



TOWN OF BROOKLYN

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

OFFICE OF SELECTMEN
(860) 779-3411 Option 2

TOWN CLERK
(860) 779-3411 Option 4

TAX COLLECTOR
(860) 779-3411 Option 5

ASSESSOR
(860) 779-3411 Option 6

Brooklyn Water Pollution Control Authority

Regular Meeting

Wednesday, October 25, 2023, 6:30 p.m.

via Zoom & at the Clifford B. Green Meeting Center
69 South Main Street, Brooklyn, CT

To join this meeting, follow the below instructions:

Join Zoom Meeting

<https://us06web.zoom.us/j/87193917651?pwd=YmJ3Y2o1dUI5TWVZT2lSazh4RE84Zz09>

Meeting ID: 871 9391 7651

Passcode: 698494

One tap mobile

+13126266799,,87193917651# US (Chicago)

+16465588656,,87193917651# US (New York)

MINUTES

1. **Call to Order** – Derek Lindia, Chairman, called the Special Meeting to order at 6:33 p.m.

Attendance: Derek Lindia; Charles Sczorski; R. Dave Lee; Dann Stuyanski (arrived at 6:37 p.m.); Shawn Lisee (present via Zoom).

Also Present: Austin Tanner, First Selectman; Shelley Cates, Finance Director; Joe Couture, Killingly WPCF Assistant Superintendent; Lisa Lindia; J.S. Perreault, Recording Secretary (present via Zoom).

Public Present: None present either in person or online.

2. **Public Comment** – None.

3. **Approve Minutes**

- a. **Regular Meeting of September 27, 2023**

Motion was made by C. Sczorski to approve the Minutes of the Special Meeting of September 27, 2023, as presented.

Second by R.D. Lee. No discussion.

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

4. **Update from Killingly**

- a. **Report from Joe Couture**

Mr. Couture reported that they had worked at the Tatnic Pump Station to stop some of the water seepage that was inside and they upgraded the lights with LED bulbs.

Mr. Lindia asked Mr. Couture if a record is kept after an inspection. Mr. Couture said that they do.

Mr. Tanner asked about Walmart. Mr. Couture explained that it is flowing and that they take a photo every time they go out there now.

Mr. Sczorski asked about radios. Mr. Couture explained that they are being upgraded from 3G to 4G. Appreciation was expressed for the new Reports that Mr. Couture provides to Commission Members.

5. Report from Brooklyn WPCA Liaison, Dann Stuyanski on Killingly WPCA's Meeting of October 18, 2023.

No Report - the Killingly WPCA meeting had been cancelled due to lack of quorum.

6. Update from Al Carpenter

a. Discussion of Contract

No discussion – Mr. Carpenter was unable to attend.

7. Old Business

a. Update from Shelley Cates on creating a better way of tracking Sewer Accounts.

Ms. Cates explained that she had provided some information and does not want to duplicate work. The Tax Office would have the most up-to-date information which is to be implemented into the Building Office. Ms. Cates explained that she can offer some guidance with Excel for the Authority to work in conjunction with the Building Office. She explained that the Authority should put a plan in place for what is felt to be of importance. Discussion ensued. Ms. Cates explained that the Finance Office could still do checks and balances to be sure to stay within budget and to ensure transparency. Ms. Cates also suggested that a part-time admin person (which could be considered next budget cycle) could do other tasks like answering emails/correspondence/enter bills. She said that this person could be paid as a Town employee under the WPCA budget lines.

There was discussion regarding defining commercial vs. large commercial and nursing homes/group rates and getting appropriate rates established for them. Mr. Lee suggested dividing this work among the four Authority Members. Mr. Lindia feels that it is necessary to hire a consultant. There was discussion regarding metering Pierce and possibly others. There was discussion regarding infiltration/rainwater/snow melting. Ms. Cates suggested putting a plan together to know what the goal is, then you can look at the budget to see if there are funds to hire someone that the Authority feels is needed. Mr. Couture asked that the Tax Collector's spreadsheet be sent to him so that he can compare it to what Killingly has.

