

**Brooklyn Water Pollution Control Authority**  
**Special Meeting**  
**Wednesday, February 22, 2023**  
**6:30 pm via Zoom &**  
**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/87616591939?pwd=WHBNQXZ2OXptWDNEZDJMV3Z1Y2s4UT09>

**Meeting ID: 876 1659 1939**

**Passcode: 198320**

**One tap mobile**

+16469313860,,87616591939# US

+13017158592,,87616591939# US (Washington DC)

**\*PLEASE NOTE: Due to unforeseen circumstances, participation via Zoom was not available for this meeting.**

**MINUTES**

1. **Call to Order:** Austin Tanner called the meeting to order at 6:41 p.m.

**Attendance:** Derek Lindia; Charles Sczorski.

Sara Deshaies was present via telephone.

**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 January 25, 2023**

Since the Board Members had not had an opportunity to review the Minutes, this item was tabled to the March meeting.

4. **Update from Killingly**

**Joe Couture** stated that he did not have a report, but will have some questions for the new Chairperson.

5. **Update from Al Carpenter**

**Al Carpenter** reported on the following items:

- **Air Release Valves** – Plans are ready to go. Mr. Carpenter explained that Veolia did not get any bid responses, so they did not proceed with the project. Mr. Carpenter expects the cost to be between \$150,000 to \$200,000.

The valves are in manholes along Route 6. One of them is off the right-of-way, by the Feed & Grain Store, which he feels should be done first to see how it goes. A lane of traffic will need to be shut down while doing the others. Mr. Carpenter stated that we can look into getting another loan or a grant.

- Tatnic Pumps

Mr. Carpenter explained that there has been some discussion about having to re-do the Tatnic Lift Station so, if this becomes a project, he suggested that both this and the Air Release Valves could be looked at together as the same project under a grant/loan to get them both done.

Regarding urgency, Mr. Carpenter explained that the situation with the air release valves and the pumps dovetail onto one another and that, right now, air gets into the force main and causes the pumps to have to work differently to get the effluent to where it belongs.

Mr. Couture explained that the entire system is over 30 years old and the life expectancy of most of the equipment is 20 years. He explained that the electrical equipment is no longer available so they have to modify it to run the way it needs to run. He said that Plaza and Tatnic were supposed to have been upgraded at the same time, but due to issues at Plaza, there wasn't enough money to do Tatnic at that time.

The Killingly WPCA is to send bills to Ms. Cates in the Brooklyn Finance Department.

- Operating Agreement

Mr. Carpenter stated that the wording had been resolved and that David Capacchione was submitting the Agreement to the Killingly WPCA for final review and approval. It includes increasing flow from 350,000 gallons allowed per day to 360,000 gallons allowed per day (an increase of approximately \$15,000 for next year's bill). He noted that flows increased during COVID and continue to be high due to people working from home.

- Rates

Mr. Carpenter explained that they did the calculation for a three-year, graduated increase. The WPCA has already approved the first year and there are two more years of doing the same thing to cover the cost of operating our system and budget.

Mr. Couture suggested having discussions regarding putting a life-expectancy chart together for Capital Improvement Projects and Capital Non-Recurring items so that the WPCA will know how much money to set aside for the life of the equipment. He offered to help with this.

Mr. Carpenter stated that Plaza is not going to get younger and they also need to look at the flow meter

- Future Development

Mr. Carpenter noted the following:

- 51-Unit Condominium Project on School Street which would be income of \$2,500 per unit connection fee and user fees.
- A preliminary development at the Tiffany Mill for a 350-unit residential complex.

Although these will generate income, flows may need to be increased in the Agreement with Killingly.

- Mr. Carpenter explained that 35 Hartford Road is not connected to the sewer system, but the property owner has been considering whether or not to connect. The sewer line goes right in front of their property and Mr. Carpenter said that he is not sure why they were not required to connect when the sewer line went in there originally. Mr. Couture had supplied a plan for location. The WPCA needs to give direction regarding cost. Ms. Soucy had provided Mr. Carpenter with a copy of a permit application that they have used in the past, so he will probably use that and send a letter to the property owner advising them of what they need to do and of the connection fee and the application fee (which, he said, probably covers Mr. Couture coming to inspect the line after connection). Mr. Carpenter will coordinate with the property

owner and will provide copies of the letter to Austin Tanner, Lisa Lindia and Shelley Cates. There was discussion regarding who collects the fees and about not issuing the building permit until the fees are paid. Mr. Couture asked that permits be e-mailed to the Killingly WPCA so that they will have them in their file also.

**6. Status of Merging Accounting with Town of Brooklyn**

A. Tanner explained that Sherri Soucy and Robert Kiley have both resigned.

Shelley Cates explained that the State and the Auditors recommend that there be more internal controls to help oversee the WPCA's finances. Ms. Cates explained that she had sent copies of two vouchers and the Killingly bill for review by Authority Members. She explained that the bills will go to her office and they will cut the checks for payment and do the bank reconciliations, following the procedures of the Town. Currently, only Mr. Tanner and Ms. Cates can sign checks, but the new Chairperson could be added on as a signer.

There was discussion regarding the Killingly bill. Ms. Cates explained that, as far as cash flow goes, there is not enough money to cover it (short by approximately \$96,000). Mr. Tanner stated that they had been told in a meeting a few months ago (regarding the increase in rates) that there was enough in Reserve to draw off of it for the next couple of years. Mr. Sczorski and Mr. Carpenter stated agreement with Mr. Tanner. Maybe there is another account. Mr. Tanner will contact Ms. Soucy.

