

MINUTES WOODRIDGE LAKE SEWER DISTRICT SEWER AUTHORITY,
MONDAY JANUARY 24, 2011, 7:00 P.M. WOODRIDGE CLUB HOUSE
CONFERENCE ROOM

CALL TO ORDER: Chairman Raymond Turri called the meeting to order at 7:00 P.M.

PRESENT: Raymond Turri, Joan Lang, James Mersfelder (by Phone), James Hiltz arrived at 7:08 P.M. Also present, Charles Ekstrom, Plant Supt, Laurie Mosley, WLSD Tax Collector, Richard Reis, Chairman of the Finance Committee and David Hurwitz from Optiwind.

APPROVAL OF MINUTES: The minutes of the December 20, 2010 WLSDSA Meeting were presented for approval. A **MOTION WAS MADE BY** Raymond Turri, seconded by Joan Lang to approve said minutes as written. There was no discussion on the minutes, **SO VOTED**.

The order of business on the Agenda was changed to allow WLSD Tax Collector Laurie Mosley to address the Board prior to hearing the Operations report from Charles Ekstrom. Laurie Mosley addressed the issue of the Boards approval of the use of a Lock Box for the collection of Sewer Taxes during the months of July/August and January/February. Laurie Mosley informed that Board that she had discussed the use of a Lock Box for the collection of taxes with the Launa Goslee Town Tax Collector who is also head of the Litchfield County Tax Collectors Association and Launa Goslee who informed Laurie that the use of a Lock Box is mainly done by large cities and does not know any municipality in the immediate area that uses a Lock Box. Launa Goslee stated two reasons why she would not recommend the use of a Lock Box for the collection of taxes. The main reason being that there is little control by the Tax Collector to know who has paid their taxes if someone should call to inquire who has paid their taxes, i.e. lawyers, banks etc. Any taxes received, must under State Statutes, be applied to the most outstanding taxes due. Without knowing if there were back taxes, any payments made through the Lock Box would be received as current taxes. It is also believed that by only using the Lock Box for four month out of the year would really cause confusion for the tax payers relative to where the tax payments are going. Laurie Mosley recommended the use of a scanner for the posting of taxes vs. the use of a Lock Box. Ray Turri noted he appreciated her comments noting that the Board had acted on the recommendation of the Finance Committee to approve the use of the Lock Box and if she wish to discuss the matter further that she do so with Richard Reis the Finance Board Chairman. The recommendation to use the Lock Box was based on investigation by the Finance Committee to look at a means to save time, labor and the responsibility to the Tax Payers of the District. Laurie Mosley left the meeting of the 7:10 P.M.

Operational Report from Plant Superintendent: Said report covered the period from December 20 up to January 24. Personnel: Lyle Sommers remains out sick. Sick time used up and has been out without pay since Dec. 27th. He will need Doctor's note to return to work stating no restrictions or conditions. Jason Patrick is covering the on call position. Mark Theriault has taken the DEP Operator I Certification test. He feels that he

passed and the test results should be out by the end of February at which time he can be worked into the on call schedule.

Projects: Tertiary System- Pumps have been re-installed, control systems are in place. Existing exhaust blower and the distribution manifold which were not part of the original quote are defective, are now obsolete and need to be replaced. Suitable replacements are being sought. Two of the three filters have been refilled with the processed sand but additional sand was needed, ordered and when weather allows will be added. Ray Turri informed the Board that Charles had turned over to him a bill from Weston & Sampson in the amount of \$128,712.00 for work done on the Tertiary Project. Ray Turri stated that based on a lot of questions he has relative to the work done that answers will be required before being paid. The budgeted amount for the project is \$175,000.00. If it is in fact a bill for the total project and the system works, the District will have realized a savings.

