

**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 19, 2018, 3:00 P.M. HELD IN THE CONFERENCE ROOM LOCATED AT THE  
WOODRIDGE LAKE CLUBHOUSE, 260 EAST HYERDALE DRIVE, GOSHEN, CONNECTICUT**

**CALL TO ORDER:** James Mersfelder Vice-President and Treasurer, called the meeting to order at 3:00 PM.

**ATTENDANCE:** Board members present Alfred Shull, James Hiltz, and Alternate Jeffrey Clark and by conference phone James Mersfelder, also attending and Tax Collector/Clerk Laurie Mosley.

**EXCUSED:** Raymond Turri, Richard Reis, Mark Theriault

**MOTION WAS MADE BY** Jim Hiltz, seconded by Alfred Shull to appoint Alternate Jeff Clark to voting Board member for this meeting. There was no discussion. **SO VOTED.**

**APPROVAL OF MINUTES:** The minutes of the regular board meeting held October 15, 2018 were presented for approval.

**A MOTION WAS MADE BY,** Jeff Clark, seconded by Alfred Shull to approve said minutes as written. Alfred Shull commented that the date in the heading was incorrect, Laurie will change that and have them ready to be signed for the next meeting. No other corrections or discussions. **SO VOTED.**

**APPROVAL OF MINUTES:** The minutes of the Special Meeting held November 10, 2018 were presented for approval.

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

**REPORT FROM PLANT SUPERINTENDENT-MARK THERIAULT**

- Tower generator replaced the battery charger for the generator at station 6. This completes the work that was started in October due to the generator not starting.
- Eastern Water has started work on sump pumps and alarm floats in the bypass vaults. Sump pump, conduit and discharge pipe have been installed at station 6.
- Eastern Water rebuilt the check valve at station 6 as it was slamming closed as the pumps would wind down.
- Stations 6 and 9 both have new roofs. TC Roofing completed the project without any issues. TC Roofing did a really nice job.
- Paul from Introl was here to look at the flow meters at stations 6 and 9. The flow meters are both not working as Mark has reported in the past. (To replace them will cost \$20,000+/-) At this point it will be more cost effective to take the flow meters out and replace them with a spool piece. Eastern Water is working on a quote for the work. Mag meters can then be installed on the spool piece for \$4095.00 for each station, by Introl.

- The bed mowing for this year is complete. The mowing was finished as of November 1<sup>st</sup>.
- At the plant, return pump 1 has been repaired and put back in service. All three return pumps are running now.
- The plant time clock has been acting up for the last few weeks, seems to work when it wants to. Mark cleaned it and that seemed to help but it still acts up from time to time. It may be time to think about replacing it.
- We installed a new screen on the sludge press and ordered a replacement screen to have on hand.
- Mark called Steve Papp at ECO Home Comfort Systems to look at the furnace in the garage as it would not run. Steve installed new nozzles and cleaned it, seems to be running fine now.
- The F-350 was taken to Toce Tire for tires for plowing. Mark kept the old tires and will remount them on the truck in the spring. The new tires for plowing should be able to be remounted and used again next winter as well.
- The Dodge Dump truck is no longer operational, according to Dodge there is a short in the wiring harness and would be extremely expensive to repair. Mark is having P+C Automotive look at the issue to determine if there may be a less expensive fix to get us by for a little bit longer. The truck will most likely need to be replaced, soon.
- Plant Flows: For October the average daily flow was 132,000 gal/day and the total rainfall was 5.5in. For November the average daily flow to date is 161,000 gal/day and the total rainfall is 4.5in.

Mark left two estimates with Laurie to discuss with the board about replacement of the flow meters at Pump Stations 6 & 9. James Mersfelder asked that Mark talk to Dave Prickett about these recommended meters and estimates. Discussion occurred on the need for the flow meters to be replaced. Jeff Clark presented a chart on the flows he has put together (with daily flow reports from Mark) for the past 8 years. He presented graphs on the flow reports he has been working on. With our future charges from Torrington being computed through flow amounts, it is a high priority to understand the flows and how rain, ground water and seasonal usage effect the numbers. After discussion, it was decided that Mark is to send around an email with all the information needed to make a board decision after talking to Dave Prickett.

Jim reported that the Mark had reported that the old red dump truck used to collect and move slug, is no longer functional. The repair is too expensive for such an old truck. Mark came up with an idea to avoid having to purchase a newer truck. He has purchased two vats that would collect the sludge, then the John Deere tractor would then pick up the vats with the fork lifts and haul them up the hill to the next disposal area. This procedure so far has worked great and it would save the district a lot of money if it keeps working great!