Mr. Tanner left the meeting at 6:52 p.m.

b. Review of WPCA Establishing Ordinance.

Mr. Lindia explained that a company like Wright-Pierce could help with establishing the Ordinance and rules and regulations.

Mr. Lee spoke about policy/procedures vs. the two sections of the Ordinance (how the Authority works as an entity and about the Authority having its own secretary to manage things). Mr. Lee suggested looking at the existing Ordinances monthly or bi-monthly to ensure we are following what we are supposed to be doing and he suggested reaching out to other entities regarding policies and procedures. Mr. Lindia said that things not covered in the Ordinances need to be established.

c. 164 South Main Street, Guillaume Leroy.

Mr. Lindia explained that he had spoken with Mr. Leroy who had emailed him. The water had been shut off, but the sewer line is still connected. Per the Tax Collector, Mr. Leroy owes \$206 for the current billing which is due in October 2023. Mr. Lindia asked if there were any objections to waiving the fee and making the account inactive. There was discussion.

Motion was made by D. Stuyanski to grant a waiver for 164 South Main Street, from November 1, 2023 thru June 30, 2024.

There was discussion:

- A formal, signed request needs to be submitted.
- Current bill of \$206.00 not being waived.

Second by C. Sczorski. No discussion.

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

Ms. Cates suggested that the Authority draft a policy for these requests that can be voted upon at the next meeting to put into place to ensure that all requests are treated consistently the same way.

d. Update 5 Fairway Drive

Mr. Couture explained, as discussed at last month's meeting, the property owner wanted to convert from septic system to public sewer. However, the contractor that was supposed to perform the work, back out.

e. Update from Austin Tanner on sewer rate study.

Mr. Tanner was not present at this time.

8. New Business

a. Discussion of customers requests.

A message will be put on the website to let people know that e-mails are checked periodically.

b. Review Financials.

There was discussion regarding encumbrances - Al Carpenter and what types of services he bills for. There was discussion regarding the Killingly bill (has not be received yet) and whether there will be money to pay it when it's due.

There was discussion about electric bills which have been very high. Mr. Lindia explained that they tend to spike when there is a lot of rain. Mr. Lindia spoke of consulting with Al Carpenter regarding diverting rain water/consumption. Mr. Couture stated that Mr. Carpenter would not be able to help with this, a firm would be needed. Mr. Couture stated that they get a printout every day.

There was discussion regarding quarterly readings/bi-annual billings and revenues/collections.

c. Approve Bills.

Motion was made by D. Stuyanski to approve the payment of the bills, as presented:

Voucher #1228 - \$2,780.21

Voucher #1226 - \$2,021.73

Voucher #1227 - \$34.82

Second by R.D. Lee. No discussion.

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

d. Approve 2024 Schedule of Regular Meetings.

The meeting dates for 2024 were reviewed (last Wednesday of each month). There was discussion about changing the meeting dates for November and December 2024. L. Lindia checked the Town meeting schedule for 2024 and suggested some alternative dates. Consensus was to meet on Monday, November 25, 2024 and December 30, 2024.

Motion was made by D. Stuyanski to approve the Brooklyn WPCA 2024 Schedule of Regular Meeting Dates.

Second by C. Sczorski. No discussion.

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

At this time, Ms. Cates gave an update on the USDA loan – the Town passed the compliance review.

9. Correspondence

a. 35 Hartford Road

Mr. Lindia explained that he spoke with the property owner who seems to be confused about the bill and she feels that she doesn't owe anything. Mr. Lindia asked Mr. Couture to confirm the date of the connection.

10. Public Comment – None.

11. Adjournment (next meeting November 29, 2023)

Motion was made by C. Sczorski to adjourn at 7:55 p.m.

Second by R.D. Lee. No discussion.

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

Respectfully submitted,

J.S. Perreault

Recording Secretary

Attachments