

**MINUTES JOINT MEETING OF THE WOODRIDGE LAKE SEWER DISTRICT SEWER AUTHORITY
AND THE BOARD OF DIRECTORS OF THE WOODRIDGE LAKE SEWER DISTRICT
MONDAY, JUNE 13, 2016, 4:00 P.M. (RESCHEDULED FROM JUNE 20, 2016)
AT THE WOODRIDGE LAKE SEWER DISTRICT CONFERENCE ROOM LOCATED AT 113 BRUSH HILL ROAD,
GOSHEN INSIDE THE PORTABLE TRAILER**

CALL TO ORDER: Raymond Turri, President, called the meeting to order at 4:00PM.

ATTENDANCE: Board members present Raymond Turri, James Hiltz, by Conference phone was James Mersfelder and Alternate Joan Lang, also present Laurie Mosley Tax Collector and recording clerk for the WLSA, and Charles Ekstrom Plant Superintendent.

EXCUSED: Richard Reis and Alfred Shull. President Raymond Turri asked to seat alternate Joan Lang in for excused member Richard Reis.

APPROVAL OF MINUTES: The minutes of three meetings May 9, 2016 Regular Board meeting, May 28, 2016 Special Meeting and May 28th, 2016 Budget Meeting were presented for approval.

A MOTION WAS MADE BY James Hiltz, seconded by Joan Lang to approve said minutes as written. There was no discussion on the minutes, **SO VOTED.**

REPORT FROM PLANT SUPERINTENDENT: Monthly report – Woodridge Lake Sewer District

Personnel:

- Mark Theriault – 1 sick day, 1 1/2 vacation days, and ½ personal day
- Charles (Chuck) Fennimore – 1 sick day
- Joseph Palumbo – perfect attendance

Projects:

- Goshen Highway Department is paving portions of West Hyerdale and Bueford, the district supplied 1", 2", and 3" riser rings to them. The district also purchased replacement 1" riser rings for stock from Target.
- Maintenance and painting at plant and pump stations. Completed painting at plant pump on the building, catwalk, and pump chamber and replaced the gate on May 24. Control panels at stations 2, 3, 7, and 8 were painted. Work has been started at station 6 on painting the pump chamber and catwalk, also sealing the driveway.
- Station #6 soft start – Integrity replaced unit on June 7.
- Spring mowing and weed-whacking have been completed on the beds and at the pump stations.

- John Deere tractor – the employees noted that the front end was over-heating, Stanton picked up tractor June 9. Both the front end and the gearbox are worn out – replacement cost will be approximately \$10,000. We need to make this repair.

A MOTION WAS MADE BY, Raymond Turri, seconded by James Hiltz to approve the repair of the John Deere Tractor at an estimated cost of \$10,000. There was no discussion, **SO VOTED**.

- #3 Return pump – Eastern installed a new seal and a seal water line on June 8. Charlie had not been satisfied with the failure rate of the Sea-Coast seals that we had been using, so he had them switch to a Chesterton seal which required a water line.
- Plant flows – for May the average daily flow was 88,000 gallons and the total precipitation was 4.93". So far in June the average daily flow is 75,000 and the total precipitation is 2.07".

MONTHLY FINANCIAL REPORTS: Jim Mersfelder asked Tax Collector Laurie Mosley to go over the Delinquent list. She stated there are four properties under the State Marshal. One is going to be paid soon, two are on payment plans but one has had no payments and the Marshal cannot find any funds under the owner. Laurie suggested starting the process of Tax Sale for this property. The Board agreed this would be the correct direction. There are many steps to get to that point, Laurie will start the process.

Jim Mersfelder reported on the summary of the financials. The operating budget is on target. Our capital is also on target, however there has been some added capital projects that arouse but others under budget. We are in good financial shape. Laurie and Jim having been working hard to get ready for the audit. We have a new reporting of accounting for the capital projects. They are booked under a job list so that they can be reconciled to the Capital/Projects budget. The USDA loan requires very accurate accounting of expenses.

The auditors have indicated that because we continue to receive USDA funding, we need to have a different type of audit done which will increase our costs. Jim has not gotten an estimate yet from Joe Rodgers of Carney, Roy and Gerrol, P.C. Certified Public Accountants. Joan Lang commented that the district needs to officially make a motion to appoint the firm as our Auditor. A form is then sent to OPM stating who is conducting our annual audit. **A MOTION WAS MADE BY** Joan Lang, seconded by James Mersfelder to appoint Carney, Roy and Gerrol, P.C. Certified Public Accountants, located in Rocky Hill, CT as our Auditor for the 2015-2016 fiscal year. There was no discussion, **SO VOTED**. Laurie will send in the form.

