



TOWN OF BROOKLYN

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

OFFICE OF SELECTMEN
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Brooklyn Water Pollution Control Authority

Regular Meeting

Wednesday, November 29, 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

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MINUTES

1. **Call to Order** – Derek Lindia, Chairman, called the Special Meeting to order at 6:34 p.m.

2. **Attendance:** Derek Lindia; Charles Sczorski; R. Dave Lee; Dann Stuyanski.

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

Public Present via Zoom: Marcus Z.; Brayden.

3. **Public Comment** – None.

4. **Approve Minutes**

a. Regular Meeting of October 25, 2023

Motion was made by C. Sczorski to approve the Minutes of the Regular Meeting of October 25, 2023, as presented.

Second by R.D. Lee. No discussion.

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

5. **Update from Killingly**

a. Report from Joe Couture

- Monthly Report for October 2023 was provided to Authority Members. A chart regarding Brooklyn flow vs. the rainfall was added per discussion at last month's WPCA meeting (this will be provided monthly). He will use contrasting colors so it will be more easily read.

b. Report from Brooklyn WPCA Liaison, Dann Stuyanski on Killingly WPCA's Meeting of November 15, 2023.

- Mr. Stuyanski said that the meeting was organized and well run. He provided the Authority Members with a copy of the Minutes of that meeting.

- Killingly is raising their connection fees to \$3,000 for residential and \$3,500 for commercial, effective January 1, 2024. Mr. Stuyniski explained that they had researched what other towns charge and he suggested that Brooklyn follow suit to coincide with the others. Mr. Couture commented about whether Brooklyn's Ordinance would possibly need to be changed to do that.

There was discussion regarding a Brooklyn WPCA representative attending the Killingly WPCA meetings each month and Mr. Carpenter noted that there had been many meetings working closely with Killingly when negotiating operating agreements.

6. Update from Al Carpenter

- Plans for the Air Release Valves are ready to go out to bid. We need to figure out where the money will come from and when we want to do it.
- He has not advanced regarding Tatnic Pump Station as he needs to meet with Mr. Couture at the lift station to discuss what needs to be done.

There was discussion regarding upgrading vs. maintenance. Mr. Carpenter explained that Mr. Couture has been taking care of the maintenance, but the lift station is getting old, the pumps break down frequently and there are some upgrades that need to be done there. He spoke of putting a plan together so it can be out to bid when the money is available.

Mr. Tanner asked about the Air Release Valves. Mr. Carpenter explained that there are seven (along Route 6) at a cost of approximately \$20,000 each.

Mr. Lindia asked if there is a report stating the work that needs to be done. Mr. Carpenter referred to a report from Fuss & O'Neill regarding their recommendation. He explained that it was from approximately six or seven years ago (he will provide a copy to Authority Members). He explained that it was under contract with Suez to do the work, but it got put by the wayside due to COVID.

There was discussion about possibly not doing them all at once. Mr. Carpenter explained about the one that needs the most attention which is at the top of the hill near the Ennis farm and about the second one by Brooklyn Farm & Pet. Mr. Carpenter explained that once one is fixed, the others should be pretty much the same. The lift station would be shut down as each one is worked on. If the wet-well overloads, it would have to be pumped to a pump truck and hauled to the Plant. He suggested working from 10 a.m. to 2 p.m. while flows are lower.

Mr. Sczorski clarified that the electrical work would be the priority.

7. Old Business

a. 164 South Main Street, Guillaume Leroy.

Mr. Lindia explained that Mr. Leroy's attorney provided a check to the Tax Collector paying off Mr. Leroy's accounts, but Mr. Leroy did not want some accounts to be paid. Therefore, Mr. Leroy is consulting with his attorney about how he wants to proceed. Mr. Lindia explained to Mr. Leroy about the decision that the WPCA had made. He said that it is inactive.

Mr. Stuyniski commented that Mr. Leroy is paid-up until January and that the WPCA granted a waiver until July. Mr. Lindia explained that Mr. Leroy will need to fill out the form (Agenda Item 8.a.) that the Authority needs to approve and then, Mr. Leroy will be all set.

b. Update from Austin Tanner on sewer rate study.

