

**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 AUGUST 21ST, 2017, 4:00 P.M. HELD IN THE CONFERENCE ROOM LOCATED AT THE
WOODRIDGE LAKE CLUBHOUSE, EAST HYERDALE DRIVE, GOSHEN, CONNECTICUT**

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

ATTENDANCE: Board members present, Alfred Shull, James Hiltz, Raymond Turri, Richard Reis, and by conference call James Mersfelder also attending Laurie Mosley Tax Collector and Recording Clerk, Plant Manager Mark Theriault and Plant Superintendent Charles Ekstrom.

EXCUSED: None

APPROVAL OF MINUTES: The minutes of the regular board meeting held July 17, 2017 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 – 8 vacation days.

Chuck Fennimore – perfect attendance. Chuck failed to pass the DEEP exam but did score better, based on his effort Charlie would like to give him one more chance to pass the exam in January. It was discussed that this would be the last test the board will pay for.

Joe Palumbo – 3 vacation days.

Projects:

- Emergency generator – the unit was delivered on July 25 and we had Masterson – Turri Electric move the power connector from the old unit to the new unit on the 26th. Several issues have surfaced - the weight of the flat-bed truck and the generator are above 26,000 lbs., this would require a Class A CDL drivers' license for an employee to tow (note- Mark Theriault has his class A CDL license). Our current pick-up is unable to pull the new unit, not powerful enough; the only solution is to buy a replacement pick-up if the board decided to allow all employees to tow the generator. If we purchased a more powerful truck yet lighter than the flat bed, we could have any employee transport the generator but they would need to carry a medical card (issued by a doctor bi-annually). Mark has obtained three quotes for a replacement. The average cost would be around \$30,000 with the trade in. The board asked Mark to look around for prices of used vehicles that may be useful. The board will discuss this at a future meeting. With Mark able to transport the generator, it is not an emergency currently. Also a weight issue- at 11,000 lbs. Federal law requires we have the unit inspected annually to maintain a registration. Mark has located a firm in Thomaston that will issue a certificate for this year, at the moment we have a temporary registration.
- Sewer main repairs – Dave Prickett posted a RFQ request on July 25 with a bid opening on Aug 17. The following is Dave's Bid Summary & Recommendation for the Sewer Pipe Lining Project:

Bids for the Project were opened for the Woodridge Lake Sewer District (WLS D) 2017 Sewer Pipe Lining Project at 10:00 AM on Thursday, August 17, 2017. Four (4) bids were received, and are summarized in the table below.

Name of Bidder	Base Bid	Alternate 1	Total Bid
Green Mountain Pipeline Services	\$90,900	\$5,700	\$96,600
Insituform Technologies	\$109,100	\$6,000	\$115,100
Arnold Construction Co., Inc.	\$108,250	\$16,500	\$124,750
Michels Corp.	\$122,500	\$15,000	\$137,500

The bid submitted by the apparent low bidder, Green Mountain Pipeline Services of Bethel, VT, was in conformance with the requirements of the bidding documents, and the attachments were in order. Addenda were acknowledged.

Dave has worked directly with Green Mountain Pipeline Services in the past and believes that they are sufficiently qualified to perform this work. Dave therefore recommends that the WLS D Board vote to Conditionally Award the 2017 Sewer Pipe Lining Project to Green Mountain Pipeline Services of Bethel, VT, for the total base bid plus bid alternate, in the amount of \$96,600, contingent upon receipt and review of the necessary bonds and insurance certificates from Green Mountain. Dave will send a Notice of Conditional Acceptance of Bid letter to Green Mountain after the Board Conditionally Awards the Project.

A MOTION WAS MADE BY James Mersfelder, seconded by Raymond Turri, to approve the hiring of Green Mountain Pipeline Services. No discussion, **SO VOTED.**

- Power issues with Eversource – On Sunday August 6 an electrical line problem on a feeder line from Litchfield occurred about 4:30 PM, which set off our alarms. After a number of hours Eversource switched the feed to Cornwall but the voltage was too high for our system so our generators at Station #s 6 and 9 ran continuously until late Monday afternoon when they corrected the problem. We received a number of noise complaints from the public. Raymond Turri was called to help with the situation. Ray went into detail on what happened electrically with the voltage issue and how it was eventually solved. Ray has asked Joseph Palumbo (employee on call) to compile a log of time and effort by employees and Electricians (hired by WLS D) to journalize the whole incident so that Ray can present this to Eversource at a future meeting. On Wednesday at 2:00 PM, Eversource had another problem with the Cornwall feeder, now the voltage was too low for our pumps, they finally repaired the line from Litchfield after midnight and switched back to that feeder, the generator at #6 ran until 7:00 AM. We experienced a great deal of problems getting Eversource to respond and to communicate, we now, thanks to Raymond Turri’s intervention, have telephone numbers for several supervisors so this hopefully will not happen again in the future. On August 17 they did more repairs to their system but in this case Charlie received a call telling him about the repairs and making sure that it was not going to be an issue.
- We had 2 lateral connections this month, both by builder Ed Meto, one on Cornwall and the other on Crossman. Rich Calkins inspected both.