Charles Ekstrom presented the Board with a quotation from Weston & Sampson for a replacement exhaust blower which included intake silencer, intake filter, filter element and labor to install in the amount of \$3,320.00. After discussion on the quote, **A MOTION WAS MADE BY** Jim Mersfelder seconded by Joan Lang to approve the purchase of the exhaust blower in the amount of \$3,320.00. No further discussion, **SO VOTED. Somat Scaffolding Quotation-** To date only one quote has been received to fabricate needed scaffolding around the Somat, safety railings for the plant dock and stairs with railings for the outside fuel tank. Said quote in the amount of \$11,660.00 was received from Jeff Mfg. Other firms were contacted but have not responded. Charles Ekstrom was asked to try to get at least one more quote. It was noted the quote does not include needed scaffolding for two of the pump stations and does not include the grit house. **Operator II Position-**Postings were placed on both the CT and New England Waste Water Assoc. websites in late December with the posting to close February 1. Two applications have been received, one with a class II, one a class III. Once the online posting closes, interviews will be held with the applicants. If no other applications were received by Feb. 1, in an attempt to get other applicants, it was suggested to run an ad in the Republican American. **Pump Station Hour Meters-** Installation of the hour meters at all pump stations was completed on Jan. 20th. **Time Clock-** A quotation for the purchase and installation of the Icon 1000e time clock has been received. The cost of the unit is \$1,249.25, including shipping. The cost of software for one year factory support is an additional \$100.00. Estimated installation is \$200.00 to \$250.00 depending on labor involved or parts needed. Jim Mersfelder explained to the board how the hand geometry bio-metric clock works. Decisions will be made at a later date regarding the requirements of the employee use of the system. **A MOTION WAS MADE BY** Jim Mersfelder seconded by Raymond Turri to approve the purchase of said Time Clock system with the extended one year factory support software. No further discussion, **SO VOTED. Plant Pump-**Work to correct the problems with the inlet valve at Plant Pump remains to be done and Charles was asked to add this to his report for the February meeting. **Plant and Pump Station Flows-** Total December floss 3.581 MG with an average daily flow

of 116,000 gpd. The max daily flow was 195,000 gpd. Total melted precipitation was 4.8" for the month. Of the 23 days in January, the average daily flow is at 85,000 gpd with a max daily flow of 112,000 with a total melted precipitation of 4.3" Discussed was recent information relative to flows coming from sump pumps and the need to address such infiltration as quickly as possible. There was no other discussion under the operations report but Charles Ekstrom was asked to stay for the remainder of the meeting.

MONTHLY FINANCIAL REPORT- Richard Reis, Chairman of the Finance Committee presented said report for the period ending 12/31/2010. Presented to the Board was the WLSA Income Statement actual vs. Budget prepared by Financial Consultant Darrin Newbury and Joan Lang. Said report shows an under budget run rate of between \$52,000.00 / \$53,000.00 a month. It was noted that most of the issues in the presentation of said report have been resolved to the Boards liking with the balance sheet and income statement. Jim Mersfelder was provided with the 2010/2011 budget figures so he could reconcile the budgeted 2010/2011 projects. The Balance Sheet for 12/31/10 showed an accrual in assessment receivables of \$340,020.61. Since that date, the amount is now down to \$224,000.00 for this report. Most of the people on the delinquent tax list have signed onto a payment plan. Prepared by Joan Lang was a detailed investment account analysis showing the current investment accounts and their terms or maturity dates. Decisions will need to be made regarding the Edward Jones Account which has \$200,000.00 in CD's coming due in February. The need to utilize another bank for short term 30 day roll over CD's is being recommended. Expected payments on the Scope of Work to be done by Woodward & Curran are not expected to be heavy until later into the Fiscal Year. Noted was the fact that the Town of Goshen, looking for a better rate of return their various funds has changed banks, moving the Town money from Union Savings to Northwest Savings Bank. Noted was the letter that went out to delinquent taxpayers and the rate of response to the letters. Richard Reis would review those results with Laurie Mosley along with the Lock Box issue. Joan Lang informed the Board Members of their need to stop by the Edward Jones Office to fill out the necessary authorized signature forms. The need to start working on putting together a proposed 2011/2012 budget for Board review and circulation prior to the Annual Budget Meeting was discussed. Jim Mersfelder noted the delay in getting the June 20 2010 draft Audit report from Roger Chace of DeLeo & Co. for review prior to printing. Richard Reis would be drafting the Management letter and Ken Green would be cover any response needed. Discussed was the going out to bid for the June 30, 2011 Audit of the WLSA Financial. Jim Mersfelder would put together a bid package for said Audit. In defense of the delay in receiving the year end financials in a timely fashion, Joan Lang noted there was a two month delay in the start of the Audit due to the fact the District was in the process of moving the office from main plant into an office trailer. There was no further discussion on the Financials and Richard Reis left the meeting at 7:40 P.M.