**MONTHLY FINANCIAL REPORTS:** Jeff Clark reported on the delinquent report. There is \$13,411.21 stilled owed, down from last year's \$16,831.04 at this time. We do have 23 in the rears verses 22 last year. Laurie reported that the marshal collected one account in full and partial on a couple others to bring that amount down. Jim Mersfelder asked about the taxpayer Selmani property, who is 27 months behind. The marshal has been working on this. Currently, no one has responded to him. Under the

Revenues, we are looking good, we have collected \$2,818 more than budgeted, this is mainly due to a sewer connection. From an expenditure perspective, we are also doing well, we spent only \$50,940, under budget by \$20,857. This was due to Plant & Collection system maintenance being under budget by \$11,006. Under Capital, we spent \$65,359 to Woodard & Curran and Dave Prickett for the borings and updated engineering costs. We spent \$12,448 on the TV 4 miles of piping but have not received the report yet to finish the project. We reroofed two pump station houses for almost half of what we budgeted for. Under miscellaneous capital, pump station 6 repair is at \$48,125, we are still waiting for one more invoice to complete that project.

Jim commented that Jeff has worked on the Management's Discussion and Analysis for the Auditor's Report. It will be sent around to the Board members.

Jim Mersfelder asked Jeff to present flow charts to help discuss the charges that will be part of our IMA with the city of Torrington. In these charts, the first one gives us the monthly average daily flow for the past 5 years, 0.132. In red, is the amount we cannot go over, 0.400. The second page shows the Fiscal Year total flow versus the 40.11 limit. The third page shows the Fiscal Year Average Daily Flow versus 0.110. The fourth page shows the past three years of monthly flows by month average. The concern is not to go over any of the limits charged by Torrington. Discussion occurred on flows. These charts are on file with the minutes.

**A MOTION WAS MADE BY** Alfred Shull seconded by Jim Hiltz to go into Executive Session at 3:40PM. No discussion, **SO VOTED.**

**At 4:05PM A MOTION WAS MADE BY** Alfred Shull, seconded by Jim Hiltz to come out of Executive Session. No discussion, **SO VOTED.**

**A MOTION WAS MADE BY** James Mersfelder seconded by Alfred Shull, to promptly go out to bid on the Torrington Pipeline Project upon receipt of the plans from Dave Prickett about the management of the project. There are three options, the first is one bid for the whole project, the second is two bids, splitting the project into two, and the third is three bids, one for the Pump Station at the plant and the two others are for the pipe laying divided in two. No discussion, **SO VOTED.**

**NEW BUSINESS:** Rules and Regulations. As we connect with the City of Torrington, our Rules and Regulations need to be updated and conform to reflect the upcoming changes. Our Attorney Bruce Chudwick is working on them now. In that same process, we need to look at our permit and connection fees and the process in the way one pays and submits an application. With our agreement with Torrington any new applications (or connections) will be charged \$3500 from Torrington. We will also need an increased permitting fee to cover the cost of the districts work in overseeing and completing the connection process. Discussion occurred and an amount of \$300 was decided to recommend. The other needed change, the applicant will now be responsible for payment of a professional engineer to inspect any new connections. All of these changes must be announced and discussed at a public hearing. The purpose of the increase of fees will be stated in the notice. The date for this hearing will be December 15<sup>th</sup> at 8:30AM at the Woodridge Lake Clubhouse. Laurie will put a legal notice together and publish the notice.

Jim then discussed how we must rewrite the policies and procedures of getting a permit. After discussion of the current forms, Jim asked Al Shull to take on the task of researching and editing the policies and procedures so we can have these ready as soon as possible. Discussion continued on the

remaining five open permits. Two were found to have had their inspections completed by an engineer but do not have a CO from the building inspector, two are in the process of building, and one is just sitting with a foundation poured. The last permit has expired. By document policy the connection fee should be refunded after the permit expires without any connection. This permit #699 was taken out by Richard Assenza for property located on 178 Wellsford Drive. **A MOTION WAS MADE BY** Jim Hiltz, seconded by Alfred Shull to refund the \$1800 to Richard Assenza for his expired permit #699. No discussion, **SO VOTED.**

Our Guardian Dental and Ancillary Insurance is up for renewal. This covers dental, long and short term Insurance and Life Insurance for our employees only (no family plan). Guardian has held the rates for 2019 for all lines. Jim asked that we confirm acceptance of the renewal. **A MOTION WAS MADE BY** Alfred Shull, seconded by Jim Hiltz, to renew the 2019 Guardian Dental and Ancillary Insurance. No discussion, **SO VOTED.**

**OLD BUSINESS:** None

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

Respectfully submitted,

Alfred L. Shull, Clerk

Laurie Mosley, Recording Clerk

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