NEW ITEMS:

Environmental Insurance Financing- Jim had the financial committee look at the policy and payment schedule for the environmental insurance. The Committee recommended that we pay for a 3 year policy with one payment. This is good for a couple reasons, it is cheaper and it gets us through the facility project. **A MOTION WAS MADE BY** Raymond Turri, seconded by Jim Hiltz to approve the recommendation of the Financial Committee to purchase the environmental insurance under a three year policy paid in one payment. There was no discussion on the minutes, **SO VOTED**.

Salary Matrix and Salary Actions- tabled to later in meeting. To be discussed in Executive Session.

Loan Resolutions- Alfred Shull and Jim Mersfelder signed two sets of resolution papers with the USDA, one was for the grant money, and one for the loan money in the total amount of the loan commitment is \$12,682,000. **A MOTION WAS MADE BY** Raymond Turri, seconded by Jim Hiltz to accept the terms of the Loan and Grant Resolutions as executed by the signatures of Alfred Shull and James Mersfelder. There was

no discussion, **SO VOTED.** Raymond Turri reported that Bruce Chudwick, Bond Counsel, wrote a letter for the district to be sent to the Town of Goshen, notifying the Town of the Motion just approved. The letter must be signed by the Clerk, Alfred Shull, and include the minutes of the special meeting of May 28th (that state the Resolutions approved). These items will be sent to the Town Treasurer by certified mail. Laurie will have Alfred Shull sign the letter tomorrow and send it out by certified mail.

OPERATIONS COMMITTEE REPORT- None.

PLANNING COMMITTEE REPORT- Jim Mersfelder reported that Torrington Sewer has sent a DVD with TV work they completed on the gravity lines. This will be given to Dave Prickett so that they can determine where the hook ups and connections will be made. The outstanding item from Torrington is the IMA. Jim has called many times, still no answer.

Ken Green was working with Marty Connor on the language needed for our application to OPM for our pipe to be in a sewer avoidance area within Goshen. The language is now in the hands of the Goshen Planning and Zoning officer. It has been forwarded to Torrington as well.

Thursday, Dave Prickett, Charlie Ekstrom, Raymond Turri and the engineers will be walking the path of the transmission line to go over all the field work that has already been done. They will go through the problem areas together which are mainly in two river crossings, one on Pie Hill and one on Route 4. After they have discussed and gone over the plan of action for the work, it will be presented to the Town of Goshen Wetlands, then Torrington's Wetlands Committee. All information needs to be in by the end of June.

The engineering plan is on line to be 60% complete by the end of June.

NEW BUSINESS- Raymond Turri reported that we received a letter from our abutting neighbor Bill Gregware who has applied for a special permit through the Town of Goshen to open a Bed and Breakfast on his property. There is a scheduled public hearing for this permit with the Planning and Zoning committee. Discussion occurred. The board has no issues with the neighbor opening a Bed and Breakfast. Ray asked that Laurie write a letter to the Land Use Office with a CC to Bill Gregware giving him our support and approval. **A MOTION WAS MADE BY** James Hiltz seconded by James Mersfelder, to support and approve the Permit change of Bill Gregware's property at 416 Old Middle Street, to include a Bed and Breakfast. No discussion, **SO VOTED.**

A letter regarding the method of taxation for Operations and Maintenance of the treatment plant was received from Burt Welte. After some discussion, **A MOTION WAS MADE** by Jim Mersfelder and a second by Joan Lang, to review potential options available for the collecting of O & M taxes. Our time frame for this review would take place upon the completion of the transmission facility to Torrington as outlined in the Facilities Plan and the decommissioning our Goshen treatment plant. No discussion, **SO VOTED.**

OTHER BUSINESS-

At 4:35PM A MOTION WAS MADE BY Raymond Turri, seconded by Jim Hiltz to go in Executive Session. No discussion, **SO VOTED.**

At 5:02PM the Board came out of Executive Session.

A MOTION WAS MADE by Jim Mersfelder and a second by Joan Lang, to approve pay increases as discussed for Charles Ekstrom and Laurie Mosley. No discussion, **SO VOTED.**

A MOTION WAS MADE by Jim Mersfelder and a second by Joan Lang, to hire a firm to conduct a second appraisal of the Goodhouse property. No discussion, **SO VOTED.**

A MOTION WAS MADE BY James Hiltz seconded by Raymond Turri, to adjourn at 5:05PM. No discussion, **SO VOTED.**

Respectfully submitted,

James Mersfelder, Vice-President/Treasurer

Laurie Mosley, recording Clerk
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