

**MINUTES JOINT MEETING OF THE WOODRIDGE LAKE SEWER DISTRICT SEWER AUTHORITY
AND THE BOARD OF DIRECTORS OF THE WOODRIDGE LAKE SEWER DISTRICT
MONDAY, FEBRUARY 15, 2016, 4:00 P.M. CONFERENCE ROOM WOODRIDGE
LAKE CLUB HOUSE, EAST HYERDALE DRIVE, GOSHEN, CONNECTICUT**

**THIS MEETING WAS HELD AT THE WOODRIDGE LAKE SEWER DISTRICT CONFERENCE ROOM LOCATED
AT 113 BRUSH HILL ROAD, GOSHEN INSIDE THE PORTABLE TRAILER DUE TO THE CLOSING OF THE
CLUBHOUSE**

Approved

CALL TO ORDER: Raymond Turri, President, called the meeting to order at 4:03PM

ATTENDANCE: Board members present, Raymond A. Turri, Al Shull, Richard Reis (Alternate), by Conference phone were, Joan M. Lang and Jim Mersfelder. Also present Plant Superintendent, Charles Ekstrom, and Laurie Mosley Tax Collector and recording clerk for the WLSA.

ABSENT: Jim Hiltz

APPROVAL OF MINUTES: The minutes of the January 18, 2016 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.**

REPORT FROM PLANT SUPERINTENDENT: Plant Superintendent Charles Ekstrom presented the operational report dated February 15, 2016.

Personnel:

- Jason Patrick – 2 ½ sick days and 2 personal days. Jason has given notice that he is leaving for a supervisor position at the Waterbury treatment plant, his last day will be March 3.
- Mark Theriault – 1 sick day. With Jason's departure I would like to recommend to the Board that we promote Mark to the Class II chief operator position to reflect the additional responsibility that he will be taking on.
- Charles (Chuck) Fennimore – Perfect attendance.

With Jason's departure, Charlie would like to recommend that Mark Theriault be promoted from a Wastewater Operator Class II to a Chief Operator Class II. Charlie will be increasing Mark's responsibilities and time commitments. Charlie recommended an increase in his salary to match his level of job responsibility. Based on the Board approved salary scale Charlie recommended an 8% increase which would be \$2.00 an hour increase. **MOTION WAS MADE BY** Raymond Turri, seconded by Joan Lang to approve moving Mark Theriault's position from a Wastewater Operator Class II to a Chief Operator Class II and to increase his pay from \$24.54 to \$26.54 effective February 29, 2016. There was no discussion on the motion, **SO VOTED.**

Projects:

- Eastern installed the replacement valves at station #6 on Feb 1 and 2 without difficulties.

- Eastern installed the replacement valves at plant pump for Pumps 1 and 3 on Feb 4 and 8, 2 of the remaining valves still have not arrived from Smith and Loveless after nearly 3 months, they were expected by early this week.
- The semi-annual service for our emergency generators by Tower Generators was completed on Jan 19.
- Open operator position – Charlie contacted the only other candidate from the interviews that I conducted in August that was acceptable. Unfortunately she is no longer available. A help wanted ad was placed in the Waterbury Republican this last weekend, one application has been received.
- Return pump #1 – we had a seal failure on this pump for the second time in just less than 1 year, rather than just replace the seal, Charlie sent the pump out to Eastern so that the shaft could be balanced, and the bearings and seal be replaced. The pump is scheduled to be returned by Wednesday of this week.
- SCADA system – we began to experience serious com failure problems beginning on Jan 25, Woodard and Curran techs checked the system on Jan 26, the main causes appear to be interference, and a weak signal from station #1, along with a buffer programming problem. Integrity Electric installed a directional antenna on a 20' mast at station #1 on Feb 2. There have been several other alarms from the main panel at the club house. The flood at the club house also tripped our panel this morning. Charlie would like permission to explore moving the panel and the main antenna to our pump station building.

Raymond Turri commented that he would only have to move the sub panel to the main panel. Only the one circuit needs to be moved. Charlie will look into this.

- Plant flows – for January the average daily flow was 89,000 gallons and the total precipitation was 2.61". So far in February the average daily flow is 83,000, and the precipitation is 2.28".

Charlie reported that he talked to Mark about getting Chuck trained a little faster than usual to help take on some of the **on call** night and weekend duties. Without this extra help, Mark would be on call at all times. He hopes Chuck can be up to speed by the end of April. He would have a beeper to contact Mark or Charlie if anything is needed. Raymond Turri suggested hiring a temp/subcontractor to fill in if needed as well. James Mersfelder asked Charlie to look into the possibility as soon as possible so that if a certified temp or subcontractor is needed, he/she is only a call away. Raymond suggested asking Dave Prickett for some suggestions.

