

**MINUTES FOR THE JOINT MEETING OF THE WOODRIDGE LAKE SEWER DISTRICT SEWER AUTHORITY
AND THE BOARD OF DIRECTORS OF THE WOODRIDGE LAKE SEWER DISTRICT
TUESDAY FEBRUARY 22, 2017, 4:00 P.M. HELD IN THE CONFERENCE ROOM LOCATED AT THE
WOODRIDGE LAKE CLUBHOUSE, EAST HYERDALE DRIVE, GOSHEN, CONNECTICUT
*"Yet to be approved"***

CALL TO ORDER: James Mersfelder, Vice-President, called the meeting to order at 3:59PM.

ATTENDANCE: Board members present Richard Reis, Alfred Shull, and by conference phone James Mersfelder, also attending Laurie Mosley Tax Collector and recording clerk for the WLSA and Charlie Ekstrom Superintendent.

EXCUSED: Board members Raymond Turri and James Hiltz.

APPROVAL OF MINUTES: The minutes of the regular board meeting held January 17, 2017 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:

Personnel:

Mark Theriault – ½ personal day and 7 vacation days used. Mark successfully passed his DEEP Class III exam with a grade of 83 – the highest score recorded by any of the other operator taking the test this January. Charlie is recommending that Mark receive a promotion to Chief Operator III effective Feb 26 and his pay increase to \$29.00/hr. **A MOTION WAS MADE BY** Richard Reis, seconded by Alfred Shull to approve said raise. There was no discussion, **SO VOTED.**

Chuck Fennimore – perfect attendance. Chuck did not pass the DEEP Class I exam. He did receive the test results as to where he needs to study for the next exam. The next State test is in July.

Joe Palumbo – ½ sick day used for Doctors' appointment. Joe passed the DEEP Class I exam with a score of 80, we have also continued to train him in working in the lab with good results. Charlie is recommending that he be promoted to Plant Operator I effective on March 26, his 1 year anniversary date. Pay to increase to \$20.00/hr. **A MOTION WAS MADE BY** Richard Reis, seconded by Alfred Shull to approve said raise. There was no discussion, **SO VOTED.**

Note that while Mark was on vacation both Chuck and Joe did a good job not only dealing with the day to day operations, but also with preparing for, and handling several winter storms without incidences.

Projects:

- Pump station #6 – We have not had any pump failure alarms in over 2 months. Charlie stated that between Eversource doing work on the power supply at the lake, and the new electrical backup unit installed on pump #2 this problem is behind us.

- Station #5 needs work to correct issues caused by Weston and Sampson's sloppy workmanship done in 2010. Charlie asked Eastern for a full written report and an estimate for repairs- \$87436.73, quote was sent out to Board members (filed with minutes). The pipe hangers have corroded and the pipes are at nearly a 20% angle to the pumps causing blow-by on 2 pumps. The station is functional for now, but we could have a serious failure if this is not corrected. Based on the cost this could be deferred until the next budget, but not indefinitely. Charlie recommended it start in the warmer weather.
A MOTION WAS MADE BY James Mersfelder, seconded by Richard Reis to approve the quote and get the project in motion. There was no discussion on the motion, **SO VOTED**. It was added, that the Weston and Sampson Company has gone out of business, and there is no recourse.
- Bypass chambers at Station #6 and plant pump - We are experiencing groundwater seepage through the joints and around the pipe exit which need sealing. If the water level gets too high the electronic flow meters could fail and at \$20,000+ each they need protection. Charlie proposed sealing the joints and installation of tip-up alarm floats hooked into the SCADA system. Total cost would be less than \$3000. Eastern would do the work. This is in the current budget.
- Flow monitoring – Dave Prickett has been contacted to restart our monitoring project in March, Charlie intends to focus on two rows that pass through wet areas. The estimated cost is about \$7,500 and we still have \$11,000 in our contract with him to do this work.
- Main plant building – staff have continued with the upkeep of the building: a new floor was installed in the break room and walls have been painted. The next project is the bathroom where the floor tiles have come loose causing a tripping hazard, the floor will be replaced and painting will occur.
- Plant flows – for January the average daily flow was 96,000 and the total precipitation was 4.65” To date the February average daily flow is 82,000 and the total precipitation is 2.74”.
- Generator update- There are three Generator quotes. Jim Mersfelder asked the Board and Charlie to look at the quotes before the meeting. Charlie did not see the last two. It was decided that Charlie should review and recommend his choice of generator and get back to the Board. Al Shull commented that he questions the process of quoting. There was a spec written up by Ray Turri for the request of proposal. It was then sent to three businesses. This was what is needed for this expenditure. Al would like the board to discuss a more formal bidding procedure. Al and Richard will look into other policies and procedures and send on their recommendations.

