

MINUTES JOINT MEETING OF THE WOODRIDGE LAKE SEWER DISTRICT  
SEWER AUTHORITY AND THE BOARD OF DIRECTORS OF THE WOODRIDGE  
LAKE SEWER DISTRICT, MONDAY MAY 16, 2011, 7:30 P.M. CONFERENCE  
ROOM WOODRIDGE LAKE CLUBHOUSE

CALL TO ORDER: Raymond Turri, Chairman and President of both Boards respectively called the meeting to order at 7:00 P.M.

BOARD MEMBERS PRESENT: Raymond Turri, Joan Lang, Robert Goldfeld and filling the seat for Jim Mersfelder who is away was Alternate, William Daniels. Absent James Hiltz. Also present Plant Superintendent Charles Ekstrom and Richard Reis, Chairman of the Finance Committee.

APPROVAL OF MINUTES: The minutes of the April 25, 2011 were presented for approval. **A MOTION WAS MADE BY** Raymond Turri, seconded by Bob Goldfeld to approve said minutes as presented. No discussion, **SO VOTED**.

MONTHLY OPERATIONAL REPORT: Plant Superintendent Charlie Ekstrom reported on the following: **Personnel**-The separation agreement between Lyle Sommers and the WLSA was signed. All WLSA property was returned including John Deere Riding Mower and cell phone and Lyle received the severance pay agreed to under the separation agreement. Both Jason Patrick and Mark Theriault have had perfect attendance and continue to be good employees who get the job done and work well together.

**PROJECTS: Tertiary System**-Weston & Sampson put two of the sand filters in service as of this date but they are currently in impasse mode due to problems with the compressor kicking in at the proper time. We are still waiting for delivery of third valve unit which has been on order for over 6 weeks. The unit can be put in service once the valve is in place. All the flow will now be passing through the system. The plant personnel have received the needed on-site training. Ray Turri stressed that he would like to see the system in operation for the scheduled Wednesday, May 18, 2011 on site meeting with DEP personnel, Project Engineer Paul Dombrowski, Plant Superintendent Charlie Ekstrom and other interested parties. **Lakeside Welding**- The Somat platform has been completed and work has begun on the railings for the loading dock, stairs/platform for the fuel storage tank, with work expected to be completed within a week to ten days. **Ridge & Furrow Beds**- With much hard work being done by Jason & Mark, there are now 44 ridge & furrow beds that can be used to accept the effluent. Under the guidance of Cary Parsons of Woodward & Curran ten of the beds have been cleared of topsoil and testing of those beds began on May 11th to measure how quickly the effluent soaked into the soil. No definite test results are available at this time. **Tree & Brush Clearing of Ridge & Furrow Beds**- Under a quote with North Goshen Tree Service work has begun on the clearing of the now working beds of all trees and brush will be chipped. Briars and small brush will be burned on site when burning is allowed. **I & I Study**- The night-time flow studies are being conducted by W & C sub-contractors. No results of test have been received to date. **Plant & Pump Station Flows**- Total flow for April was 4.068 MG with an average daily flow of 136,000gpd and a maximum daily flow of 222,000gpd. Total precipitation was 5.36" for the month. The average daily flow to date for May is 102,000 gpd with a maximum daily flow of 124,000

**Plant Staffing:** Charlie Ekstrom reported that he had one applicant applying for unskilled help who does not know how to run our tractor mower equipment but Charlie Ekstrom was holding off on any hiring until after the first of July when we would be looking for someone to do the summer and fall mowing of the Ridge & Furrow beds. Discussed was the use of the returned John Deere riding lawn mower. Charlie Ekstrom saw no need for the mower based on fact that plant personnel do not have the time to mow the lawn and the District has contracted out for lawn service. It was suggested that Charlie Ekstrom check to see if there is any other piece of equipment that the District needs that could be traded for of equal value. There was no further items presented under the Operations Report and Charles Ekstrom left the meeting at 7:16 P.M.

**FINANCIAL REPORTS FOR PERIOD ENDING 4/30/2011:** Richard Reis Chairman of the WLSD Finance Committee reported on the following: The expense report for 4/30/2011 showed expenses \$20,000.00 under budget for the month with \$100,000.00 for year to date. There were no major expenditures for the month. Capital expended for the month was \$5,500.00. The overall amount to be collection in delinquent taxes is down approximately \$15,000.00 from the prior month. The total amount of delinquent taxes due is approximately \$45,000.00 down from \$60,000.00 at the end of March. The only outstanding payable at this time is for Weston & Sampson for Tertiary Upgrade. Woodward & Curran is currently working on how they will be billing for their work. The overall District financials looks good. There was no further report on the financials and Richard Reis left the meeting at 7:20 P.M.