Operations Committee Report- Said report was given by Operations Committee Chairman Jim Mersfelder. Items presented under said report, were the job descriptions

for the WLSD Clerk/Bookkeeper and for the WLSD Tax Collector. Said job descriptions had been provided to all Board Members for review and suggested changes if any prior to Board approval. No changes were noted and **A MOTION WAS MADE BY** Ray Turri seconded by Joan Lang to approve the updated job description for those positions as written, subject to legal change and that of the Employee handbook without legal review. There was no further discussion on the Motion, **SO VOTED**. Jim Mersfelder reported that before the job descriptions and revised Employee Personnel Policy were presented to the employees that all updated position descriptions along with the updated Personnel Policy Manual would be sent to a labor lawyer for review. Plant Supt. Charles Ekstrom also made recommended changes to the Personnel Policy Manual. Jim Mersfelder recommended that we hold off having the labor lawyer review the updated Employee Personnel Policy Manual until after the suggested changes have been added. After review by the Labor Lawyer, if there are no changes, the employees will be given the opportunity to read and sign the both documents.

Planning Committee Report-Said report was presented by Ray Turri who reported on the meeting held with the DEP that he attended with Paul Dembrowski of Woodward & Curran and Ann Straut-Esden and Joseph Wetteman of the State DEP. Most of the meetings concerns were focused on the methods to be used to do the necessary field investigation work and how the District would be spending the States Money. The responsibility of the District to W & C will be minimum at this time. Paul Dembrowski will be re writing the Scope of Work which will be presented to Ann Straut-Esden of the DEP for review for finalization and presented for all required signatures. The State has definitely signed on to the project. It became evident at the meeting that the District had done well in the selection of the right Engineering Firm to work for the District and with the DEP. There were no other items presented under the Planning Committee report.

Insurance Coverage Update- Received for Board review was correspondence received from, Tom McKiernan, dated Jan. 21, 2011 relative to changes made and recommended changes in insurance coverage based on the Audit of the WLSD Insurance coverage. Changes noted: as of January 1, the District now has coverage in the amount of \$710,000.00 on previously uninsured pump equipment at no additional cost or change in deductibles. Two open items, Terrorism coverage which would be added at the next renewal date of July 1. Also needed is Pollution/Environmental coverage. To get this coverage, it is necessary for the District to move forward with the "Facilities Pollution Application" process. Work required to be done prior to the start of the process is to pump down the tanks and do a visual inspection to determine what the problems are in advance of getting Phase I Environment Study done. The District will need to look to an outside source to do the inspection work. Jim Mersfelder noted that the District needs to acknowledge the work done by Tom McKiernan with a letter of thanks and appreciation for the excellent job Tom did at no extra cost to the District. Jim Mersfelder recommended that based on the excellent work done by Tom McKiernan that the Board give consideration to moving the Insurance Coverage for the District over to Tom

McKiernan. Ray Turri informed those present of the problems the District has encountered under the Insurance Package provided by our current carrier but also noted the need for the District to go out for three price quotes for insurance renewal coverage.

