

Brooklyn Water Pollution Control Authority

Regular Meeting

Wednesday, April 24, 2024 at 6:30 p.m.

via GOOGLE MEETS & at the Clifford B. Green Meeting Center

69 South Main Street, Brooklyn, CT

To join this meeting, follow the below instructions:

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Video call link: <https://meet.google.com/tzn-yobc-ivd>

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MINUTES

1. **Call to Order** – Derek Lindia, Chairman, called the Meeting to order at 6:32 p.m.

2. **Attendance:** Derek Lindia; R. Dave Lee; Dann Stuyniski, Mark Masopust.
Charles Sczorski was absent with notice.

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

Public Present via Zoom: Sharon Hawes

3. **Public Comment** – None.

4. **Approve Minutes**
a. Regular Meeting of March 27, 2004.

Motion was made by D. Stuyniski to approve the Minutes of the Regular Meeting of March 27, 2024, 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.

- Mr. Couture stated that he had forgotten to report last month that one of the check valves at the Tatnic Pump Station failed. They did an emergency P.O. and ordered replacements for both check valves which came in earlier this week. He explained that the other one is 35 years old, so it would need to be replaced soon also. Blake will be installing them next week.

b. Update on what Killingly does regarding Churches.

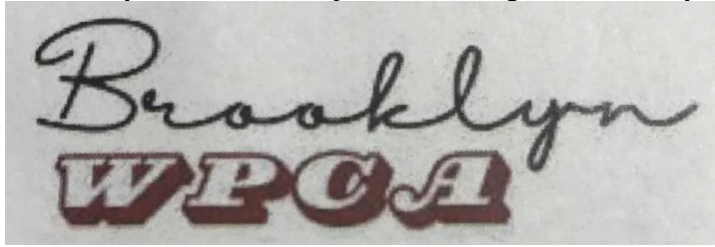
Mr. Couture stated that they don't treat Churches any differently than they do any other building. He will find out more information for next meeting.

c. Report from Brooklyn WPCA Liaison, Dann Stuyniski on Killingly WPCA's Meeting of April 17, 2024.

Mr. Stuyniski provided copies of a pamphlet, regarding what not to flush, that was handed out at the Killingly WPCA meeting. He suggested that this be included with the next Sewer Use billing. He also provided two copies of a letter that he suggested also be mailed with the next Sewer Use billing. The letters each displayed a different

proposed Brooklyn WPCA Logo/Letterhead for review/approval by the Authority Members. There was discussion and amendments were suggested for the information in the letterhead. Mr. Stuyniski will make the amendments and provide a new copy for review/approval at the next meeting.

Motion was made by R.D. Lee to adopt the following as the Brooklyn WPCA Logo:



Second by D. Stuyniski. No discussion.

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

6. Old Business

a. Discussion of 2024-2025 Budget.

There was lengthy discussion.

Mr. Stuyniski explained about his suggestion for either a five percent or ten percent rate increase. Mr. Lee urged the Authority Members to consider the impact of the rates increase last year.

Mr. Lee explained about how he came up with three different options for review. Mr. Lee explained about how excess Revenue could be moved into Capital Non-Recurring (CNR) to start building up money for projects that need to be done. Mr. Lee explained about the need to know what you want before applying for grants. Mr. Lee needs about two more months to complete the rate analysis which won't be done in time for this budget season.

Mr. Lindia asked about the Capacity Study being done in Killingly and about projects in Brooklyn to go forward (i.e. Tiffany and Lousie Berry). Mr. Couture explained that, per Contract, Brooklyn's flows are already at capacity and that Brooklyn would need to increase its reserve to accommodate the new projects, which would cost more money. Mr. Tanner noted that if Killingly expands its capacity, Brooklyn would need to pay a percentage of that cost.

There was discussion regarding Mr. Stuyniski's question regarding Killingly figuring billing by using an average for the last three years. Mr. Couture explained that it is estimated until actuals are available at the beginning of the year. Mr. Lee stated that it is six-month estimate and six-month actual. Ms. Cates explained that the bills are inconsistent and that she has reached out to Dave Capacchione in Killingly for clarification/understanding, but has not spoken with him yet. Mr. Lee stated that the Contract is from 12/31/2022 to 12/31/2027, and that if Killingly is going to change how they calculate, it has to be reflected in the Contract. If Killingly re-opens the Contract, Brooklyn should figure out if there are other things we want to evaluate in the Contract.

Discussion continued regarding whether or not to increase the rates. Mr. Lee offered that he could make adjustments to the draft budget according to the wishes of the Authority Members. Mr. Lindia and Mr. Stuyniski expressed that they would be in favor of increasing the rates. Mr. Tanner explained that he could go either way. Mr.

Lee explained that if we are going to increase our revenue, we need to show where we are going with it. Mr. Lee made reference to Mr. Couture's CNR Report Actuals Column (\$171,846) and stated that he added to it, and with \$230,000 in next fiscal year, we could do all of the \$171,846, plus some. Mr. Couture spoke about building a Reserve Fund which could, then, be used to offset the rates. Mr. Lee stated that, if we are going to increase the rates, any increase should go to the Reserve Fund, not to any operating expense. Mr. Lee explained that the Authority should decide what amount they want to put in the Reserve Fund and, then, back into a rate increase based on that and not arbitrarily pick a percent. Ms. Cates suggested choosing a high priority project to build-up funds (Tatnic Pump Station) to be able to have the funds to match a percentage to be able to apply for grants. Mr. Stuyniski agreed with Ms. Cates and stated that it would be earmarked toward an upgrade. Mr. Lee stated that would be the Capital Reserve Fund.

