

**MINUTES FOR THE JOINT MEETING OF THE WOODRIDGE LAKE SEWER DISTRICT SEWER AUTHORITY  
AND THE BOARD OF DIRECTORS OF THE WOODRIDGE LAKE SEWER DISTRICT  
MONDAY, FEBRUARY 26TH, 2018, 4:00 P.M. HELD IN THE CONFERENCE ROOM LOCATED AT THE  
WOODRIDGE LAKE CLUBHOUSE, EAST HYERDALE DRIVE, GOSHEN, CONNECTICUT**

*To be approved*

**CALL TO ORDER:** Raymond Turri, President, called the meeting to order at 4:00 PM.

**ATTENDANCE:** Board members present, Raymond Turri, Alfred Shull, James Hiltz, and by conference phone James Mersfelder also attending Laurie Mosley Tax Collector and Recording Clerk, Plant Manager Mark Theriault and Jeffrey Clark, Finance Committee member.

**EXCUSED:** Richard Reis and Plant Superintendent Charles Ekstrom

**APPROVAL OF MINUTES:** The minutes of the regular board meeting held January 16th, 2018 were presented for approval.

**A MOTION WAS MADE BY** Alfred Shull, seconded by Jim Hiltz to approve said minutes as written. There was no discussion on the minutes, **SO VOTED.**

**REPORT FROM PLANT SUPERINTENDENT**

**Personnel**

Mark Theriault – 4 ½ vacation days

Chuck Fennimore – 1 vacation day, ½ personal day, 9 sick days (currently out on short term disability after hernia surgery on Feb 8)

Joe Palumbo – 1 sick day

**Projects**

- Spring Flow monitoring project – Dave Prickett's staff and Mark & Joe installed flow meters in manhole #s 3-35, 5-50, and 5-147 on Feb 14.
- Eastern removed #1 pump from station 9 to replace the failed seal on Feb 12. Pump should be repaired and back by sometime this week or next.
- Staff physicals – Per DMV each driver involved in towing our portable generator must have a physical done every two years and carry proof that they are capable of operating the vehicle. Mark had his physical on Feb 21 and Joe had his today.
- Bypass chambers at Station #s 6 and 9 – due to the possibility of flooding from surface water we have established the routine that during the daily station checks both of these chambers are inspected. For two plus years this has been adequate. On Sunday Feb 11 very heavy rain coupled with the frozen ground caused the chamber at station 6 to flood in less than 24 hours, submerging the flow meter, it is now reading erratically. Introl has been contacted to

service and troubleshoot the meter. Charlie has requested that Eastern quote the installation of basic tip-up float alarms that can be connected to the SCADA system at both stations.

- Charlie requested that the Board consider his recommendations for changes in staff wages.
- Plant flows – for January the average daily flow was 104,000 and the total precipitation was 5.95” To date the February average daily flow is 117,000 and the total precipitation is 3.67”.

**Preliminary Opinion of Potential Project Costs for the Plant Pump Station- Force Main Replacement Project.** Jim Mersfelder reported that Dave Prickett has put together a rough draft of numbers for the force main replacement project. A table with estimated costs was distributed for discussion. The project and cost were discussed.

With Charles Ekstrom retiring in March and Mark Theriault taking over, we need to change payroll signers. A resolution was made by Alfred Shull to add Mark Theriault as a signer to the Woodridge Lake Sewer District Payroll Account held at Union Savings Bank in Goshen, Connecticut, with current signers of the board; Alfred Shull, James Hiltz, James Mersfelder and Raymond Turri. Charles Ekstrom’s will be taken off. This will become effective on March 19, 2018. **A MOTION WAS MADE** BY James Hiltz seconded by Raymond Turri to accept the said Resolution. No discussion, **SO VOTED**.

Laurie Mosley reported that PC Wizard has installed Wi-Fi to both the office and plant and did their annual update of all computers.

**MONTHLY FINANCIAL REPORTS:** Jeff Clark reported the financials. Under revenues Jeff reported we are over by \$9396 which is due to higher cell tower income and interest income. Our expenditures are \$18,891 over budget, this is mainly due to higher expenditures in Plant Equipment & Collection System repairs and Professional and Legal fees. If you subtract the revenue by expenditures the variance is - \$9493. Under operational costs, not much different than last month, we are pretty much at budget. Under cash flow, we budgeted an ending balance of \$400,000 but have a full year ending forecast of \$338,766, which gives us an unfavorable variance of \$61,235. Most of the extra spending was due to the unexpected projects that needed to be completed. Jim Mersfelder commented that under capital, the \$179,000 budgeted for the Engineer Upgrade for the Torrington Project will probably go over. Every time we have a public hearing it costs us thousands just to have our team there, legal and engineers. There is also work to be done on completing the plans. All of this will add to the original cost. Jeff commented that on the Year to Date Analysis spreadsheet, it would be easier to read and understand if we hide the columns that are labeled Full Year Forecast. The year to date columns would report the actual, budget and variance. Jeff then reported on the delinquents. There are a low amount of delinquents left on the list, great job collecting taxes. No issues here. Jeff mentioned that the WPLOA does payment plans set up as an ACH payments. This helps the delinquents pay on time and directly to the office. Laurie will look into it at our bank to see if this may be a possibility.

**Appointment of the Auditor-** Every year the Board must officially appoint an Auditor. Our Auditor has been Carney, Roy and Gerrol, P.C.. They have done a good, thorough job for the past few years. After much discussion, **A MOTION WAS MADE** BY James Hiltz seconded by Raymond Turri to appoint Carney, Roy and Gerrol, P.C.. No discussion, **SO VOTED**. Jim Mersfelder will contact them about the appointment.

We also have to put in a Legal Notice stating that we have been audited for the fiscal year 2016-2017 and our audit is available for inspection at the office (or online). Laurie will take care of this.

**A MOTION WAS MADE BY** Jim Hiltz seconded by Alfred Shull to go into Executive Session at 4:45PM to discuss the Torrington Water Company issue. It is noted Laurie Mosley and Jeff Clark will also be present. No discussion, **SO VOTED.**

**At 5:45 PM A MOTION WAS MADE BY** Alfred Shull, seconded by Jim Hiltz to come out of Executive Session. No discussion, **SO VOTED.**

**NEW BUSINESS:** None

**A MOTION WAS MADE BY** Alfred Shull, seconded by Jim Hiltz, to adjourn at 5:50PM. No discussion, **SO VOTED.**

Respectfully submitted,

Alfred L. Shull, Clerk

Laurie Mosley, Recording Clerk

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