Mr. Carpenter explained that a couple of years ago, there was \$700,000 or \$800,000 left over from a USDA loan that had been put into one or two of the accounts. He said that is the money that they had put aside. Discussion continued. Mr. Carpenter explained about the calculations for how the increases would be billed over three straight years and be back down to zero at the end of the third year. The intention was to draw from the Reserve (\$187,704 to be transferred). He feels that there is an issue with the timing of the payment to Killingly and the timing of the receipt of the collections. Ms. Cates agreed that the timing issue could be possible. Mr. Carpenter will provide copies of the spreadsheet from the meeting that he referred to.

There was more discussion regarding the Killingly bill. Mr. Sczorski said that he will send the calculations to Ms. Cates. There was discussion regarding what the Tax Collector has billed/collected to date (\$49,000 is still outstanding). Mr. Carpenter explained that the information is all on the 6-page spreadsheet which he will send to Ms. Cates.

There was discussion regarding the capacity at the Killingly Facility (rated at 8 million gallons per day, operating 3.1 mgd, remaining capacity 5 mgd) and when to let them know about upcoming/approved developments. Mr. Couture explained that the Killingly Facility was designed for 8 mgd and about how their loadings are almost equivalent to 8 mgd now due to Frito-Lay. So, Killingly is almost maxed for what they can take for flows. Operating at over 5 mgd will become an issue. Mr. Couture said that Killingly is aware of the School Street and Tiffany developments.

Mr. Sczorski suggested that the WPCA develop a policy regarding receiving payment for fees before building permits are issued. Mr. Carpenter voiced agreement.

**7. Sewer back-up at Hank's**

Mr. Carpenter explained that the insurance company's (Utica) document contains errors. Mr. Tanner sent back to them, but there has been no reply. Mr. Tanner has forwarded the documents from Hank's insurance company to the Town's insurance company. Mr. Carpenter suggested that the bill from Killingly should also be submitted. Mr. Carpenter will request that Utica correct the document so that it can then be sent with the two bills (approximately \$7,000 - \$7,500) to Walmart to get paid. Mr. Carpenter asked Mr. Couture to have Killingly separate this from the rest of the Killingly bill.

There was discussion with Mr. Couture regarding inspection of the site to see if it is building up again. Mr. Couture explained that it is on a 30-day or 60-day hot spot list. He explained that it is something that needs to be evaluated because rags/paper towels are continually coming from Walmart. They were supposed to put up signs in the bathrooms, but there are none. Mr. Tanner will discuss this matter with the Manager at Walmart.

**8. Election of Officers**

There was discussion regarding whether a Vice-Chair should be elected. There was no Vice-Chair previously.

There was discussion regarding other possible Members.

Motion was made by C. Sczorski to nominate Derek Lindia for the position of Chairman of the Brooklyn WPCA.

Second by S. Deshaies. No discussion.

There were no further nominations.

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

**9. Set Meeting Dates** – This was done at the last meeting.

**10. Secretary**

Mr. Tanner introduced the WPCA's new Recording Secretary, J.S. Perreault.

**11. Approve Bills**

Shelley Cates presented two Vouchers for approval:

- Voucher #1417 in the amount of \$2,004.46
- Voucher #1416 in the amount of \$2,483.25

Motion was made by C. Sczorski to approve payment of Voucher #1417 in the amount of \$2,004.46 and Voucher #1416 in the amount of \$2,483.25.

Second by S. Deshaies. No discussion.

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

Ms. Cates asked the Authority Members if they would like to approve a partial payment of the Killingly Sewer Usage bill, to avoid interest charges, or if they prefer to postpone it. There was discussion. Mr.

Lindia requested, as he was just appointed as Chairman, that he be able to discuss this at a later time with Mr. Tanner. Mr. Tanner suggested that \$750,000 be paid at this time and then contact Killingly to work out payment of the remaining balance.

Motion was made by D. Lindia to approve a partial payment in the amount of \$750,000 to the Town of Killingly toward the Sewer Usage Bill. Balance to be discussed upon review of the finances.

Second by S. Deshaies.

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

At this time, L. Lindia stated that the issue of fees being paid before permits are issued was not resolved. There was discussion. Mr. Carpenter recommended that when someone is proposing to connect to the sewer system, we collect the connection fee before the building permit is issued. There was discussion regarding who would collect the fee. Ms. Cates and Ms. Lindia were in agreement that it would be helpful to have a procedure policy in place. Mr. Carpenter will forward information that he received from Sherri Soucy. Ms. Cates stated that putting a potential procedure in place will be voted on next month. There was discussion about Permit Link for which there is a \$10 fee. Ms. Deshaies commented that Jana Roberson has a Google Earth overlay map which shows the properties have sewer. There was discussion regarding the POCD.

**12. Public Comment** – None.

**13. Adjournment**

Motion was made by C. Sczorski to adjourn at 7:47 p.m.

Second by S. Deshaies. No discussion.

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

Respectfully submitted,

J.S. Perreault

Recording Secretary

Attachments: Voucher #1416

Voucher #1417

Killingly Sewer Use Bill - 10-6-2022

WPCA Expenditure Report 7.1.22-2.28.23

WPCA Revenue Report 7.1.22-2.28.23

Budget and Rates Notice 2022-23 (2)