

**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 DECEMBER 18TH, 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 3:55 PM.

ATTENDANCE: Board members present, Raymond Turri, Alfred Shull, James Hiltz, Richard Reis, and by conference phone James Mersfelder also attending Laurie Mosley Tax Collector and Recording Clerk, Plant Superintendent Charles Ekstrom and Jeffrey Clark, who has volunteered to be on the Finance Committee.

EXCUSED: Plant Manager Mark Theriault

APPROVAL OF MINUTES: The minutes of the regular board meeting held November 20, 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 – 1 sick day

Chuck Fennimore – 2 vacation days and 1 personal day

Joe Palumbo – ½ personal day. Joe and his wife had a baby boy on Saturday Dec 16. He will be taking vacation time through Jan 2.

Projects:

- Sewer main repairs – Green Mountain completed the work on Dec 13. Charlie did not receive the change order from Dave yet to finalize the invoice. Charlie will investigate where the change order is before we pay anything.
- Annual fire extinguisher service completed Nov 28.
- Station #8 – Eastern completed the repairs to #2 pump and re-installed it on November 21.
- Woodard and Curran completed the additional test borings between Nov 28 and Dec 1.
- Annual flow meter calibration was completed on Dec 11.
- Garage work area project – clean out area and removed unused storage cabinets, relocate workbench to OSHA compliant location. Plan to fabricate a new welding bench and storage racks for tools and parts. This will be ongoing for the next month.

- Pickup for towing the portable generator – contacted possible local help with CDL class “A” licenses to drive/tow our generator in emergencies, no one interested. Laurie contacted our insurance carrier, due to liabilities and insurance requirements they do not recommended using outside help. Mark contacted dealerships with state contract, best price for new truck is Crowley Ford, see chart below.

Dealer	Year	Truck	Price	Trade-in	Rebates	Total
NEW						
Litchfield Ford	2017	FORD F350 4X4 S/C DIESEL	\$50,680.00	\$17,000.00	\$2,250.00	\$31,430.00
Lombard Ford Terryville	2017	FORD F350 4X4 S/C DIESEL	\$51,360.00	\$19,000.00	\$2,250.00	\$30,110.00
Chevrolet	2017	CHEVROLET SILVERADO	\$51,385.00	\$20,000.00	\$0.00	\$31,385.00
USED						
Craigslist	2015	FORD F350 4X4 S/C DIESEL	\$38,995.00	\$14,832.00		\$24,163.00
Autotrader	2015	FORD F350 4X4 S/C DIESEL-4 door	\$45,998.00	\$14,832.00		\$31,166.00
Autotrader	2014	FORD F350 4X4 S/C DIESEL-4 door	\$45,000.00	\$14,832.00		\$30,168.00
Craigslist	2016	FORD F350 4X4 S/C DIESEL	\$54,990.00	\$14,832.00		\$40,158.00
Craigslist	2015	FORD F350 4X4 S/C DIESEL-4 door	\$52,997.00	\$14,832.00		\$38,165.00
STATE CONTRACT						
Crowley Ford	2018	FORD F350 4X4 S/C DIESEL	\$40,787.52	\$16,787.52		\$24,000.00
FLEET FORD						
Litchfield Ford	2018	FORD F350 4X4 S/C DIESEL	\$41,784.00	\$16,500.00		\$25,284.00

A MOTION WAS MADE BY Richard Reis, seconded by Alfred Shull to go ahead and purchase the new vehicle from Crowley under the State Contract bid with the trade in for \$24,000. No discussion, **SO VOTED**. Charlie commented that it will take 10-12 weeks to come in.

- Plant flows – for November the average daily flow was 89,000 and the total precipitation was 1.18” To date the December average daily flow is 78,000 and the total precipitation is 2.02”.

Ray Turri commented that the Board had not discussed giving a gift of some sort to the staff for Christmas for a job well done throughout the year. Different ideas were discussed. It was decided each staff member would receive \$100 in cash as a gift. **A MOTION WAS MADE BY** Jim Hiltz, seconded by Richard Reis to allocate \$500 for cash gifts for the staff for Christmas. No discussion, **SO VOTED**.