OPEN END ITEMS FOR DISCUSSION- None

Optiwind Update- David Hurwitz of Optiwind joined the meeting at 7:57 P.M... Ray Turri introduced Mr. Hurwitz of Optiwind Wind Generation Turbine Company of Torrington and informed Mr. Hurwitz that the District has experienced many changes over the past two years, specifically the change in the District Board Members. David Hurwitz had requested attendance at this meeting to be able to give the District an update on the current status of the Optiwind wind turbine project the current status of the on going litigation between Goshen Planning & Zoning and a group of neighbors. The litigation is now in the Appellate Court Level. The two major issues, one, the lack of sufficient documentation relative to the showing the lack of impact from wind turbines on communities around the country and two, aggrievement as to whether Optiwind has specific standing and rights with the WLSA to erect a wind turbine on the WLSA property under the two year old preliminary agreement between Optiwind and the WLSA. Optiwind is currently trying to work with Planning & Zoning to try to reach an settlement agreement option that all parties can work toward and which will eliminate time and expense for all concerned. Ray Turri informed David Hurwitz that when he received the request from Mr. Hurwitz to attend the WLSDSA Meeting that he took the time to put together a package for Mr. Hurwitz to bring Optiwind up to speed relative to where the District stands at this time. Ray Turri informed Mr. Hurwitz of the following: one, that there are new Board members serving District along with a group of committees who are working for the District and with the DEP to comply with the directives of the Consent Order with the DEP. The WLSA is currently working with a new Engineering Firm out of Cheshire to do a Scope of Study to determine if the facility will be updated and utilized or will the effluent be sent to Torrington. Part of the Scope of Study involves the use of the ridge & furrow beds. At a recent meeting with the new Engineering Firm, they were provided with the information relative to the preliminary agreement between Optiwind and the WLSA under which Optiwind could erect a wind generated turbine on the WLSA Treatment Plant property. After review of the preliminary document by the Engineering Firm, said firm issued a directive to Optiwind that they do not want Optiwind to do any work on the WLSA property during the next two years. Noted was the correspondence from Joe Wetteman of the State DEP that gave approval for the erection of a wind turbine on a designated portion of the ridge & furrow beds. When Mr. Wetteman gave approval two years ago it was his understanding at that time and that of the DEP that the effluent from the WLSA would eventually be discharged to Torrington and the beds would no longer be used. Knowing the District is now going through the expense to test and inspect the fields, if Optiwind were to come back to the DEP for approval, that the DEP would have to issue Optiwind a new permit because as of this date, the DEP would not allow Optiwind to build on that ridge & furrow bed site. Ray

Turri gave Mr. Hurwitz a copy of the letter from the Engineering firm. Mr. Hurwitz informed the Board that under the preliminary agreement with the WLSD, Optiwind would own the Turbine and sell the power at some discounted rate. Optiwind is now looking at selling the turbines. Mr. Hurwitz stated that he will need to review the information received at this meeting to determine its bearing on the current preliminary agreement and its effects on the current appeal process under which Optiwind will need to be able to demonstrate that they have a right to the land. Ray Turri speaking as a Board Member noted that in his opinion if the decision is made for on site disposal of the effluent, that all of the beds will be utilized for said distribution. Mr. Hurwitz noted that Optiwind in no way had any interest in trying to oppose what the WLSD is doing. The Board recommended that Optiwind contact Joe Wetteman of the DEP relative to the current DEP position on the matter. There was no further discussion on the matter. Mr. Hurwitz give the Board a brief update on the current erection and operation of the beta sight Optiwind wind turbine which was constructed on Klug Hill Road in Torrington and of other proposed sites for erection of wind turbines. Mr. Hurwitz left the meeting at 8:09 P.M.

There was no other business to come before said meeting. A MOTION TO ADJOURN WAS MADE BY Joan Lang, seconded by Jim Hiltz. The meeting adjourned at 8:10 P.M.

Respectfully submitted,

WOODRIDGE LAKE SEWER DISTRICT SEWER AUTHORITY

Joan M. Lang, Secretary