Mr. Lindia asked Mr. Couture about manholes that needs to be raised-up. Mr. Couture stated that there are approximately eight at a cost of approximately \$1,600 each.

Mr. Lindia asked Mr. Couture about Killingly increasing capacity. Mr. Couture explained that, in order for Killingly to grow, it is probably going to be approximately a \$50-\$60 million project. Mr. Lindia stated that Mr. Capacchione said that Brooklyn is not allowed to anything right now, until the Study comes in. Mr. Lindia stated that we definitely don't want to hold back on these projects. Mr. Couture stated that the Killingly WPCA will be going over the Report at their May 15th meeting. Mr. Couture explained that they are doing a modeling of whether we can take in any more houses or anything because of the loadings that we currently have. If the Report shows that Killingly is at capacity, then they can apply for funding to try to get the next upgrade which would be considerable (\$30-\$50 million). Brooklyn needs to start budgeting for it. Mr. Lindia stated that Brooklyn would not be able to count on the connection fees until after. Mr. Couture stated agreement. Mr. Lindia stated that upgrades would need to be done first and then Brooklyn could allow the projects to go forward. Mr. Couture stated agreement. Discussion continued.

Mr. Lee, again, explained his suggestion to identify the specific needs (short-term and long-term), to decide on a dollar amount to set aside and, then, to back into a rate.. Mr. Tanner stated agreement that, if the rates are increase, the purpose should be spelled out. Discussion continued. Mr. Cates stated that 25 percent of the oldest project is \$208,000. It was decided to build a Reserve of \$250,000. Mr. Lee will amend the draft budget to include a Capital Reserve of \$250,000 and will calculate the rate increase. Ms. Cates will consult with the Tax Collector for clarification on the revenue side as records don't match. Mr. Lee stated that it may be a timing issue.

It was decided to schedule a Special Meeting, regarding the budget, on Tuesday, May 7th at 5:30 p.m.

- b. Discussion of Ordinances to be voted on before the Town meeting.
There was discussion. The Subcommittee will focus on drafting proposed amendments to the Ordinances for review by the Authority Members after budget season. Mr. Lee noted that there is no line item for legal expenses in the current budget and since Legal Counsel will probably need to review any changes, it probably should wait until next fiscal year. There is plenty of time. There was discussion. Mr. Couture will email his suggestions next week.

- c. Discussion on scheduling Town meeting and Public Hearing for rates.
 - 1. Would need to be published for May 15th & 22nd to be heard on May 29th (next meeting). No discussion.
- d. USDA status on the completion of the necessary forms.

C. Sczorski had volunteered to work on this, but was not present to discuss any progress he may have made. Mr. Lindia explained that he had not received any email from Mr. Sczorski. Ms. Cates explained about what needs to be done and that she had emailed this information. She will forward the email to all Authority Members.
- e. Update from Mr. Tanner on report from CT Water in electronic form.

Mr. Tanner explained that he received the Report and that it can wait until after budget season. Mr. Lee explained that he has questions regarding terms/acronyms and about people who are being billed a flat rate and he assumes that they have a meter, but the Report shows no consumption.

7. New Business

- a. Review Financials.

Mr. Lindia asked if the Authority needs to review the Financials.
Ms. Cates explained that it is recommended for oversight purposes.
- b. Approve Bills.

Mr. Lee explained that the bills could be approved via a Consent Agenda Item without having to review each individual voucher. Mr. Couture explained how Killingly does it. Ms. Cates explained the process that bills go through. Mr. Lee stated that we should follow the process that the auditors recommend. Mr. Tanner explained that it provides oversight. Discussion continued.

Motion was made by M. Masopust to approve payment of the bills.

Second by R.D. Lee.

Discussion: R.D. Lee clarified that approval is specifically for Voucher #1543 - \$7,263.40.

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

8. Other Business

Mr. Lee suggested that the following items all be tabled to a future agenda and he noted that these items should be listed under “Old Business” on the agenda. He also suggested that “Update from Killingly” should be “Reports,” then “Old Business,” “New Business,” and “Other Business.”

- a. Mr. Lee recommended redistributing the Draft Policy for feedback. He explained about the change that was made under Eligibility Criteria. (Tabled from 3/27/24 Meeting)
- b. Suggestion for discussion that the Authority should have a description of how it operates/manages its funds. (Tabled from 3/27/24 Meeting)
- c. Review of various links supplied to sample documents. The item was tabled for further detailed discussion. (Tabled from 3/27/24 Meeting)
- d. Update from Mr. Lee on Excel Spreadsheet regarding compiled information from various departments. (Tabled from 3/27/24 Meeting)

9. Additions to the Agenda

Mr. Lee explained about a USDA online webinar about loans and grants that he had attended.

Mr. Lee explained about how sometimes all of the state grant money available doesn't get used, so it goes into the federal pool. So, there are opportunities out there. Brooklyn would qualify for

sewer collection and transmission. He referenced a website: Rural Development Application Portal. Discussion continued.

10. Correspondence – None.

11. Public Comment – None.

12. Adjournment (next meeting May 29, 2024)

Motion was made by R.D. Lee to adjourn at 7:56 p.m.

Second by M. Masopust. No discussion.

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

Respectfully submitted,

J.S. Perreault

Recording Secretary

Attachments: Brooklyn WPCA Report – March 2024

Grand Rate Book Balance Sheet Report

WPCA Revenues – March 31, 2024

WPCA Expenditures – March 31, 2024

WPCA FY 2024-2025 Draft Budget Summary

WPCA Voucher #1543