

**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 MARCH 20, 2017, 4:00 P.M. HELD IN THE CONFERENCE ROOM LOCATED AT THE
WOODRIDGE LAKE CLUBHOUSE, EAST HYERDALE DRIVE, GOSHEN, CONNECTICUT**

CALL TO ORDER: James Mersfelder, Vice-President, called the meeting to order at 4:04PM.

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

EXCUSED: None

APPROVAL OF MINUTES: The minutes of the regular board meeting held February 21, 2017 were presented for approval.

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

REPORT FROM PLANT SUPERINTENDENT:

Personnel:

Mark Theriault – ½ vacation day and 1 funeral day.
Chuck Fennimore – 1 vacation day.
Joe Palumbo – 2 vacation days

Projects:

- Station #5 – Eastern has ordered the replacement parts needed. Work is scheduled to begin on the week of April 17 as the ground needs to be dry and firm to allow truck access to the wet well.
- Flow monitoring – Dave Prickett will have four flow meters installed tomorrow AM so we can monitor for I/I on ROWs leading off Wellsford and Hyerdale.
- Main plant building – the bathroom floor tile has been replaced and the walls have been painted.
- Snow storm/blizzard on Mar 14 – Charlie had Mark and Joe remain at the plant for the duration of the storm because of the high winds and heavy snow that was predicted. We did experience power fluctuations and plant equipment tripping out during the storm but no major power outages.
- Station #8 – the SCADA wet well level transducer failed last evening, a technician from W & C is arrived today about noon to make repairs.

- Plant flows – for February the average daily flow was 96,000 and the total precipitation was 3.37” To date for March the average daily flow is 89,000 and the total precipitation is 3.31”.
- Generator update- Charlie has looked at all the bids for the Generator but was waiting for a decision on the bidding process.

Al Shull sent out copies of a draft Purchasing Policy to all board members and staff. He reported that he used three different sources to compile the policy. Most of the policy mirrors the Town of Goshen’s purchasing policies. It was noted that it would be a good idea to have similar policies in the same town. Al asked if everyone has had time to look it over. Al left the money limits blank so that the board could discuss the amounts. Discussion on amounts occurred. All purchases over \$500 would need a purchase order, the argument was to possibly raising that to \$1000. Jim Mersfelder suggested that Charlie and Laurie look over the amounts discussed and see if there would be issues with current billing and at the next meeting the board would listen to the suggestions and vote on the policy.

Jim Mersfelder asked if everyone had seen the Request for Proposal that Laurie had put together for the Snowplowing Contract for next season. This proposal was put together under the guidelines from the Town of Goshen Purchasing Policies. The RFP was put together with a combination of RFP’s used by other Connecticut municipalities. Al Shull suggested that the cover letter have an added paragraph stating where you could obtain a RFP bidding requirement sheet. Jim Mersfelder noted that the proposal was reviewed by our Insurance Broker Thomas Mckiernan, this assured the requirements for insurance were correct. The Board agreed this was a good RFP to use and a good starting point for future RFP’s. To advertise, we could add a category to our website, labeled BIDS. Ray Turri commented that area municipalities advertise their RFP at the same time of month in local papers. Laurie will look into this and will also ask the Town of Goshen where and when they advertise their RFP.

After discussion of the new RFP policies, it was decided that Charlie and Laurie would work on a ‘Request for Proposal’ bidding sheet for the generator and then send it out to the current bidders to be apply properly.

MONTHLY FINANCIAL REPORTS: Tax Collector Laurie Mosley updated the delinquency report. For February there were 75 delinquents owing a total of \$56,170.92. Intent to Lien Notices were sent to all taxpayers owing back taxes. As of today, there are 45 delinquents owing a total of \$30,613.14. The notice to Lien helped motivate taxpayers.

Jim Mersfelder reported on the financials. The big item is our Professional/legal fees. We have cut back on the services for now as things are at a standstill at the moment. We have pushed out all the Engineering forecasted amounts due to the standstill, so the variances are a bit high.

Jim reported under the Capital Budget, the forecasted project amount for the Pump Station 5# Refurbishment is under May for \$87,436.73, as well as the \$30,000 for Inspection of the Forced Main from Beach Street to the Treatment Plant, the Generator at \$77,000 and the annual repair of 4 miles of the collection system at \$21,000 (another \$21,000 for June).

Jim Mersfelder also reported that as of last week all CD investments have been cashed in and deposited into our Sweep account at Union Savings. Union Savings has had a much higher return on investments. Richard and Jim will be talking to Union Savings investment company Raymond James about other options in investing soon.

OPERATIONS COMMITTEE REPORT- None.

PLANNING COMMITTEE REPORT- None

A MOTION WAS MADE BY Al Shull seconded by Jim Hiltz to go into Executive Session at 4:30PM 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- Laurie reported that the May meeting is scheduled on the Saturday before the WLPOA Board meeting. For the past couple years the board has moved the date of the meeting so residents can attend both meetings the same day. It was decided to change the date of the Annual Budget meeting to May 27th. Jim Mersfelder asked that Laurie look into the April meeting as well to make sure they are on the same date.

Laurie reported the Board needs to vote on the Appointment of Auditor for OPM. **A MOTION WAS MADE BY** Richard Reis, seconded by Ray Turri to approve the appointment of our current auditor Carney, Roy and Gerrol, P.C. located in Rocky Hill, CT for the 2016/2017 Fiscal Year. No discussion, **SO VOTED.**

A MOTION WAS MADE BY Alfred Shull, seconded by Richard Reis, to adjourn at 5:15PM. No discussion, **SO VOTED.**

Respectfully submitted,

Alfred L. Shull, Clerk

Laurie Mosley, Recording Clerk

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