MONTHLY FINANCIAL REPORTS: Treasurer Jim Mersfelder reported on the following: Delinquent tax Collection – The collection of Delinquent taxes for the period ending January are good, no discussion needed. Under the WLSO operating budget we are \$89,000 under plan. The auditor has given us adjustments to June/July entries so these numbers will change a bit next month. We are still running under budget. We did finally get several old bills from Woodard & Curran and paid them on receipt which put us more in line with the capital forecasted budget. Mersfelder reported that we want to keep current with all project billing to keep our vendors happy and be in good standing with them. Under

cash on hand, we have over a million in the operating account, (taxes collected) most in a STIFF account with Union Savings, which are all insured, however we may want to look into investing some of this elsewhere soon to get the best return.

Good news- Mersfelder was happy to report that Roberta Willis has signed on to support us with our application for the STEAP grant by sending a letter to the Office of Policy & Management (OPM).

This month we also got our green light from the Historical Preservation Officer at the State level, which was one of the last items we needed to clear in get our Environmental Report which is a 40 page report that is sent to the USDA as part of our loan package. All of the requirements for the USDA Funding Request are now completed and the package will now be sent to Washington to request a larger commitment for the entire project and an increase in the grant level. All items are needed for the loan process ahead of time for the USDA to give us the commitment for the first half of the project are completed. We still need a signed Engineering Contract for the designs between the district and Woodard & Curran who are working on the design currently without a contract. The document is being completed by Dave Prickett and it will be completed shortly.

Mersfelder also received papers from the USDA that need to be signed to formalize our acceptance of their financial commitment to us. These document do not obligate us to use the money. Once our Request for Funding is completed and sent to Washington, we will need to set up a meeting via with Raymond Oneglia of O&G with State Representative Elizabeth Esty and the USDA people to make our case known and to try to improve our funding level and grants. Currently the grant level is at 20% for the project which are currently estimated at \$15.5 million. A grant at 20% will result in an n an 8% increase our operating costs to cover the project and our projected operating costs. If we can increase the grant to 33% the projected total cost would be unchanged from our current level. If we get the STEAP grant, that would also lower costs to the project. Currently based on our median household income we should be eligible for a 45% grant. Having a consent order (which we do) increases the grant potential to 75% grant level. Unfortunately the USDA in Washington have decided to lower the grant levels so they can give funding to more projects. The district has the third highest sewer charge in the state, and is five times higher than Torrington and so we can ill afford an additional increase.

To get finalized on funding, we need all financial numbers from Torrington's Water Pollution Control Facility. Because time is extremely important in funding, we need a written commitment on costs so that we can bring the total project costs to our taxpayers. The taxpayers would then review and approve the suggested funding of the projects. If this is not done in a timely fashion, the monies may not be there later. There have been a number of meetings to discuss this issue and there has been no decision made yet by Torrington. The district has created a Letter of Intent for an Inter Municipal Agreement to agree upon costs and terms with the Torrington WPCF. A letter was reviewed by the Board to send to Torrington stating the urgency of the regional connection agreement along with a sample letter of intent. The proposed letter is copied to the mayor of Torrington. Discussion occurred. **A MOTION WAS MADE BY** Al Shull seconded by Raymond Turri, to mail the said letter and to give Vice-President James Mersfelder the authorization to act on the Presidents behalf in his absences. No discussion, **SO VOTED**. There was discussion on the draft of the Letter of Intent and where the bases of facts came from.

OPERATIONS COMMITTEE REPORT- No update.

OPEN END ISSUES- Raymond Turri will attend the WPCA meeting in Goshen tomorrow night to report on how things are progressing. There was a discussion regarding the use of a force main line verses a gravity fed line from the Goshen town line to the Torrington 24" pipe. The gravity will cost significantly more money than a forced main line. Torrington is under the assumption that a forced line will have odor issues. In talking to a DEEP officer, Mersfelder indicated that with current technology odors should not be an issue. A paper is being developed by our engineering firm regarding the two options which will address costs and odors for review. Raymond Turri reported that a boundary survey was done of the Goodhouse property. The map does show interesting facts regarding the boundaries and issues regarding future easements on the access road to the plant. The road North/South is owned by the Wadhams, the road East/West is an easement to the district through Goodhouse property. Raymond Turri will talk to Nancy Wadhams about the survey.

NEW BUSINESS- Al Shull reported Tax Collector Laurie Mosley submitted a refund request for three properties, Durkin, Bryant and Mcphee for overpayment of taxes. The board must vote on this request. **A MOTION WAS MADE BY** Joan Lang seconded by Al Shull, to accept the refund. No discussion, **SO VOTED.**

There was no other business to come before the meeting. Raymond Turri asked for a motion to adjourn. The motion to adjourn was made by Al Shull, seconded by Joan Lang and the meeting adjourned at 5:00 P.M.

Respectfully submitted,

Al Shull, Clerk

Laurie Mosley, recording Clerk

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