



TOWN OF BROOKLYN

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BROOKLYN, CONNECTICUT 06234

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Brooklyn Water Pollution Control Authority

Regular Meeting Agenda

Wednesday, March 29, 2023

6:30 pm via Zoom &

Clifford B. Green Meeting Center

Suite 24, 69 South Main Street, Brooklyn, CT

To join this meeting, follow the below instructions:

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MINUTES

1. **Call to Order:** Derek Lindia called the meeting to order at 6:53 p.m. (due to waiting for a quorum)

Attendance: Derek Lindia; Dann Stuyanski (both present in person). Sara Deshaies was present via Zoom. Charles Sczorski was absent with notice.

Also Present: Joe Couture, Killingly Plant Superintendent; Shelley Cates, Brooklyn Finance Director; Lisa Lindia; J.S. Perreault, Recording Secretary. Austin Tanner, First Selectman (arrived at 6:55 p.m.). Al Carpenter, Civil Engineer and Consultant to the Brooklyn WPCA, was absent with notice.

2. **Public Comment** – None.

3. Approve Minutes

a. Special Meeting of February 22, 2023

Motion was made by S. Deshaies to approve the Minutes of the Special Meeting of February 22, 2023, as presented. Second by D. Stuyinski. No discussion.

Motion carried unanimously by voice vote (3-0-0).

b. Discussion regarding return of the laptop including any pertinent information.

Mr. Lindia stated that the laptop has been returned to the WPCA.

c. Discussion regarding By-Laws and possibly electing a Vice Chairperson.

This item was tabled to the next meeting so that C. Sczorski can be included in the discussion.

4. Update from Killingly

Joe Couture provided draft documents for Brooklyn Sewer Permit Application and SOP and Town of Killingly Permit Application .

The documents were reviewed. Revisions to be made to the Brooklyn Permit Application:

- Industrial to be added (top of form)
- #3 (under the agreement section in the middle of the form) he suggests that language be revised to “the owner is to maintain.”
- Added “Inspection Completion Date” and “Inspection Approval by” (toward the bottom of the form)
- There was discussion regarding “*PERMIT IS VALID FOR A PERIOD OF 90 DAYS FROM DATE OF ISSUE” (bottom of form) and whether to charge a renewal fee and how much. Suggestions of \$100 and \$200 were discussed.

Motion was made by S. Deshaies to approve a \$100 renewal fee to renew permits that have expired after the initial 90 days.

Second by D. Stuyinski.

Discussion: There was consensus among the Authority Members present that, if the \$100 doesn't work out, it can be increased.

Motion carried unanimously by voice vote (3-0-0).

Motion was made by S. Deshaies to accept the following revised language for the updated Permit as proposed by Joe Couture regarding:

- Add Industrial.
- Item #3 to read as follows – “To maintain the building sewer at no expense to the Town of Brooklyn and solely the expense of the property owner.”
- Add, at bottom of page, “Inspection Completion Date” and “Inspection Approval by.”

Second by D. Stuyinski. No discussion.

Motion carried unanimously by voice vote (3-0-0).

There was discussion regarding what section is the responsibility of the property owner: from the building to the street? Mr. Couture explained that, in Killingly, you are responsible to the sewer main, but he is not sure what the Ordinance in Brooklyn states. Mr. Couture will draft language and this will be discussed further at the next meeting.

There was discussion regarding the steps for Standard Operating Procedure (SOP) to follow for a sewer permit. Mr. Couture stated that, for discussion next month, he will bring documents that Killingly has for a Demolition and Disconnection Permit and also for Residential, Commercial and Industrial Permits.

Mr. Couture explained that, in Killingly, if an existing connection is disconnected and then re-connected, there is a re-connection fee of \$700 for the new sewer line. He asked if Brooklyn is going to charge another \$2,500 to re-connect. This will be discussed next month.

