

Brooklyn Water Pollution Control Authority
Regular Meeting
Wednesday, February 28, 2024 at 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/89922133004?pwd=J8welGPWl0K6VnLIhiME47RsA5n2rg.1>

Meeting ID: 899 2213 3004

Passcode: 569499

One tap mobile

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MINUTES

1. **Call to Order** – Derek Lindia, Chairman, called the Regular Meeting to order at 6:32 p.m.
2. **Attendance:** Derek Lindia; R. Dave Lee; Dann Stuyanski,
Charles Sczorski.was absent with notice.
Mark Masopust was absent.

Also Present: Austin Tanner, First Selectman; Shelley Cates, Finance Director; Joe Couture,
Ben Gilmore, Killingly WPCF Superintendent; Killingly WPCF Assistant
Superintendent; Lisa Lindia; J.S. Perreault, Recording Secretary.
There was on additional person present in the audience.

Public Present via Zoom: Joe Voccio, Selectman.

3. **Public Comment**

- **Steven Chviek**, Treasurer for the Community Bible Church on South Street, commented that the Church has approximately ten members that only gather once per week on Sunday mornings. He feels that the almost \$2,500/year that they are being charged for sewer usage is really high. He said that they paid \$900 last year, then it went up to \$1,800 and then another \$600 was added. He asked that the Authority Members change the rate.

A list of commercial users (which can be found under the Sewer Section of the Town Ordinances) was provided to Mr. Chviek. Mr. Lindia stated that he will look into it and will contact Mr. Chviek.

- There was discussion regarding whether new Member, Mark Masopust had been sworn in yet and about getting his contact information.

4. **Approve Minutes**

a. Regular Meeting of January 31, 2024

Motion was made by D. Stuyanski to approve the Minutes of the Regular Meeting of January 31, 2024, as presented.

Second by R.D. Lee. No discussion.

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

5. Update from Killingly

a. Report from Joe Couture

- Mr. Couture asked if the Authority wants monthly/yearly flows in the Reports or running totals, fiscally or rolling average. Mr. Lee suggested column clarification. Mr. Lee also suggested going back historically to be able to compare to the prior year to help identify the flow. Mr. Couture had provided 2022-2023 information to Shelley Cates earlier in the day. There was discussion. Mr. Lee asked that Mr. Couture add the 2023 calendar year to see how it fluctuates historically.

Mr. Lee asked about zero miles of sewer lines being cleaned. He asked what should we be cleaning and how many miles we have. Mr. Couture explained that he is not sure how many miles, but, typically, they try to clean them during months when there is good weather. Mr. Couture explained that they would start at the far end of the system and look from manhole to manhole to see how the flow is going and, if they see some slugs in it, they would jet that out. It would be more of an inspection than it would be jetting all of the lines. Mr. Lee asked if there is a plan to do the Brooklyn lines. Mr. Couture explained that there is, as soon as the weather breaks a little bit and he explained that some of them are not accessible.

- There was discussion regarding flow and rainfall.
- There was discussion regarding Walmart.
- Mr. Couture explained about and answered questions regarding a Draft Budget that he had provided. There was discussion regarding a Capital Reserve Fund and about Engineering costs.
Mr. Lee explained that the short-term, immediate need is approximately \$8 million, just to get us current.
- Mr. Couture gave an overview of what the force main replacement process would entail (from Tatnic Pump Station to the Ice Box). He explained that the current condition is not known, so it could be more than he anticipates.

b. Report from Brooklyn WPCA Liaison, Dann Stuyanski on Killingly WPCA's Meeting of February 21, 2024.

Mr. Stuyanski reported that there wasn't much except that he had provided Killingly's Budget information for comparison.

6. Old Business

c. Discussion on WPCA customer waiver form policy.

Mr. Lee explained that the form was approved, but he suggests having a policy how to deal with the form. He submitted a Draft Policy in December 2023, but it has not been finalized. Mr. Lee suggested redistributing the Draft Policy for feedback at the next meeting. There was discussion and Mr. Lee reviewed the Draft Policy language (eligibility criteria).

Mr. Lee will modify the Draft Policy per discussion at this meeting:

- "The criteria is that the sewer has to be capped-off."
Mr. Couture explained that there would be an inspection fee to ensure that it is properly capped.
- "Any fees incurred for inspections will be the responsibility of the rate payer."
When they want to start using it again, they have to apply for a permit at the current reconnection fee.

There was some discussion regarding removing “financial hardship,” but it was not formally stated that it would be removed.

d. Create a subcommittee to go over the Ordinance before the Town Meeting.

