

**MINUTES JOINT MEETING OF THE WOODRIDGE LAKE SEWER DISTRICT SEWER AUTHORITY  
AND THE BOARD OF DIRECTORS OF THE WOODRIDGE LAKE SEWER DISTRICT  
MONDAY, JANUARY 18, 2016, 4:00 P.M. CONFERENCE ROOM WOODRIDGE  
LAKE CLUB HOUSE, EAST HYERDALE DRIVE, GOSHEN CONNECTICUT**

**Board Approved**

**CALL TO ORDER:** James Mersfelder, Treasurer, called the meeting to order at 4:03PM

**ATTENDANCE:** Board members present, James Hiltz, Al Shull, Richard Reis (Alternate), by Conference phone were Raymond A. Turri, Joan M. Lang and Jim Mersfelder. Also present Plant Superintendent, Charles Ekstrom, and Laurie Mosley Tax Collector and recording clerk for the WLSA.

**APPROVAL OF MINUTES:** The minutes of the December 14, 2015 meeting were presented for approval. Al Shull asked that the minutes not be posted before they are approved or post them as 'not approved yet.' James Mersfelder agreed, so moved. **A MOTION WAS MADE BY** Joan Lang, seconded by Jim Mersfelder to approve said minutes as written. There was no discussion on the minutes, **SO VOTED.**

**REPORT FROM PLANT SUPERINTENDENT:** Plant Superintendent Charles Ekstrom presented the operational report dated January 18<sup>th</sup>, 2016.

The following items noted under said report:

**PERSONNEL:**

- Jason Patrick – 1 ½ vacation day and 3 sick days for wrist surgery
- Mark Theriault – 1 vacation and 1 sick days and 1 funeral day
- Charles (Chuck) Fennimore- start December 21, 2015

**PROJECTS:**

- Eastern installed replacement drive system on the somat sludge feed pump Dec 21, unit was put back in service Dec 22, now working well.
- Eastern has finally received the replacement valves for station #6 and the plant pump. Installation is to begin Feb. 1
- The semi-annual service for our emergency generators by Tower Generator is scheduled for Jan. 19<sup>th</sup>.
- SCADA system- After discussions we have a service contract quote from Woodard & Curran for the SCADA system: this is to include quarterly on-site service work, incidental hardware and software replacements, remote support via telephone, and travel expenses for unscheduled service work. Two quotes were receive for maintenance of the SCADA system, option #1- w/o our purchase of a tablet \$14,230 option #2-with a tablet \$10,955. Cost of a tablet with all

necessary software is \$5,800. Cost of the tablet would be recovered in 21 months using option#2. My recommendation is we purchase the tablet and go with option #2.

- Plant flows- December the average daily flow was 85,000 gallons and the total precipitation was 5.80". The average daily flow for 2015 was 91,000 and the total precipitation was 53.70". So far in January the average daily flow is 99,000 and the precipitation is 2.56."

There was discussion on the contract for SCADA and the purchase of the tablet. Ray Turri was not happy with the pricing of this part of the project. He felt it should have been part of the package. Jim explained they had been negotiating the contract and tablet and had brought the price down. The system is not currently supported with this coverage. Having the tablet enables the SCADA system the ability to diagnose and fix issues remotely. If the district did not purchase the tablet, the customer technician service would have to charge to come to the plant to diagnose, which could be very costly. Discussion continued on the pros of having the tablet. Charles Ekstrom gave some examples of why the district needs this system as presented. **A MOTION WAS MADE BY** Ray Turri, seconded by Jim Mersfelder to approve the maintenance contract and the purchase of the tablet (as described in option # 2 above) as written. There was no discussion, **SO VOTED.**

Plant Superintendent Charles Ekstrom left the meeting at 4:30 P.M.

**MONTHLY FINANCIAL REPORTS:** Treasurer Jim Mersfelder reported on the following: Delinquent tax Collection – The collection of Delinquent taxes for the period ending December are great, no discussion needed. Under the WLSB Budget Summary page, Jim reported that we are over in capital expenditures for unbudgeted repairs to pumps at both plant pump and pump station 6. We are currently under budget for the Upgrade expenditures.

**OPERATIONS COMMITTEE REPORT-** No update.

**PLANNING COMMITTEE REPORT-** Jim Mersfelder reported that he and Dave Prickett would be attending a Planning & Zoning Commission meeting in Torrington for an 8-24 review and to report on what the district's plans for the transmission facility would be and to state that the district's project would not change the sewer service area, (no new hook-ups will be allowed within Torrington. The district will then have the same type of meeting a week later in Goshen at their respective Planning & Zoning Commission with Richard Reis and Dave Prickett attending. Jim reported that he has had contact with Martin Connor, the Planning & Enforcement Officer for both towns, and he is happy with the documents that will be presented at these meetings and he intends to make a favorable recommendation.

Next big step is in getting a soft commitment from the USDA on the loan packages that were submitted last month. In a conversation with a loan officer, Jim reported that we should hear within the next few weeks as to the decision. We are hoping for a 30% grant. Next thing the district will need is getting a Letter of Intent from the WPCA in Torrington so that costs of a hook-up to Torrington may be explained to the tax payers. Jim and Charles have a meeting next week in Torrington at the plant with Ray Drew. At this meeting they hope to gain a better understanding our future costs. Torrington has stated the district would not be responsible for collection system upgrades and operating expenses. Also part of the discussion would be the facilities connection charges. Also planned is an informational meeting with the district's taxpayers which has been tentatively scheduled for March, to discuss the districts plans and the financial implications. This will be held once all commitments and numbers are understood. In the near future we will then have a vote on the appropriation of funds by the district's tax payers. We are

targeting to begin the bidding process in July and would start construction by September. Jim Hiltz asked about the announcement of the Town of Goshen submitting a request for \$500,000 through a STEAP Grant for the project. Jim Mersfelder reported that First Selectman Robert Valentine had submitted the application on January 15<sup>th</sup>. The district received many support letters from area politicians. If this is approved, it would greatly help the bottom line. Jim suggested the district have an informational meeting for residents in March. By then 60% of the engineering should be complete and most numbers should be in.

**NEW BUSINESS-** Scheduled meetings. A request to have the May 21<sup>st</sup> scheduled budget meeting changed to May 28<sup>th</sup> due to other meetings going on at the clubhouse. **A MOTION WAS MADE BY** Ray Turri seconded by Al Shull, to accept the change. No discussion, **SO VOTED.** A new calendar will be sent out.

Al Shull reported Tax Collector Laurie Mosley submitted a refund request for Theodore and Madeline Kaplan for overpayment of taxes. The board must vote on this request. . **A MOTION WAS MADE BY** Joan Lang seconded by Al Shull, to accept the refund. No discussion, **SO VOTED.**

There was no other business to come before the meeting. Jim Mersfelder asked for a motion to adjourn. The motion to adjourn was made by Al Shull, seconded by Jim Hiltz and the meeting adjourned at 4:45 P.M.

Respectfully submitted,

Al Shull, Clerk

Laurie Mosley, recording Clerk

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