PLANNING COMMITTEE REPORT- None

MONTHLY FINANCIAL REPORTS: Jim Mersfelder reported that delinquents are at an all-time low at \$13,000. Process is working, Laurie is doing a great job. Looking at the summary of the operating

account, everything is in line. Under the Capital, there has been a lot of change. Under Upgrade Engineering, Dave Prickett has given us a final number to get the Engineering Design to 100%. It has gone up \$74,000, the increase was all due to the Torrington Water Company issues. As for the actual Torrington Pipe Line Construction and Engineering forecasted budget, all numbers were moved out of this fiscal year and put in next fiscal year. The timing is based on our engineers making changes to the design as a result of Connecticut DOT's changes and the Torrington Water Pollution Control changes. We also moved the Scada repeater station several times. We are trying to get the plan for the whole Torrington side of the project totally done so we can submit the design with the application. The application has been completed, as soon as we get the updated plans, we can submit the application. The next WPCA meeting in Torrington is January 2. If Dave can get the application submitted before then, then Ray Drew can then bring the application and ask if we can be put on the agenda. The next meeting would be on the 16th. If they receive the application, the public hearing would be scheduled in February.

Clean Water Fund- the application requirements, for work that was done the past three years for Facility improvements and for the Torrington Project, are almost done. We got the DEEP to approve \$148,000 of those phases of projects of which we pay 45%, they pay the balance. The only part left is approving a resolution. Clerk Al Shull read the Resolution:

Certificate of District Clerk

A certified copy of the authorizing resolution shall be submitted insubstantially the form set forth below:

Be it resolved that it is in the best interests of the Woodridge Lake Sewer District to enter into contracts, with the Department of Energy & Environmental Protection. In furtherance of this resolution, Raymond Turri, President or James Mersfelder Vice President are authorized to enter into and sign contracts and documents on behalf of the Woodridge Lake Sewer District. The President or the Vice President & Treasurer are further authorized to provide such additional information and execute such other documents as may be required by the state or federal government in connection with said contracts and to execute any amendments, rescissions, and revisions hereto.

The Clerk is authorized to impress the seal of the Woodridge Lake Sewer District on any document, Amendment, rescission, or revision.

I, Alfred L. Shull, the Clerk of the Woodridge Lake Sewer District, do hereby certify this to be a true copy of the resolution duly adopted at the monthly Board meeting on December 18, 2017 and that it has not been rescinded, amended or altered in any way, and that it remains in full force and effect.

A MOTION WAS MADE BY Jim Hiltz, seconded by Richard Reis, to approve the Resolution as written. No discussion, **SO VOTED.** The clerk, Alfred Shull signed the Resolution.

The next document to be signed is an Incumbency Certificate that states the officers of our Municipality. Alfred also signed this document certifying the current officers.

Website Update- Our current vendor for website and email support has retired. Jim reported that they collectively looked at many comparable companies. They found very few comparable vendors with the service that best suited the needs of the District other than Strategic Solutions. They are a little bit more expensive. Discussion on our policy in accepting a contract were discussed. Authorized personnel must

make every reasonable effort to secure competitive pricing from multiple sources. A telephone quotation may be utilized. When there is only one known source of purchase, and there is no comparable substitute product or service, the board may approve this contract upon vote. **A MOTION WAS MADE BY** Raymond Turri, seconded by Richard Reis to hire Strategic Solutions to serve and support our Website and email software. No discussion, **SO VOTED.**

OPERATIONS COMMITTEE REPORT- None.

A MOTION WAS MADE BY Richard Reis seconded by Alfred Shull to go into Executive Session at 4:38PM 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: Jim mentioned that a couple meetings ago they discussed going over rules and regulations of other Sewer Districts. This was a concern after an independent vendor went into a manhole and cut a connection pipe and part of the pipe was thought to have floated down

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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