Mr. Tanner explained that he had spoken with someone from Rural Water Association back in September and he just received an email yesterday (November 28, 2023) which he read aloud and stated that he had replied back. Mr. Tanner stated that he had spoken with Dave Fox at Raftelis a couple weeks ago and he was supposed to get back on Monday (11/27/23), but has not. Mr. Tanner stated that he also called Mr. Carpenter's company to see if they could do it and they told him to call Raftelis whom he has

called yesterday and today, but has not yet received a response. Mr. Carpenter stated that he has also spoken with Dave Fox.

Mr. Tanner explained that this needs to get done before budget season. He and Shelley Cates had also spoken with someone (Tighe & Bond) at the CCM Convention. Mr. Tanner stated that there are no proposals at this point. There was discussion. Mr. Carpenter explained what a rate study would do (an estimate on what is going out). Homes that have water meters and places like the jail that have flow meters would be easier to figure out, but single and multi-families are more difficult to figure out on an individual basis to charge a fair amount. Larger users at .007 per gallon can be calculated to see how much they are using vs. what they have been being charged. He suggested that an additional .003 per gallon could be charged to cover operating costs. Mr. Tanner commented that it would need to be decided if businesses should be charged more than residences.

Mr. Carpenter referred to the Ordinance which has language regarding restrictions on the disposal of trash into the sewage system. He also suggested doing a comparison of other jurisdictions regarding what they are charging in order to bring Brooklyn up-to-date. It was noted that Capital expenditures be included if grant money is not available for projects. Mr. Lindia explained that he prefers that a professional look at it to determine what needs to be done. Mr. Lindia will email information from NACWA (National Association of Clean Water Agencies) which is a great resource for small municipalities (cost is about \$800/year) to Mr. Tanner. Shelley Cates stated that the rates have to include usage, operating expenses and capital expenses.

8. New Business

a. Approve waiver form for inactivating accounts (copies were provided to Authority Members).

Motion was made by C. Sczorski to approve the proposed waiver form.

Second by D. Stuyński.

Discussion:

- Mr. Couture commented that he does not like the language on the form pertaining to “inactivating” because it also means inoperative. He said that the sewer line that is connected to Mr. Leroy’s property is not inoperative. He suggested using the word “suspend” meaning temporary. Lisa Lindia stated that she got it from Killingly’s office and she just copied it onto Brooklyn letterhead. There was discussion and it was determined that the word “inactivating” was not on the form. It was suggested that the following language be added to the top of the form to explain what is being waived, “Sanitary Sewer Fee Waiver Request Form.”

Mr. Sczorski withdrew his motion.

Motion was made by C. Sczorski to approve the proposed waiver form with the following amendment:

- At the top of the Form, add the following: Sanitary Sewer Fee Waiver Request Form

Second by D. Stuyński.

Discussion:

- Mr. Lee asked what the process for the form would be. Various ideas were discussed: Goes to the WPCA email; goes on WPCA meeting agenda; at least a 30-day window/timeframe; Authority reviews/acts on it; property owner needs to provide supporting documentation (add to form regarding the reason); it was decided that the property owner would not be required to attend the meeting; the email with the request is responded to within two days (confirmation that the form was received), they are to be informed of the process; they need to get confirmation of the decision; the form would, then, go to the Tax Collector who could file it electronically; Mr. Stuyński suggested that one letter be sent letting the property owner know whether it was approved and that it is up to the property owner to send another request for waiver at the appropriate time. It was suggested that the one letter be sent in May; add a field for the person to provide an email address; Mr. Lindia stated that he could take care of these things until someone is hired/appointed to do it. There was discussion about how it would be validated that the person making the request is actually the owner of the property. There was discussion regarding six months vs. one year. Mr. Lindia spoke about having access to the Connecticut Water account to see if the water has been turned back on. Mr. Lee stated that there needs to be some evidence that the property has no services to the Facility and there

needs to be a process by which they get it turned back on and who gets notified of that. There was discussion about whether to charge a reconnection fee when they get it turned back on.

Ms. Cates made a suggestion that information regarding the process can be added to the website.

Mr. Stuyinski explained that regarding Mr. Leroy's case, the Tax Collector needs a letter from the WPCA stating that a waiver had been granted until July 2024. Mr. Lee stated that there is time to create the process and the form could be part of the process, but he does not feel that the form should be made available to the public until the process is documented. There was disagreement.