Mr. Couture explained that, currently, until accounts are set up for payment, he has no way to purchase things that are needed for making repairs. He explained about the pass-through that was used with Suez. He said that he wants to be sure that, if he is spending his budget money, that Killingly is giving it back to him when they get it from Brooklyn. He suggested a credit card with Lowes or a Grainger account. Ms. Cates will research and present information for review at the next meeting.

Ms. Cates explained that she can work with the Building Department. She explained that the check/back-up would be provided to L. Lindia/Building Department and they could make the deposit and let Ms. Cates/Finance know that a deposit had been made. Ms. Lindia said that she would make a copy of the check and the drawing and add them to the folder. Mr. Couture stated that he would bring a copy of the document (won't be approved yet), the check and the drawing to the Building Department. Ms. Lindia stated that she will e-mail Jocelyn (Tax Collector).

Mr. Cates asked that the SOP be reviewed and that any steps be added in, for Brooklyn, that may be needed. Mr. Couture will update and it will be reviewed at the next meeting.

Ms. Lindia explained that she has discussed this with her Department Head and that this would be added to her job description.

5. Update from Al Carpenter – Not present, no discussion.

6. Status of Merging Accounting with Town of Brooklyn.

Ms. Cates explained about options for paying bills. The Authority needs to decide if they want to have an Administrative Assistant or if they want it to fall to the Finance Department (will need to develop a procedure). It was decided to continue with the way she has been doing it (she can provide more detail if needed).

Ms. Cates reviewed other items: USDA (annual statement for loan); Insurance Information Requirements; Servicing Requirement Form. Ms. Cates will forward additional information to Mr. Lindia to review.

Ms. Cates explained that she has a bill from Blake from May 2022. Mr. Couture stated that it is a bill that Brooklyn owes for the pump at Tatnic Pump Station. There was discussion and it was decided that Ms. Cates will send the bill to Mr. Couture to review.

There was discussion regarding bank accounts.

- Total balance in all five accounts is \$31,000.
- Per the Tax Collector, outstanding bills total approximately \$30,000 and will be billing on June 15th for the quarterly billing (last time billed for approximately \$100,000). Most is collected in June.
- Still owe Killingly \$101,000 (accruing interest).
- USDA loan due in June \$42,500.

Ms. Cates is concerned about cash flow. Discussion continued.

Mr. Couture suggested that a Capital Improvement List be created.

Ms. Cates will continue to review and to gather more information and present it to the Authority Members in a clear format. There may be a need to increase rates or cut expenses. She is not sure how expenses for the rest of the fiscal year will be covered.

Mr. Tanner suggested that he, Mr. Lindia and Ms. Cates get together before next month's meeting to come up with a plan. Mr. Tanner will also speak with Bob Kiley.

7. Sewer back-up at Hank's

Mr. Tanner will discuss this with Al Carpenter.

There was discussion with Joe Couture about how Wal-Mart is flushing different kinds of wipes which causes problems.

Ms. Cates will hold the Utica National Insurance Group bill - \$3,611.45 (Hank's insurance).

8. Approve Bills

Motion was made by S. Deshaies to approve payment of Voucher #1479 in the amount of \$2,299.09 - Eversource.

Second by D. Stuyanski. No discussion.

Motion carried unanimously by voice vote (3-0-0).

Motion was made by D. Stuyanski to approve payment of Voucher #1480 in the amount of \$2,862.10 for miscellaneous bills.

Second by S. Deshaies. No discussion.

Motion carried unanimously by voice vote (3-0-0).

9. Discussion regarding basic template to follow for monthly meetings.

There was discussion.

Motion was made by D. Stuyanski to add "Old Business" and "New Business" to the WPCA monthly regular meeting agendas.

Second by S. Deshaies. No discussion.

Motion carried unanimously by voice vote (3-0-0).

10. Public Comment – None.

11. Adjournment (next meeting April 26, 2023)

Motion was made by S. Deshaies to adjourn at 8:03 p.m.

Second by D. Stuyanski. No discussion.

Motion carried unanimously by voice vote (3-0-0).

Respectfully submitted,

J.S. Perreault

Recording Secretary

Attachment: Draft of Permit