

**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, APRIL 16, 2018, 3:00 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 3:00 PM.

**ATTENDANCE:** Board members present, Raymond Turri, Richard Reis, Alfred Shull, James Hiltz, also attending Laurie Mosley Tax Collector and Recording Clerk, Plant Superintendent Mark Theriault, and Jeffrey Clark, Finance Committee member.

**EXCUSED:** James Mersfelder

**APPROVAL OF MINUTES:** The minutes of the regular board meeting held March 19, 2018 were presented for approval.

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

**REPORT FROM PLANT SUPERINTENDENT-MARK THERIAULT**

**Personnel:**

- Joe Palumbo has been with the district 2 years as of 3-28-2018. Joe has completed another Sacramento course and only needs 3 more credits to be eligible to take the Class 2 certification exam.
- Charles Fennimore appears to be all healed up after being out 4 weeks for hernia surgery. Charles continues to study for the Class 1 certification exam scheduled for July 11, 2018

**Projects:**

- On 3-20-2018 the phone line to the tax office died. In searching for a cause, it was determined that mice had chewed up the wires. Optimum was here but could not repair it. On 4-3-18, Masterson-Turri ran a new phone line to resolve the issue (the line goes in a conduit under the parking lot then through the garage, not an easy task). We are working on getting rid of the mice.
- On 3-21-18 Eastern Water pulled pump 2 at station 2 because of overload issues. Eastern found that there was a flat spot in the windings and are working to repair the pump. Mark received a quote today from D.I.S. (N.E.P.C.O) to waterproof the bypass vaults. \$5304.90 for the two of them.
- On 3-28-18 we accepted a bid of \$1500 for our 1974 Demco portable generator. On 4-2-18 the generator was picked up and now lives in Maryland. Payment has been received.

- On 4-3-18 the carbon filter for station 6 was ordered. The filter arrived on 4-6-18 and will be installed the week before the Memorial Day holiday.
- On 4-4-18 the exam application for Charles Fennimore to retake the Class 1 certification exam was sent out. Charles paid for the exam. The exam is July 11, 2018.
- On 4-5-18 Mark received a quote from Eastern Water to install alarm floats in the bypass vaults at stations 6 and 9 to protect our flow meters. \$3300 for the two stations. Mark and Dave Prickett discussed other options to this project. Dave suggested installing sump pumps in those two stations at a much lower cost than waterproofing. Ray asked Mark to get some quotes on that. Mark stated that quotes were already in the works and would have them soon.
- On 4-9-18 Mark talked to Dave Prickett about the flow monitoring. Dave told him that he didn't see anything unusual yet and is going to leave the meters in for another two weeks.

#### **Plant Flows:**

- For March 2018 the average daily flow was 120,000 gal. And the total precipitation was 5.46 in. To date for April 2018 the average daily flow is 120,000 gal. And the total precipitation is 1.17 in.

Raymond Turri stated Mark had suggested that the district take over the plowing of the district owned property. In the event of an emergency, or during operational hours, the district would have all the equipment needed at hand to take care of the snow removal/sanding, which would save the district money and make it more efficient (not having to wait for the plow contractor) and safer. Now that we have a new truck, this would be the time to price out the cost to purchase a plow and sander. Mark stated he had a quote, however Ray asked him to get three quotes and then report on the cost. The estimate is around \$10,000, which is less than the average yearly cost for a contract.

**MONTHLY FINANCIAL REPORTS:** Jeff Clark reported the financials. Jeff has taken the financial reports and organized and condensed them a bit for easier interruption. He has also collected all documents (agenda, minutes, etc.) needed for the board meeting and sent them together as one attachment. He asked if the board approved of the change. Everyone highly approved the change and thanked Jeff for the hard work he has put into this. Jeff went over the changes and additions to the reporting. Under the Operating Budget Summary report, Jeff has added a column to place comments. This will give the board more information ahead of the meeting.

Jeff reported that our operating actual YTD amounts for March 31, 2018 are under our budget amounts by \$79,071 with a forecast of \$181,160 at years end. Under capital, because the pipeline budget amounts are going to be moved out into next year, our actual spend amount versus budget looks good. However, we had quite a bit of unbudgeted capital due to emergency repairs. Jeff reported that the only concern is that the forecasted ending cash balance amount is only \$333,568. The District tries not to let that go below \$400,000. However, with tax assessment fees coming in July quickly, our cash balance will rise above \$400,000 quickly, so we should be fine.

Delinquents for the month ending March 31, 2018, are 38 accounts with a total of \$23,512.24. Compared to last year, we had 42 accounts totaling \$25,431.38. Laurie reported that at least 6 of the 38 accounts have paid since the 31st.

**OLD BUSINESS:** The WLPOA board meeting scheduled for April 28<sup>th</sup> at 9:30 has been moved to this coming Saturday the 21<sup>st</sup>. The WLSA Annual meeting was scheduled to meet after this meeting in hopes that we would have a larger crowd to attend. Because we cannot change our meeting easily at this point, Richard Reis will send out an email blast to all WLPOA members encouraging them to attend. Laurie will send Richard a revised agenda and slate of officers to go with this eblast. After the Annual meeting a special board meeting will be held to finalize the budget numbers and letter to be mailed to taxpayers before the May 26<sup>th</sup> Budget meeting.

Raymond Turri made a statement that the future regular Board meetings would be held at 3:00PM not 2:00PM as stated last month.

**A MOTION WAS MADE BY** Jim Hiltz seconded by Alfred Shull to go into Executive Session at 4:00PM to discuss the Torrington Water Company issue. It is noted Laurie Mosley and Jeff Clark will also be present. No discussion, **SO VOTED.**

**At 4:10 PM A MOTION WAS MADE BY** Alfred Shull, seconded by Jim Hiltz to come out of Executive Session. No discussion, **SO VOTED.**

**A MOTION WAS MADE BY** Alfred Shull, seconded by Jim Hiltz to authorize the expenditure of up to \$12,000 for test borings along Route 4. No discussion, **SO VOTED.**

**NEW BUSINESS-** Alfred Shull reported that an approval was needed for over payment of taxes. Susan & Carey Budnick overpaid by \$104.73. **A MOTION WAS MADE BY** Jim Hiltz seconded by Richard Reis to refund the Budnick's \$104.73. No discussion, **SO VOTED.**

**A MOTION WAS MADE BY** Alfred Shull, seconded by Jim Hiltz, to adjourn at 4:15PM. No discussion, **SO VOTED.**

Respectfully submitted,

Alfred L. Shull, Clerk

Laurie Mosley, Recording Clerk

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