro presented her report about the WPCA billing process, new check scanning process, and collections.

K. McPadden stated that she has been taking in collections to assist while M. Ongaro is working on the processing payments. K. McPadden reported that the scanning project is under way and going well. This is a good way for the WPCA to determine which properties are missing as-built plans. R. Prinz estimated that perhaps one out of fifty projects is missing an as-built plan. This has been a very good exercise, and will eventually allow the inspectors to use GIS to review specific property details in real time.

D. Will presented the Inspector's Activity Report:

Grease/Grit Separator: In compliance at this time.

Notes: The private pump station program is in progress. D. Will is continuing work with the Eversource claim and Atty. Sienkiewicz.

Barnbeck is 99% complete with a few items to complete.

533 Federal Road – The sewer line and grease trap have been installed. The developer is working on inverts and final items this week. It was noted that the approved plans did not have a basement, but there is now a basement in the new building.

540 Federal Road – There has been no progress this month.

849 Federal Road – Aye's Deli – The correct grease trap has been installed under the sink.

Surveys – The WPCA is now current on its surveys.

Field Service – D. Will is working with Pempbroke Pumping to repair a broken invert and pipe joint at 14 Candlewood Lake Road.

D. Will completed the bioxide tank relocation from the Sand Cut Pump Station to the Cedar Brook Pump Station. The WPCA brought in Evoqua who provided the system as well as A to Z for machine work and the electrician to wire the panel. All was complete between June 12th and 13th.

R. Prinz presented the Maintenance Manager's Report:

Construction Projects Planned:

Rollingwood Sewer Extension: CCA staked out the manholes and now a walk-through with the association is needed.

Brooks Quarry Sewer: All collection pipes have been installed, restoration is 80% complete and a de-watering pit has been installed. The wet well and valve chamber have been approved. Buildings one and two are to be hooked in, and there is a request that has been submitted to the State for additional work in the process.

Active Construction Projects:

High Meadow Sewer Extension: This project is under the maintenance period, which expires in January 2017. The project has been checked this week for any problems, and it looks as though everything is flowing well with minor issues to be communicated to the contractor for correction. Excavation is complete and additional drain system is installed. The cost will be about \$4,500 after paving (\$7,500 was the original budget).

Federal Road Sewer Improvements:

North and 777 valve chambers retrofit change order from contractor for this and vault deletion at North Station, which will be a \$39 difference

Flow meters on hand and Rich Longo is back on the job

Controls have been approved.

Expected completion is in October

GIS Project

The scanning project for GIS is ongoing, with the commercial properties 90% complete.

Summer hire is working now scanning sewer district plans and completed projects. R. Prinz thanked K. McPadden for her work on this project.

Additional data entry is needed. Manhole inspection, etc. to be accomplished.

Monitoring System

There was a large bill for past work submitted by Andy at U.S. Automation. The bill was broken down into proper accounts and it was suggested that a letter be sent stating that no less than quarterly bills are to be submitted. R. Prinz stated that it needs to be in writing that the business cannot send one bill at the end of the fiscal year.

Commerce Road

53 Commerce – The developer of this property has taken the WPCA's needs into consideration, and the plans have been revised accordingly. The WPCA is cost sharing approximately \$3,500.

Water Pollution Control Plans

Langan has been assigned to this project.

MBO Process

Capital Projects – see above

OSHA requirements and training are ongoing.

Infiltration Investigation – Langan is working for full approach and for identifying strategic manholes for best location for flow monitoring.

Process Procedure Manual – Draft to be delivered to Personnel Committee

Personal Development – Maintenance personnel have been having regular meetings with HR for progress check on communications improvement

Misc:

Bioxide tank and system moved to Cedar Brook Station (R. Prinz stated that D. Will has done a fantastic job on this project.)

MBO review 2015-2016 was accomplished; MBO for 2016-2017 has been signed

R. Prinz requested that the item – evaluation of wet well siding for Caldor Pump Station – be added as a note in the draft minutes.

8. Engineer Comments/Project Update – Engineer not present

a. Capital Projects:

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

Capital Projects were discussed during the Maintenance Manager's Report.

- b. Inflow and Infiltration (I&I) Study – *See below.*
- c. GIS Sewer Modeling – *See below.*
- d. Community Sewer System Study – *See below.*
- e. Clean Water Funds Application – *See below.*
- f. Water Pollution Facilities Plan Update – *See below.*
- g. Other Engineering Matters – Chair Malwitz indicated to the Authority that he will be planning to meet with Langan at their office to review the timelines of above items, 8.b. through f.

9. Legal Matters

- a. Eversource Claim – Atty. Sienkiewicz indicated that he is awaiting additional information from D. Will. There was brief discussion about the history of the matter, which has been ongoing for two years, as the incident occurred in 2014.
- b. Other legal matters – Atty. Sienkiewicz stated that he is awaiting receipt of the condominium study to continue work on the permanent maintenance agreements project.

10. Other WPCA Business

- a. Use Charge Study Sub-Committee Update – *No report at this time.*
- b. Other – Candlewood Lake Project Update: Chair Malwitz stated that he is working with a WCSU intern on this project to complete tests and study whether there is sewage flow into the lake.
Brookfield Market/Craft Center area: Chair Malwitz stated that he has a request from Brookfield Craft Center to add sewers in the area. The previous design plans were briefly mentioned. Chair Malwitz indicated that it would be best if Dean Road and Pocono Road were added to the line at the same time. R. Prinz suggested that the matter be pursued with the Town Center District work and with the owners of the railroad.

11. Vouchers: The Authority reviewed the vouchers. **T.E. Lopez made a motion to accept the vouchers as presented. M. Brown seconded the motion, and it carried unanimously.**

12. Executive Session – Employee Review Process: **At 9:03 PM, T.E. Lopez made a motion to enter into executive session to discuss the employee review process. P. Kurtz seconded the motion, and it carried unanimously. At this time, all those present except the Commission left the meeting room. **At 9:50 p.m., P. Kurtz made a motion to come out of executive session. T.E. Lopez seconded the motion, and it carried unanimously.** It was noted that no motions were made during executive session.**

A motion was made by T.E. Lopez to accept the salary adjustments for Fiscal Year 2016-2017 as discussed. The motion was seconded by P. Kurtz and passed unanimously.

13. Adjournment: **At 9:55 p.m., P. Kurtz made a motion to adjourn the meeting. T.E. Lopez seconded the motion, and it carried unanimously.**