

**MINUTES JOINT MEETING OF THE WOODRIDGE LAKE SEWER DISTRICT SEWER AUTHORITY
AND THE BOARD OF DIRECTORS OF THE WOODRIDGE LAKE SEWER DISTRICT
MONDAY, DECEMBER 14, 2015, 4:00 P.M. CONFERENCE ROOM WOODRIDGE
LAKE CLUB HOUSE, EAST HYERDALE DRIVE, GOSHEN CONNECTICUT**

CALL TO ORDER: Raymond A. Turri, Chairman and President of both Boards respectively, called the meeting to order at 4:30 P.M.

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

APPROVAL OF MINUTES: The minutes of the November 16, 2015 meeting were presented for approval. **A MOTION WAS MADE BY** Ray Turri, BY Jim Hiltz 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 December 14, 2015 and said report is on file with the minutes of this meeting. The following items noted under said report:
Personnel:

- Jason Patrick – 4 vacation days
- Mark Theriault – 1 1/2 vacation and 1 ½ sick days
- Sean Baia – Gave notice and left for a position in Danbury. Last day was Dec 4.

PROJECTS:

- The replacement impeller for pump #2 at station 6 was installed by Eastern on Nov 24. Both pumps are now in service.
- Eastern is scheduled to install the replacement drive system on the somat sludge feed pump this Thursday Dec 17.
- Eastern has notified me that the last of the replacement valves for Station #6 and Plant pump are scheduled to be delivered this week. Installation will begin after Jan 1.
- Annual service work – all fire extinguishers were tested/ inspected Nov 24, and the flow meters are being calibrated today.
- Contracted I/I projects –Nutmeg completed the replacement of the non-functioning flow meter at plant pump on Dec 4 and supplied us with the service manuals for the flow meters. After I was sure that the replacement was working properly, I signed off on sending them the final payment check that we had been holding on Dec 8. SCADA – this system is working fine, but I am still waiting on a service contract quote from W & C, I contacted them again this morning. I am also waiting on a quote from Elm electric to install high water alarms in both bypass chambers and tie the alarms into the SCADA system.
- Staff replacement – After Sean gave notice I contacted the second place candidate from my job interviews in August. Charles (Chuck) Fennimore has accepted the position and passed his medical exam. He will begin on Dec 21.

Ray asked Charlie to review with Dave Prickett the alternatives of one plant pump and the restoration of the second plant pump verses two new plant pumps.

Plant Superintendent Charles Ekstrom left the meeting at 5:00 P.M.

MONTHLY FINANCIAL REPORTS: Treasurer Jim Mersfelder reported on the following: Delinquent tax Collection – The collection of Delinquent taxes for the period ending November are at an all-time low. Tax Collector Laurie Mosley continues to do a great job in the collection of taxes.

On the Operating side of the Budget the November 30, 2015 report continues to be favorable, with the report showing expenses coming in under budget by \$48,426. On the Capital Budget side we are a little over on unbudgeted repairs under the emergency refurbishments line items, however we are a little under on the I/I Remediation construction work. The grant money from USDA has been received at \$561,000. Under the Capital Budget and forecasting chart, Jim noted we have started the Upgrade Engineering Design project that was approved by the taxpayers. \$97,420 has been paid so far for the first phase of the project. During November and December 3 surveys have been worked on and are almost complete. The Aerial survey work for the pipeline route (with GPS), and two properties, the one Brush Hill and a property off Route 4 near Pie Hill. Jim asked that the Board be supportive of the continuation of this project once all the surveys are in. These surveys can then be turned over to Woodard & Currans to start the next level of design. All members agreed on keeping the project moving forward at its present pace. Jim will let David know that he should motor on. Financials are in good shape.

PLANNING COMMITTEE REPORT- There was a meeting held prior to this meeting that lasted an hour and a half. The summary of the meeting was as follows; Dave Prickett stated he would finalize his application to the USDA, which is 90 % complete. Dave and Jay Sheehan will work on a study, which will take a couple weeks, to find out if the Torrington IMA fee of \$3500 is justifiable. The result of that will direct the committee on how they are going to approach Torrington. Hopefully we will have this information by mid-January. This will help the committee to come up with a number that is palatable by all.

Jim Mersfelder discussed the concerns of completing the application. **A MOTION WAS MADE BY** Jim Mersfelder seconded by Ray Turri that the Board approve following the same practices and procedures that were followed with the last successful application to the USDA. No discussion, **SO VOTED.**

Ray Turri presented a letter to the Board to be sent to Michael Hart of the CT DEEP regarding the status of developing a solution for managing wastewater from the district. The board approved the letter. **A MOTION WAS MADE BY** Al Shull seconded by Ray Turri, to send the letter. No discussion, **SO VOTED.** The said letter is on file with the minutes of this meeting.

NEW BUSINESS- Next year's scheduled meetings. A copy was sent to all members for the 2016 meeting schedule. **A MOTION WAS MADE BY** Ray Turri seconded by Al Shull, to accept the 2016 calendar of scheduled meetings as submitted. No discussion, **SO VOTED.** The said calendar is on file with the minutes of this meeting.

Jim Mersfelder commented that the board needs to file a Legal Notice stating we are submitting an application to the USDA. No motion needed, notice will be posted.

Laurie Mosley asked that the board look at different options for Health Insurance. The plant employees are not happy with their current selection of benefits. Ray Turri commented they would look into options for the employees. They do not want unhappy employees. Ray asked Jim Mersfelder to look into the different options.

There was no other business to come before the meeting. Ray Turri asked for a motion to adjourn. The motion to adjourn was made by Al Shull, seconded by Jim Hiltz and the meeting adjourned at 5:10 P.M.

Respectfully submitted,

Al Shull, Clerk

Laurie Mosley, recording Clerk

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