- Bed mowing and weed whacking- We continue to do trim work in the highly visible areas.
- Plant flows – for July the average daily flow was 86,000 and the total precipitation was 3.74” To date the August average daily flow is 83,000 and the total precipitation is 3.18”.
- Forced Main Project update. Dave Prickett was asked to come up with methods to renew a forced main pipe. The existing 8-inch diameter force main is ductile iron, approximately half mile in length. Access to the force main is limited. There are several construction methods available that could be used to renew this pipe. Each has specific cost/financing, schedule, bypass pumping and permitting considerations. Discussion of ideas were discussed with the board liking the pipe lining option the most. Lining the forced main is a viable option that needs to be looked into further. Jim suggested they hire Dave Prickett to come up with specs for a proposal. Jim will first ask what the cost of the specs would be for the project and then come back to the board with the proposal.
- Scada Maintenance Project- Our Maintenance contract for the Scada program with Woodard & Currans has expired. Our purchasing policy is to go to bid for such a program. Jim Mersfelder has put together a proposal requesting bids from qualified SCADA contractors. The work consists of providing services under a **twelve month service agreement** that will provide system hardware checks, programming and operator interface software modifications, system backups and documentation, operator training, system operating enhancements and operations and maintenance support. The Bid will be put in the legal ads and on the website. Interested contractors are requested to review the existing SCADA system and documentation located at plant. Proposals will be accepted at the office until 10:00 am Thursday, September 21, 2017. There are 3 companies that specialize in the Scada program that have been recommended that should have invitations sent to them.

A MOTION WAS MADE BY Raymond Turri, seconded by Jim Hiltz, to approve the proposal that Jim Mersfelder wrote for the Scada Maintenance Project and to go forward with the bid process. No discussion, **SO VOTED.**

- Mark Theriault reported updates on old business at pump stations 5 & 6. Eastern has completed the work of installing the cross bar at Pump station 5. Pump station 6 is still in need of a blower which will be installed in the next couple weeks. Mark talked to Tony (from Eastern) and he said they also want to install the Weir at the same time they are here to do the wet well cleaning. Charlie commented that he will also have them get the voltage numbers off the pumps when he has them clean the wet wells after Labor Day.

MONTHLY FINANCIAL REPORTS: Laurie Mosley reported that a dozen or so tax payers did not change their vendor address on their online banking payment service for the WLSL. Their checks were sent to Woburn, MA, which was the address of our lockbox last year and the forwarding had expired. With online services, the bank takes out the money, even though we have not cashed their checks yet, so tax payers assumed they had paid their taxes. The check is then sent back to the sender (the bank) and their account is then credited, however the process can take up to a month. The tax payers are now finding this out because I have sent them a delinquent notice and they argue that they have paid. In their own research they find the bank has been sent back the check. If they have a bank statement verifying they paid their taxes in July (first time), then their interest will be waived if they pay in August after meeting

the clerical error request from me. **A MOTION WAS MADE BY** Richard Reis seconded by Alfred Shull to waive the interest if a clerical error was made by the Tax payer as described above. No discussion, **SO VOTED.**

James Mersfelder reported on the Financials. Delinquents are mostly under Warrant with a State Marshal. Laurie reported that these payments (under warrant) are either sporadic or none at all currently. These we will have to wait for.

Under financials, our first month into the new fiscal year, the notable entries are under the legal line item due to the Torrington Water Company issue. Under capital, we have paid for the generator, which originally was in last year's budget but was moved to this year due to timing. Under engineering, these forecasted items may be moved ahead a month or two.

OPERATIONS COMMITTEE REPORT- None.

PLANNING COMMITTEE REPORT- None

A MOTION WAS MADE BY Richard Reis seconded by Alfred Shull to go into Executive Session at 5:06PM to discuss the Torrington Water Company issue. It is noted Laurie Mosley will also be present. No discussion, **SO VOTED.**

At 5:15PM A MOTION WAS MADE BY Alfred Shull, seconded by Richard Reis to come out of Executive Session. No discussion, **SO VOTED.**

NEW BUSINESS: None

A MOTION WAS MADE BY Alfred Shull, seconded by Raymond Turri, to adjourn at 5:20PM. No discussion, **SO VOTED.**

Respectfully submitted,

Alfred L. Shull, Clerk

Laurie Mosley, Recording Clerk

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