



TOWN OF BROOKLYN

P.O. Box 356 - Route 6 and 169
BROOKLYN, CONNECTICUT 06234

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Brooklyn Water Pollution Control Authority

Regular Meeting

Wednesday, April 26, 2023

6:30 pm via Zoom & at the Clifford B. Green Meeting Center
Suite 24, 69 South Main Street, Brooklyn, CT

To join this meeting, follow the below instructions:

Join Zoom Meeting

<https://us06web.zoom.us/j/87193917651?pwd=YmJ3Y2o1dUI5TWVWZT2ISazh4RE84Zz09>

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MINUTES

1. **Call to Order:** Chair, Derek Lindia called the meeting to order at 6:30 p.m.

Attendance: Derek Lindia; Dann Stuyinski; Charles Sczorski (arrived at 6:35 p.m.).

Sara Deshaies was present via Zoom.

Also Present: Austin Tanner, First Selectman; Al Carpenter, Civil Engineer and Consultant to the Brooklyn WPCA; Joe Couture, Killingly Plant Superintendent; Shelley Cates, Brooklyn Finance Director; Lisa Lindia; J.S. Perreault, Recording Secretary.

2. **Public Comment** – None.

3. **Approve Minutes**

- a. **Regular Meeting of March 29, 2023**

Motion was made by S. Deshaies to approve the Minutes of the Regular Meeting of March 29, 2023, as presented. Second by D. Stuyinski. No discussion.

Motion carried unanimously by voice vote (3-0-0). C. Sczorski was not present for this vote.

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

It is unclear whether there are existing By-Laws. If they do exist, nobody has been able to locate them. Mr. Tanner will check with the Town Clerk and he stated that he will contact the Town Attorney as he may need to get involved.

Regarding electing a Vice Chairperson, Mr. Tanner will check the Ordinance. Mr. Carpenter explained that the previous Boards have operated under the authority that the Town Ordinance gives them. By-Laws may not be needed.

The following is the link to Chapter 15: Sewers, Article 1: SEWER REGULATIONS
<https://ecode360.com/35236981>

This item was tabled until it is determined whether By-Laws are needed.

4. Update from Killingly

a. Discussion/Review of updated Permit form / SOP's.

Joe Couture explained that the updated Permit form and the SOP had been approved at last month's meeting.

Mr. Couture said that he will e-mail copies to everyone.

Mr. Couture stated that it had been decided that after 90 days from the date the \$400 Permit was issued, it would be \$100 to renew.

b. Discussion regarding re-connection fees.

Mr. Couture explained that the Permit is \$400 and the connection fee is \$2,500 which is in the Ordinance.

Mr. Carpenter stated that, currently, if someone were to disconnect, for any reason, there is no charge to reconnect, but he would suggest not stopping the usage fees unless they specifically ask for it to be stopped. Mr. Stuyinski stated that he feels that if they ask for it to be stopped, there should be a reconnection fee. Mr. Couture explained that Killingly charges a reconnection fee.

There was discussion regarding keeping track of these by coordinating with the Building Department. Ms. Lindia explained that, up to this point, there has been no procedure and no communication between the WPCA and the Building Department.

Mr. Carpenter suggested that, when there is a question on a property, the Ordinance should be referred to and it should be put on the agenda for the next meeting of the WPCA so that the Board can decide what to do.

c. Discussion regarding a credit card with Lowes or a Grainger account.

Shelley Cates explained that Mr. Couture could have a \$1,000 monthly purchase order, per vendor, and anything over that would require a quote and an approved purchase order specific to that item, anything greater than that needs to go out to three bids, and anything greater than that needs to go out to an RFP.

Motion was made by S. Deshaies to allow Mr. Couture/Killingly to have credit cards with both Lowe's and Grainger - \$1,000 per month per vendor, for materials needed for repairs.

Second by D. Stuyinski. No discussion.

Motion carried unanimously by voice vote (4-0-0).

5. Update from Al Carpenter

Mr. Carpenter reported:

- He has plans for replacement of the seven air release valves. He estimates the cost of this project to be \$120,000 to \$150,000. Some will involve traffic control. This has been considered urgent for two years.
He explained that the pumps at the Tatnic Pump Station will work better after these are replaced and air is allowed to be released from the line. The pumps are old and are now overworking. He suggested a site visit before the next meeting of the WPCA to look over the conditions of the lift station to make a list of what needs to be replaced besides the pumps. The generator may need to be replaced. A budget should be established for that project. He will look into federal funding/USDA availability as the cost for this work will probably be several hundred thousand dollars. He thinks that it may be possible to combine the air release valves and the Tatnic Pump Station into one project and do it all at once.
- Mr. Carpenter explained that there was one new connection (fee was collected) and one extension that is not a connection yet. When requests come in, they go through Mr. Couture.
We have the plans for the Town system. Mr. Couture has information for the ties into the stubs. NECCOG may also have some utility/sewer mapping. Mr. Couture explained that most of the unofficial GIS that they have is overlays (does not show laterals).
- Mr. Carpenter reminded the Board to keep in mind that another rate increase is due to be discussed later this year. Three years of increases had been projected to cover expenses.
There was discussion about reserves. Ms. Cates explained that she will be able to start researching this within the next couple of weeks. She may have been provided with the needed passwords for the laptop. Mr. Tanner will reach out to Sherri Soucy.