There was discussion and it was decided that Mr. Lindia, Mr. Stuyniski and Mr. Tanner would be Members of the Subcommittee.

Motion was made by R.D. Lee that the Brooklyn WPCA create a subcommittee to review, and propose revisions to, the Town Ordinances, as necessary.

Second by D. Stuyniski. No discussion.

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

7. New Business

a. Discussion of Administrative Assistant position.

This item was tabled to a future meeting as there is no money allocated in the current budget for this position.

b. Review Financials.

Shelley Cates explained that she has the Killingly bill and she will put it in next month’s meeting. She is waiting on clarification from Killingly regarding the bill saying that it is “estimated.” She will get it clarified before the bill is paid.

Ms. Cates explained that they have the revenue and that the collection rate is close to 95 percent.

There was discussion regarding an issue involving the sewer bills and the post office.

Motion was made by R.D. Lee to add the following to this Agenda:

Item 7.d. Discussion on Draft Budget.

Second by D. Stuyniski. No discussion.

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

c. Approve Bills.

Motion was made by R.D. Lee (for discussion) to authorize payment of Voucher #1446 - \$8,240.06.

Second by D. Stuyniski.

Discussion:

- Mr. Lee asked if the invoice for the impellor is related to prior repairs discussed in December/January. Mr. Couture stated that it is.
- Mr. Lee asked about the invoice for the circuit breaker (\$2,800). Mr. Couture stated that it was an emergency purchase.

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

Motion was made by R.D. Lee to authorize the payment of Voucher #1447 - \$2,060.00.

Second by D. Stuyniski. No discussion.

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

d. Discussion on Draft Budget.

Mr. Lee explained that Shelley Cates had put together a Draft Budget and includes a part-time employee which is different than a Recording Secretary. Also added is Legal

Fees, Insurance and Legal Notices which amount to a nine-percent increase. Mr. Lee explained that he feels that there are more things that the Authority needs to consider:

- Increasing the Contingency.
- Capital Sewer Upgrades for which he asked for an explanation.
Ms. Cates explained that the Killingly Capital Upgrade is part of it. She stated that she took the bare minimum number. To start setting aside.
- Mr. Lee suggested that, if there is any excess revenue left at the end of a year, it should be swept into a capital reserve account.
- Mr. Lee suggested that some of the Capital Reserve Funding be set up as different line items. Ms. Cates agreed. She explained that the WPCA has five bank accounts.
- Mr. Lee stated that the Authority should have a description of how it operates/manages its funds.
- Mr. Lee stated that there needs to be a job description for the part-time employee.

There was discussion regarding the Town not having a Reserve Fund Line Item. Mr. Lee stated that the Board of Finance would need to look into this.

Discussion continued. Ms. Cates explained that the Auditors already looked at the books, so we have an unofficial audit, so far. She explained that they had her move the Short-Term Debt (the money was spent, but it is not reflected in this budget because it was put into last year's books).

Mr. Lee suggested that the next agenda include discussion on the Budget with more detailed documents and he suggested that, at some point in the near future, find a rate for the backroom operations (Tax Collector and Finance office services).

There was discussion regarding the need to set the rates soon because there needs to be a hearing before the Budget process. There was discussion about sewer users on public water vs. wells. There is a fee of \$350 to get the report from Connecticut Water. Mr. Tanner suggested having a special meeting to discuss once the Connecticut Water Report is received. There was discussion regarding classifications and formulas.

Motion was made by R.D. Lee to authorize \$350.00 to purchase the Connecticut Water Report
Second by D. Stuyinski. No discussion.
Motion carried unanimously by voice vote (3-0-0).

Mr. Lee suggested formally requesting the most current spread sheet (billing report) that we can get from the Tax Collector and to also be able to cross-reference to find whether there is a sewer hook-up on each property. Mr. Lee would also need whatever information that can be obtained from property cards for the properties that are being billed (number of bathrooms, commercial/residential, etc.). Mr. Lee will create an Excel spreadsheet from data that is collected.

Mr. Tanner will get the Connecticut Water Report in electronic form.

There was additional discussion regarding the Community Bible Church on South Street. Mr. Lee suggested looking up past sewer use rates.

8. Additions to the Agenda – None.

9. **Correspondence** – None.

10. **Public Comment** – None.

11. **Adjournment (next meeting March 27, 2024)**

Motion was made by D. Stuyński to adjourn at 8:12 p.m.

Second by R.D. Lee. No discussion.

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

Respectfully submitted,

J.S. Perreault
Recording Secretary