MONTHLY FINANCIAL REPORTS: Tax Collector Laurie Mosley updated the delinquency report. People's United Bank, which foreclosed on The Warren Group on West Hyerdale, has paid in full the taxes that were owed. That brings the delinquency total down quite a bit.

Jim Mersfelder reported on the financials. The big item is our Professional/legal fees. This has put us over budget by about \$200,000. Jim has changed the forecasted budgeted amounts for these items from

\$50,000 to 0 for the months of February and March. Everything is at a standstill at the moment, and those services have been stopped.

Jim also reported that he had talked to First Selectman Robert Valentine about our Project issues. Bob is going to talk to State Representative Craig Miner to see if he can help. Bob also recommended talking to Pat Sullivan a Goshen resident who works for a company that deals with issues concerning DPH and DEEP. Bob was going to send Pat Sullivan a back ground of information on our project and ask him if he can help. This could increase our Professional/legal fee account if we decide to hire him. Jim also suggested turning off any PR services for now. There is no need to have them at the moment.

Jim reported under the Capital Budget, for April, he has added the forecasted project amount for the Pump Station 5# Refurbishment. Also in that month, is the \$30,000 for Inspection of the Forced Main from Beach Street to the Treatment plant. Dave Prickett is working on finding a company that can do that. Currently the Generator is budgeted for \$77,000. The annual repair of 4 miles of the collection system has been moved to May & June.

Jim and Richard had a discussion with Union Savings about the Lockbox and Sweep Account. The Lockbox program raised their rates quite a bit on the months we did not use them. It was decided that moving to a remote scanner deposit system was more cost saving. The Lockbox would be closed out. Union Savings would contact Laurie to set this up this week. Jim did talk to our Auditor about the change in how we deposit and it was recommended that when Darrin Newbury (Accountant) comes in quarterly, he would take time to match batches to deposits as an additional audit. In discussion on the Sweep Account, it was discovered that the Sweep account was returning higher returns in investments then our CD's, so it was decided to cash out the CD's that were coming due and put them into the Sweep Account.

Laurie Mosley reported she had talked to Bob Valentine about the Town's contract with Dime Oil Company. The Town has a yearly contract with Dime, the town guarantees it will buy a certain amount of oil and then gets a locked in price from Dime. Laurie called the company and they were happy to have us add on to the Town contract, however, we would have our own contract but the same pricing as the Town. Discussion on possible bidding occurred but it was determined that the amount we spend annual on oil is under \$5000 so there is no need for bidding. Dime gave a rate of \$1.89 a gallon (currently), we just paid \$2.50 a gallon through Goshen Oil. Bob Valentine also recommended Eco Home for furnace cleaning. They had gone out to bid and they were the lowest. The owner is a Goshen resident. All agreed on the change in vendors.

Approval of Open Purchases Orders. For a hand full of vendors, the WLSD has Open Purchase orders. These are companies that we use throughout the year that are paid over the amount we have determined would need an approval of expenditure and/or go to bidding. Our Auditors have recommended we approve these vendors annually. Majestic Lawns, our lawn service which we spent \$1290.00 last fiscal year on, Hach Company, our chemical lab supply \$2173.19, Integrity Electric, our Electrician (pump stations/emergency work) \$14,831.71 and Greenstone, our Snowplow Company \$4995.00. In discussion, it was decided that the snowplowing should go out to bid for next season. Laurie will work on a spec for the bid with Al Shull.

OPERATIONS COMMITTEE REPORT- None.

PLANNING COMMITTEE REPORT- None

NEW BUSINESS- A MOTION WAS MADE BY Jim Mersfelder, seconded by Richard Reis, to authorize a refund of \$483.14 to Donald Hodkoski, \$423.23 to Robin Clune-Hutchins, \$27.00 to John Bryant, \$13.84 to Edward Happ and \$69.02 to Jason Mecham for overpayment of taxes. No discussion, **SO VOTED.**

A MOTION WAS MADE BY James Mersfelder seconded by Alfred Shull to go into Executive Session at 4:48PM to discuss the Torrington Water Company issue. It is noted Laurie Mosley will also be present. No discussion, **SO VOTED.**

At 5:02PM A MOTION WAS MADE BY Alfred Shull, seconded by Richard Reis to come out of Executive Session. No discussion, **SO VOTED.**

A MOTION WAS MADE BY Alfred Shull, seconded by Richard Reis, to adjourn at 5:00PM. No discussion, **SO VOTED.**

Respectfully submitted,

Alfred L. Shull, Clerk

Laurie Mosley, Recording Clerk

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