



## 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

#### Special Meeting

Wednesday, September 27, 2023, 6:30 p.m.

6:30 pm 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 6:33 p.m.
2. **Attendance:** Derek Lindia; Dann Stuyanski; R. Dave Lee.  
Charles Sczorski was absent with notice.

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

**Public Present via Zoom:** None.

3. **Public Comment** – None.
4. **Approve Minutes**
  - a. **Regular Meeting of August 30, 2023**

Motion was made by D. Stuyanski to approve the Minutes of the Regular Meeting of August 30, 2023, as presented.

Second by R.D. Lee. No discussion.

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

5. **Update from Killingly**

Joe Couture provided the first edition of the monthly Report (August 2023) and he reviewed the information contained in the Report. Mr. Couture also reviewed and explained about another document he had provided to help keep track of the life expectancy of equipment in order to be prepared for the expense of replacement (for budgeting purposes). There was discussion.

He stated that there is still an issue with dripping water at Tatnic Pump Station.

There was discussion regarding the air release valves that need to be replaced. Shelley Cates commented that there are federal and State grants (Clean Water) coming up that can be applied for.

Mr. Lee asked about the broken poles listed on the Trouble Reports page of the Report.

Mr. Couture explained that it is due to an emergency call that they get “before you dig” anytime that there is digging near where there is sewer.

**6. Update from Al Carpenter – No representation.**

There was discussion regarding the contract with Mr. Carpenter who is the Engineering Consultant. Ms. Cates will forward copies of the contract (signed January 10, 2023) to Authority Members for discussion at the next meeting.

**7. Old Business**

**a. Update from Shelley Cates on creating a better way of tracking Sewer Accounts by address, installation, # and providing to appropriate places.**

Ms. Cates explained that she has been working on this with Lisa Lindia from the Building Department. Ms. Lindia is working with Permit Link and the Revenue Collector to set up the WPCA accounts based on addresses (or unique ID number if vacant lots). Ms. Cates reached out to the Town of Thompson, but is waiting to hear back.

They are making progress, but have more work to do. Ms. Cates will be getting information to analyze from the Revenue Office. Mr. Lee offered to help with spreadsheets. There was discussion regarding information contained on Assessor’s property cards.

**b. Discussion of the remainder of the bills went out.**

Bills were mailed yesterday.

**8. New Business**

**a. 164 South Main Street, Guillaume Leroy – States there is no water or sewer at this property.**

D. Lindia explained that a letter from Connecticut Water addressed to Guillaume Leroy (dated September 22, 2023) had been received in an e-mail (copies of the letter were provided to Authority Members). The letter states that the water is shut-off at the street valve and that no water usage has been registered there for over five years. There was no formal request from Mr. Leroy.

There was discussion regarding what the procedure should be for these requests. Mr. Couture commented about what Killingly does when they grant a waiver: Only for 365 days and after that, the property owner would have to request another waiver. Ms. Cates suggested that forms be put on the website as well as policies and procedures.

Mr. Lee suggested that this item be tabled and that Mr. Leroy be informed that he needs to make a specific request of the Authority and then, the Authority will act upon the request. There was agreement among Authority Members. Mr. Lindia will contact Mr. Leroy to inform him that he will need to attend the next meeting to present his request and, if the Authority were to grant a waiver, it would only be for 365 days. Mr. Lee stated that a condition of granting any waiver should require that all past-due tax bills be brought current.

Ms. Cates suggested that a standard be set immediately for this year and then, a formal policy can be made at another time.

**b. 5 Fairway Drive – Building Department received a permit.**

Joe Couture explained that there is no sewer to this property and the septic system has failed. It is close enough to the sewer, so the property owner wants to tie-in. Mr. Couture explained that it is just billable time and that different grades may require different pipes. He said to hold somebody to what Mr. Carpenter presented is not feasible (a map of the area was provided to Authority Members). A permit needs to be pulled to tie-into the sewer.

**c. Discussion on liaison between WPCA and Killingly Board.**

Mr. Stuyinski will attend the October 18, 2023 meeting of the Killingly WPCA at the Facility (31 Wauregan Road, Killingly, CT 06239).

**d. Create a Mission Statement along with updating the homepage.**

Mr. Lindia explained about putting more information on the website.

Mr. Lee commented that there is incorrect information: The Brooklyn WPCA was created in 1971, but that is when the Brooklyn Sewer Authority was created. The WPCA was created in 1980.

Mr. Lee asked about the Administrative Assistant who is supposed to collect sewer system charges, as stated in the Ordinance. He also asked about who the Secretary of the Authority is (would be responsible for correspondence).

There was discussion and Ms. Cates explained that it would make sense to have someone to do the paperwork which is now being done by the Finance Office.

Mr. Lee explained that the Establishing Ordinance should be put on next month's agenda to be reviewed (Section 2, Article 3, Section 2-22 – Mr. Lee will forward this information to Ms. Cates who will forward it to Authority Members). He said that we need to make sure that the Authority is operating based on the Ordinance and if the Ordinance needs to be changed, then change it.

Then, the next step would be to review the Sewer Ordinances and make any necessary changes. Then update the webpage.

**e. Update from Austin Tanner on sewer rate study.**

Mr. Tanner spoke with Rural Water and provided information (operating agreement, rates, finances). They will be meeting after October 7<sup>th</sup>. They will contact Joe Couture also for information. Mr. Tanner hopes to have more information next month.

**f. What the sewer rate study should include.**

Mr. Tanner stated that they spoke about the rate/over-charging. He asked if there is something else that the Authority Members would want to be included in the study.

There were no new suggestions. Mr. Lindia would like to attend the meeting.

**g. Review Financials.**

Ms. Cates explained about the attachments to the Agenda. They are through the end of the previous month. It is a good way of keeping track of maintaining the budget. It is also consistent with Joe Couture's Reports.

Mr. Lee asked if a history budget actual could be provided. Mr. Cates will provide.  
Mr. Lee asked if we are on par with revenue collection based on the first billing. Will we be able to pay Killingly when due? Ms. Cates explained that revenue collection was at 22 percent at the end of August and that we may be okay.

**h. Approve Bills.**

Ms. Cates explained about ACH payments (such as Lowes and Eversource). She also explained about Quality Data Service.

There was discussion regarding a bill (\$3,700) for a repair at Tatnic. Mr. Couture explained that it was for what was needed to connect the transformer. Ms. Cates stated that it was for parts. She will ask that a breakdown/work order be provided, going forward.

Motion was made by D. Stuyanski to approve the payment of the bills, as presented.  
Second by R.D. Lee. No discussion.  
Motion carried unanimously by voice vote (3-0-0).

**9. Correspondence – None.**

**10. Public Comment – None.**

**11. Adjournment (next meeting October 25, 2023, Clifford B. Green Meeting Center)**

Motion was made by R.D. Lee to adjourn at 7:37 p.m.  
Second by D. Stuyanski. No discussion.  
Motion carried unanimously by voice vote (3-0-0).

Respectfully submitted,

J.S. Perreault  
Recording Secretary

Attachments: Voucher #1176  
Voucher #1165  
Voucher #1170  
General Ledger - On Demand Report – Expenditure 7/1/2023 – 8/31/2023  
General Ledger - On Demand Report – Revenue 7/1/2023 – 8/31/2023  
Killingly WPCF Report - August 2023  
Equipment Tracking Document  
Connecticut Water Letter (Guillaume LeRoy – 164 South Main Street) dated September 22, 2023  
Plumbing Permit & Map (Sansone – 5 Fairway Drive)