6. Old Business

a. Status of Merging Accounting with Town of Brooklyn.

- Ms. Cates explained that to get the cash flow moving, we may have to reassess and do a bigger rate increase this year and less of an increase next year.
There was discussion regarding the Killingly bill. Mr. Carpenter suggested speaking with David Capacchione, Killingly Town Engineer. Mr. Tanner and Ms. Cates will reach out to Killingly.
- Ms. Cates and Lisa Lindia will review the SOP created by Mr. Couture and they will create an SOP that reflects what they have to do regarding deposits.

There was discussion regarding why the merging is happening now rather than years ago. Ms. Cates and Mr. Tanner explained that the auditors suggested that the Town have more oversight.

b. Discussion regarding the USDA Application.

See Item 5 above.

7. Sewer back-up at Hank's

A letter was received from Utica (Hank's insurance company) stating that there was an investigation which found that the WPCA is responsible. Mr. Tanner explained that there were two bills which were sent to WalMart headquarters. Mr. Tanner has been speaking with James Spinnato of WalMart, who said that they are still reviewing it (as of today). Mr. Tanner explained that he had e-mailed documentation (from recently and from a year ago) to Mr. Spinnato. Mr. Carpenter stated that he had also sent documentation via e-mail. Mr. Tanner will follow-up in another week.

Ms. Cates explained that the Killingly bill has been paid and she is seeking reimbursement, but the Utica bill has not been paid. There was discussion. Ms. Cates will forward this to the WPCA's insurance company to document it and keep them informed. Ms. Cates will also contact Utica.

There was discussion regarding the possibility of requiring that WalMart install a grinding system. Mr. Carpenter stated that they are definitely in violation of the Ordinance.

8. New Business

a. Approve Bills

Mr. Sczorski reviewed the bills.

Motion was made by C. Sczorski to approve the bills.

Second by D. Stuyinski.

Discussion:

Mr. Sczorski amended his Motion to include the following detail: Voucher #1487 (\$2,929.18), Voucher #1515 – Eversource Electric (\$1,541.74) and Corrected Voucher #1480 (\$2,856.02) -new amount of Voucher #1480 previously approved at the March 29, 2023 meeting.

Second by D. Stuyinski.

Motion, as amended, carried unanimously by voice vote (4-0-0).

There was discussion regarding Ms. Cates' suggestion to look at the Budget to create a draft. Ms. Cates will research the WPCA's budget and approval process. Discussion continued. Ms. Cates asked that any input be sent to her and she hopes to have something ready discuss at the next meeting of the WPCA.

b. 85 Hartford Road

Mr. Carpenter explained that the property owner wants to extend the sewer service line to a garage on his property for the purpose of putting a driveway over the top of it and not have to dig it up later. He plans to convert the garage to an apartment at some point. The connection fee would need to be collected when he applies for a Building Permit to create the unit. Usage chares would need to start. There was discussion. Mr. Couture explained that the Permit will have the date and signature for the inspection, and a copy showing where the end of the line is, will be attached to it. A note can be placed in the file documenting that the connection fee will need to be paid.

Ms. Cates noted that it may take a while to put procedures in place that did not exist before. Mr. Tanner stated that Departments are coordinating. Ms. Cates stated that, although the Finance Department has been taking on extra work based on auditor recommendations, it is also adding on additional work to other Departments.

Ms. Lindia explained that they can utilize Permit Link (\$10 fee). She said that they can set up a separate account so that it doesn't go into the General Fund. Ms. Cates noted that, if this is to be pursued, it would need to be an agenda item for a future meeting and we would need to know if the WPCA would incur and cost. She said that the fee could be increased to \$410 to include the Permit Link fee. Discussion continued.

Mr. Carpenter explained that the Building Department should section for public and private. If it is private, it would go to the Health Department, then it should go to the WPCA. Ms. Linda agreed and explained that it is all tracked in the Vision system. Discussion continued.

9. Public Comment

Joe Couture suggested adding the following to the agenda for each month: Executive Session; Other; and Correspondence.

10. Adjournment (next meeting May 31, 2023)

Motion was made by C. Sczorski to adjourn at 7:54 p.m.

Second by D. Stuykowski. No discussion.

Motion carried unanimously by voice vote (4-0-0).

Respectfully submitted,

J.S. Perreault

Recording Secretary