**PROPOSED WLSD BOARD EMPLOYEE BENEFIT RESOLUTIONS:** Said resolution were discussed and proposed by the Board at the special meeting of the Board which was held on Thursday, May 5, 2011. **A MOTION WAS MADE BY** Raymond Turri to accept the following proposed resolutions.

Resolved to accept the Operations Committee's Proposal Salary Structure dated as of May 5, 2011, effective as of July 1, 2011.

Resolved that as of July 1, 2011 to be considered an eligible employee for medical benefits an employee:

- 1) Be employed by a Connecticut Small Employer as set forth in the Connecticut Small Group Reform Act, Public Act #90-134 (for groups of 3 to 50 employees.
- 2) Be a permanent full time employee. Full time is defined as working a 30 hour or More regularly scheduled work week.

Resolved that as of July 1, 2011 to be considered an eligible employee for pension benefits that an employee must be employed for at least one year and be working 20 hours per week or more.

Resolved that as of July 1, 2011 to provide a medical benefit plan identical to the existing plan to all permanent full time employees and their immediate family members at no cost to said employee.

Resolved that as of July 1, 2011 to provide a short term disability plan as quoted from Guardian to all permanent full time employees at no cost to said employee.

Resolved that the existing Guardian group plan with an anniversary date of January 1<sup>st</sup> to provide basis life insurance, long term disability and dental benefits will continue to be offered at no cost to all permanent full time employees.

Resolved that as of July 1, 2011 all qualified permanent full time employees may take advantage of the established Section 125 Cafeteria Plan to upgrade their medical benefits plan, pay for unreimbursed medical benefits, and fund dependent care benefits.

The motion was seconded by Robert Goldfeld. Under discussion on the motion, questioned was what option if any the Employer has under the CT Small Group Reform Act where the Employer might be able to set there own terms relative to the number of required hours an Employee needed to work to be defined as permanent full time employee. It was felt there was a possibility that there could be a contract between and employer and employee. Guidance from Legal Council had been sought by the Operations Committee in the process of looking at Employee Benefits. Also questioned, does an employee who does not meet the full time employee requirements have the option of taking part in the insurance plan, it they pay for the coverage out of their pocket? It is believed the answer is no, based on the fact that their coverage would be based on a contract between the Insurance Co. and the employer, not the insurance Co and the employee. Also questioned was the employee eligibility requirements for pension benefits. Can a current employee who has been receiving pension benefits over the past several years under which all employees were eligible to receive pension benefits regardless of the number of hours they worked a week be grandfathered in and continue to receive pension benefits? Again it was stated that it would likely have to be a contract between the employer and the employee. It was suggested that for the record, it would be good to have on file legal opinion on these questions. Ray Turri would follow up on getting a legal opinion on the questions. As discussed at the May 5<sup>th</sup> meeting it was noted that the Personnel Benefit Budget numbers to be presented to the voters of the District for adoption are based on the Board approval of the proposed benefit resolutions. There was no further discussion on the resolutions, the vote was called and **the MOTION CARRIED.**

**EMPLOYEE NOTIFICATION OF CHANGE IN BENEFITS:** Ray Turri stated nothing should be said to the employees until after the May 21<sup>st</sup> Budget meeting and that after that date he and Jim Mersfelder would set a time to meet with the employees to inform them of the Employee Benefit Plan. Any other Board member who wished to be a part of that meeting was invited to do so.

**OPERATIONS COMMITTEE REPORT:** Jim Mersfelder Chairman of the Operations Committee was unable to be in attendance, but several operational items were discussed under the monthly operational report presented by Charlie Ekstrom. It was noted that work has started on the Phase I Environmental Study but there was no report on the progress being made.

**PLANNING COMMITTEE REPORT:** A Planning Committee meeting is scheduled for Monday, May 23<sup>rd</sup> at 3:00 P.M. at Turri Electric Office in Torrington. There should be an update on what is happening as a result of the onsite May 18<sup>th</sup> visit by the DEP. It is believed that Joe Wetteman of the DEP will be able to see the changes for the better that are being made and that the Board is very involved and concerned about future operations of the WLSD Waste Water Treatment Facility.

