

Old Business

a. Update on Community Bible Church on South Street.

1. Mr. Lee suggested reviewing past sewer use rates. Update on status of this request.

- The Property Field Card (PFC) lists the Property as a “Church.” The PFC also shows “Public Water.”
- The WPCA Rate Structure Classes are:
 - Single
 - Apartments
 - Commercial
 - Commercial and Other Metered
 - School Metered
- The location was originally billed as a Commercial with 1.5 “Units.”
- Further review of the CT Water report to determine which addresses have metered, public water is necessary and determining if the Sewer Rate should be based on a percentage of Metered Water Usage.

b. Mr. Lee recommended redistributing the Draft Policy for feedback from the last meeting.

- Revised Sewer Waiver Fee enclosed:



c. Mr. Lee suggested a discussion that the Authority should have a description of how it operates/manages its funds.

Samples:

- <https://www.glastonburyct.gov/departments/department-directory-a-h/engineering/wpca-policies-and-procedures>
- <https://www.madisonct.org/DocumentCenter/View/2127/Madison-WPCA-Plan-2018>
- <https://www.madisonct.org/DocumentCenter/View/1389/Draft-Wastewater-Management-District-Standards?bidId=>
- https://www.stonington-ct.gov/sites/g/files/vyhlf3851/f/uploads/wpca_rules_regulations_2-28-18.pdf
- https://www.southwindsor-ct.gov/sites/g/files/vyhlf8416/f/uploads/rules_and_regs_2022.pdf

Reference

- <https://www.cga.ct.gov/2004/rpt/2004-R-0667.htm>
- https://www.cga.ct.gov/current/pub/chap_446k.htm
- [Town of Brooklyn - Chapter 2 - Article III Commissions, Councils and Authorities](#)
- [Town of Brooklyn - Chapter 15 - Sewers](#)

d. Update from Mr. Lee on Excel Spreadsheet regarding compiled information from various departments.

- In process. Scrubbed FY23-24 Bill# to match with FY22-23 Account number. Merged FY23-24 billing data with FY22-23 data to show FY23-24 Property Location with FY22-23 WPCA Rate Structure Class. Property Reviewing Property Cards for each address to confirm status of sewer connection (date or yes). Await CT Water Report on who has metered public water. This will allow us to validate who has a meter and model any possible changes to rate structure.

f. Discussion of 2024-2025 budget.

- Draft Expenditures Budget is in the works. See enclosed confidential draft:



- Await completion of the review of billing and rate modeling to determine potential revenue needs.