

**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 NOVEMBER 20TH, 2017, 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: James Mersfelder, Vice- President, called the meeting to order at 4:00 PM.

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

EXCUSED: Raymond Turri.

APPROVAL OF MINUTES: The minutes of the regular board meeting held October 16, 2017 were presented for approval.

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

REPORT FROM PLANT SUPERINTENDENT

Personnel:

Mark Theriault – perfect attendance
Chuck Fennimore – 1 vacation day
Joe Palumbo – 1 sick day

Projects:

- Sewer main repairs – Green Mountain began line cleaning and TV work on Oct 26. They located a partially collapsed lateral chimney on Canterbury that required excavation and repair. They began installing the short liners on East Hyerdale on October 30 and completed them on November 7. They also notified Charlie of a lateral connection leaking at #12 Canterbury. Charlie explained that the homeowners lateral connection is connected to the main and is hanging down enough that the liner would have a bump hanging down that would produce issues later. We cannot repair this connection at this time, and will defer lining this section of sewer main for this season. There is no danger in this. Discussion occurred on how to resolve this and other laterals that may be doing the same thing. Jim Mersfelder thought if we find and mark these laterals throughout the district, we can hire a company to do them all at once hopefully at a lower cost.
- The balance of Canterbury is scheduled to be lined by the end of November.
- Deep cut sewer main repairs on Canterbury – Fay & Wright began the excavation to remove/repair the lateral chimney on Oct 31. Pipe was repaired Nov 1, and the backfilling was completed by Nov 3, and the road was repaved Nov 10.

- Confined space entry on the valve chamber at the lake dam. Because of our training and equipment we provided assistance to locate the water leak into this chamber. Our first attempt was Nov 7 but the oxygen sensor on our gas meter failed. The sensor was replaced and the unit recalibrated. The inspection was completed on Nov 8.
- Scada service contract – the quarterly on-site maintenance was done November 6.
- Station #5 – Eastern completed the repairs to #2 pump and re-installed it on October 25.
- Station #6 – Eastern cleaned the wet-well and installed the debris weir on November 8.
- Station #8 – Eastern has replaced the seal and rebuilt #2 pump, they are scheduled to re-install the pump Tuesday Nov 21.
- Wet-well cleaning – Eastern cleaned the wet-wells at Stations 1, 2,3,7,8 on November 7 and the wet-wells at Station 5 and 6 on November 8.
- Plant flows – for October the average daily flow was 72,000 and the total precipitation was 7.77". To date the November average daily flow is 90,000 and the total precipitation is 0.82".
- Truck replacement- In August, Mark Theriault obtained three quotes for a new F-350 truck that could pull the new generator purchased in July. This truck would eliminate the need for the driver to have a CDL A license. Currently only Mark Theriault has his CDL A license. In most cases this would not be an issue however if he were on vacation or unavailable to drive during an outage the district could be in trouble. The Town of Goshen has offered one of their Certified CDL A employees in an emergency if needed, however that is only a temporary fix. If we were to send our other two employees to class, the average cost is \$4000-\$5000 per person. Discussion occurred on purchasing a used vehicle, but most with trade-in, were close to the same cost as a new vehicle. It was decided to do more research on the State Contract website (which can offer a lower cost of goods for municipalities) and the possibility of hiring a per diem CDL A driver.

PLANNING COMMITTEE REPORT- Jim Mersfelder presented a breakdown of an estimate developed by Woodard and Curran and Dave Prickett Engineering to complete the engineering design and bid documents for our wastewater transmission pipeline. We stopped the engineering work at the 80% level late last year. This is a budgetary estimate of each task identified at this point. There are several unknown elements which may raise the costs and others that may not occur. Jim gave a short description of each task. The total estimated amount for these tasks is \$98,830 when added to the supplemental borings project (\$39,660) brings the estimated total to \$138,480. We budgeted "Update Engineering Design" for \$100,000 back in April. This proposal fee summary is noted as Amendment #6. **A MOTION WAS MADE** by Richard Reis, seconded by Jim Hiltz, to approve the increase to the Engineering Update Project stated as Amendment 6# and to give James Mersfelder the approval to sign off on the project sheet once received. There was no discussion, **SO VOTED.**

MONTHLY FINANCIAL REPORTS: Jim Mersfelder reported that delinquents were in good shape. One property in question, 3 Shelbourne Court, under Bonnie Dada was discussed. The property has supposedly foreclosed, however paperwork was never filed at the Town Clerks office. Our legal team

looked into the issue and found it is currently under JP Morgan. This property also owes the WLPOA many years of back dues. It was decided Tax Collector Laurie Mosley would look into a possible foreclosure (not tax sale) on the property.

Financials were actually under forecasted for October other than the legal line, but that should change soon. The final Audit for 2016-2017 has been completed. **A MOTION WAS MADE** by Jim Hiltz, seconded by Al Shull, to approve the 2016-2017 Final Audit, as published, of the Woodridge Lake Sewer District by Carney, Roy and Gerol, P.C. Certified Public Accountants out of Rocky Hill, CT. There was no discussion, **SO VOTED.** Jim has sent copies to the USDA and CO Bank.

OPERATIONS COMMITTEE REPORT- None.

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

At 5:00PM 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 Richard Reis, to adjourn at 5:05PM. No discussion, **SO VOTED.**

Respectfully submitted,

Alfred L. Shull, Clerk

Laurie Mosley, Recording Clerk

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