**APPROVAL OF MINUTES OF MAY 5, 2011 SPECIAL MEETING:** As not all Board Members had received the minutes in time to review them before the meeting, approval of said minutes was tabled until the June 20<sup>th</sup> meeting. Ray Turri requested that the minutes be made available by e-mail to all Board Members by the Friday or four days after the meeting. The minutes would not be posted on the web site until after approval by the Board.

**CONFLICT OF INTEREST LETTERS:** Ray Turri noted receipt of a response to the conflict of interest letter that had gone out to five different law firms. He would make a copy of said response and make it available to the members of the Legal Search Committee.

**APPOINTMENT OF AUDITOR AGREEMENT:** Joan Lang reported that Jim Mersfelder had signed the agreement letter with the Auditing Firm of DeLeo & C. to conduct the Audit of the financial records of the WLSD for Fiscal Year ending June 30, 2011. Action by the board is required to approve said appointment. **A MOTION WAS MADE BY** Joan Lang, seconded by Ray Turri to approve the appointment of the Audit Firm of DeLeo & Co to perform the audit of the financial records of the WLSD for fiscal year ending June 30, 2011. Noted under discussion was the length of time DeLeo & Co has been conducting the audit and the need under good business practice to periodically go out to bid for the job. Joan Lang reported that they have gone out to bid in the past and that JimMersfelder had given consideration to seeking other quotes but this year there were time constraints due to the fact CT General Statutes require the appointment of Auditor Notification be filed with the State Office of Policy and Management no later than 30 days prior to the fiscal year end of entity to be audited. Joan Lang reported that she has been contacted by the Auditor who will be coming in on June 21<sup>st</sup> through the 23<sup>rd</sup> to start the prior to the end of fiscal year preliminary audit work. There was no further discussion on the motion. **MOTION CARRIED.**

**UNION SAVINGS LOCKBOX SERVICE:** Joan Lang, speaking as a Board member presented to the Board members present her written statement in which she expressed her concerns relative to the use of a Lockbox service for the receiving and processing of the sewer tax receipts of the WLSD. The Board acting on the recommendation of the Finance Committee had approved the use of the lockbox service at the December 20, 2011 Mtg. Joan Lang noted in her written statement that unfortunately she had voted in favor of the use of the lockbox, of which, at the time, she knew nothing about and became convinced as a result of a meeting and lengthy phone conversations with Mary-

Pat Cottrell, Senior Vice President of Union Savings, when the setup and pros and cons of the Lockbox system was explained that she became convinced that the Lockbox was not the way for the District to go. The bank also offers a Remote Deposit Service; with in house scanner which would still provide the security in the handling of the tax receipts. Joan Lang recommended that in lieu of the lockbox that consideration be given to the use of the Remote Deposit Service. Ray Turri stated that the Board had voted in favor of the lockbox and felt that it was necessary that the matter be turned over to the Finance Committee and Treasurer for their review and comments before the Board could give further consideration to the matter. To answer any questions that the Board might have relative to the lockbox it was felt if necessary, a representative from the Bank be invited to attend a meeting of the Board to address the matter. Joan Lang was asked to provide the Finance Committee and the Board members who had not present at this meeting with a copy of her written concerns and since any change in the mailing address must appear on the tax bills, which must be printed in early June for mid June mailing that the matter should be addressed soon as possible. If Board action is needed, a special meeting of the Board would be called for.

It was noted that Jim Mersfelder would be presiding at the May 21<sup>st</sup> Budget meeting and would have available a status report from Paul Dombrowski of where Woodward & Curran stands on the DEP required Scope of Work Project. It was noted that the legal notice of the Budget meeting had been posted in proper timing and that a mailing of the budget along with a cover letter had gone out to all District Taxpayers. Bill Daniels noted the high quality paper that had been used for the mailing. Joan Lang reported that it had not been requested and was also surprised at the quality of paper Staples had used for the bulk printing.

There was no other business proper to come before said meeting. A MOTION TO ADJOURN WAS MADE BY Raymond Turri, seconded by Bill Daniels. The meeting adjourned at 7:50 P.M.

Respectfully submitted,

WOODRIDGE LAKE SEWER DISTRICT SEWER AUTHORITY  
WOODRIDGE LAKE SEWER DISTRICT

Joan M. Lang, Secretary & Clerk respectively of both Boards