C. Sczorski and R. D. Lee volunteered to work together on the form and an outline of the process to be presented for review by the Authority at either the December 2023 or January 2024 meeting. Mr. Tanner stated agreement with this.

Motion was made by R.D. Lee to table Mr. Sczorski's motion (Motion #3) to approve the proposed waiver form with proposed amendment, until such time that the process and form details are put in place.

Second by C. Sczorski. No discussion.

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

There was discussion regarding what is required of Mr. Leroy. Mr. Lee suggested that he be asked to send a formal written letter of request with his signature as opposed to an email. Mr. Lindia will contact Mr. Leroy to let him know.

b. Discussion of enforcement of what can enter the system, currently we only have F.O.G. restrictions.

Mr. Lindia explained that a list of examples was provided to Authority Members. Mr. Lee stated that the Ordinance has clearly defined, prohibited items and he referred to, and read aloud from, Section 15-6.3.d. and also from the Enforcement Section 15-12 which makes reference to a Sanitarian. There was discussion regarding who the Sanitarian is. Mr. Carpenter explained that Bob Kiley, former Chair of the WPCA, had performed that function. There was discussion regarding the Walmart/Hank's issue. Mr. Carpenter explained that bills received from Killingly for clearing that line should be forwarded to Walmart because they are discharging things that are illegal according to the Ordinance. Mr. Lee feels that the WPCA needs to formally delegate authority to a Sanitarian. Discussion continued. Mr. Lee stated that the Ordinance language needs to be reviewed to: #1) To understand what our enforcement authority is; #2) Define who the Sanitarian is as defined by the Ordinance; and #3) Figure out exactly what it is that we want Walmart to do and, then, put it in a strongly worded letter. Mr. Lee commented that although it is incumbent upon all Authority Members to review the Ordinance to have an understanding of what we are allowed to do, he offered to try to turn the legal language into more comprehensible language. Ms. Cates suggested outlining what policy procedures are wanted and then start tackling them one by one.

Mr. Lindia expressed concern regarding Walmart because, per Joe Couture who has been taking pictures monthly, the stuff is accumulating again, so it is going to happen again. Mr. Carpenter stated that the bills from Killingly should go to Walmart. Ms. Cates will research and provide the billing information. She said that she could send billings to Walmart.

c. Discussion of procedure of information flow between Town, WPCA Commission and Killingly.

Mr. Lindia explained that this is covered between Mr. Stuyinski going to the Killingly meetings and Mr. Couture providing a monthly report with the Flow vs. Rain Fall Chart added.

At this time, Mr. Lee asked a question regarding the Killingly WPCA Meeting Minutes of September 20, 2023. He referred to Item #5 regarding a statement that had been made about an overage of \$1 million.

Mr. Stuyinski was unable to answer as he had not attended that meeting.

d. Review Financials.

- Mr. Lee asked about the Killingly use fee.
Ms. Cates explained that it has not been received yet and that it is due 120 days after the bill is received.
- Mr. Lee asked about the \$17,000 for electricity.
Ms. Cates explained that it is an estimated number based on previous usage.

e. Approve Bills.

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

Voucher #1291 - \$1,844.31

Voucher #1292 - \$1,861.41

Second by C. Sczorski.

Discussion:

- Mr. Lee asked about check group (release fees/extra names) in Voucher #1292.
Ms. Cates explained that there is a cost when the Tax Collector places liens.
- Mr. Lee asked about USA Blue Book.
Ms. Cates explained that it was from the Town of Killingly for a Tatnic repair.

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

9. Correspondence – None.

10. Public Comment

- Shelley Cates asked about Mr. Carpenter’s comments about things that are ready to go out to bid. She explained about how you are more likely to get approved for a grant if you have the plans in place. Mr. Carpenter explained that he can supply a certified engineer’s estimate which, along with the plans, should be sufficient to apply for grants. There was discussion regarding applying for grants for the air release valves and Tatnic projects.
Mr. Lee stated that before applying for a grant, we have to authorize the project.
Mr. Carpenter explained that the Tatnic Upgrade Project is not ready yet. He and Joe Couture will work on getting the information needed to present to the WPCA in January. The Air Release Valves Project is ready and he will also provide the estimate information in January.
- Mr. Lee suggested that Other Old Business and Other New Business be added to future agendas.

11. Adjournment (next meeting December 27, 2023)

Motion was made by C. Sczorski to adjourn at 8:15 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