

MINUTES WOODRIDGE LAKE SEWER DISTRICT SEWER AUTHORITY,  
MONDAY, FEBRUARY 21, 2011, 7:00 P.M. CONFERENCE ROOM TURRI  
ELECTRIC OFFICE RIVERSIDE AVE TORRINGTON, CT.

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

PRESENT: Board Members Raymond Turri, Joan Lang, James Hiltz and Jim Mersfelder by Conference Phone. Also present Richard Reis, Chairman of the Finance Committee and WLSA Plant Supt. Charles Ekstrom.

APPROVAL OF MINUTES: The minutes of the January 21, 2011 WLSA Meeting were presented for approval. **A MOTION WAS MADE BY** Raymond Turri seconded by Jim Mersfelder to approve said minutes. Under discussion on the minutes, Ray Turri noted that under the Optiwind discussion on page 4 of the minutes he did not see reference made regarding Optiwind being given a copy of the letter received from Woodward & Curran relative to the any work being done at the plant site until resolution of the facilities plan has been reached at the Brush Hill site. The minutes would be amended to so note that Optiwind had been given a copy of said letter at the meeting of January 24, 2011. Noted for correction, Page 3, Para. 2, Sentence 25, correct the spelling of the word **Foard**, to read **Board**. There being no other additions or corrections noted, the minutes were **APPROVED AS AMENDED**. Ray Turri gave Joan Lang the original copy of the January 11, 2011 letter from Woodward & Curran to be attached to the minutes of said meeting.

PLANT SUPT. OPERATIONAL REPORT 2/21/2011-The following was presented by Charles Ekstrom Plant Supt. Employee Lyle Sommers out on unpaid sick leave since 12/27/10. No return to work date. A Doctors' written permission to return to full time work, with no restrictions, is required before he can return to work. Jason Patrick has on his own, taken and completed two Sacramento courses and has been signed up for a third course. The Board was in agreement that the Jason be reimbursed for the two courses that he took at his own expense. Mark Theriault successfully passed the DEP Class I Operators Certification Exam with a passing grade of 76. In the absence of Lyle, Mark has been worked into the on-call rotation schedule and continues to do an excellent job. Based on the quality of his work, willingness to accept responsibility and passing the State DEP Test, Charles Ekstrom recommended to the Board that Mark Theriault be given a promotion to Operator I with consideration of a salary increase. With the use of the Board Approved Pay Scale for Plant Employees, Charles Ekstrom was asked to present the Board with his recommendations relative to a salary increase for Mark Theriault. **A MOTION WAS MADE BY** Raymond Turri seconded by James Hiltz that based on the recommendation of Charles Ekstrom that the Salary for Mark Theriault be adjusted to the Operator I first class pay scale level. There was no discussion on the Motion, **SO VOTED**.

PROJECTS: **Tertiary System**-The defective blower motor is being rebuilt/replacement manifold controls are on order with 3-4 week delivery date. The work to be done by Weston & Sampson is on hold until parts come in. A meeting to meet with Weston &

Sampson regarding documentation of two outstanding bills received from Weston & Sampson has been set for Thursday, March 4, 2011, 9:00 A.M... **Somat Press Platform/Scaffolding**-A Quote of \$3,800.00 was received from Lakeside Welding & Fabrication for the Somat Platform- Said quote came in approximately over one half lower than the other quote received. Based on a discussion between the Plant Supt. and two Board Members, the decision was made to go with Lakeside Welding for the Somat Platform Work. If the quality of work proved to be satisfactory, Lakeside Welding would be used to do the loading dock railing and stairs for outside oil tank. **Operation II Position**-Two Applications were received as a result of the job postings on both the CT and New England Wastewater Association websites in late December with neither applicant being acceptable. The ad has been posted to run for three consecutive Sundays in the Bristol Press, Torrington Register Citizen and the Waterbury Republican-American. The total cost for the ads is \$1,244.00. **Time Clock**- The time clock was received and is installed with the software installed on the WLSD Clerk's Computer. The first week of operation was used as a testing period for all staff. All staff would begin using the System starting week of February 20. **Plant Pump**- The problem with the valve on Pump #2 has been resolved and the pump is back on line. The seal on Pump #1 has failed and a rebuild seal has been ordered. The estimated time of receipt of the seal and the rebuild of the pump, which will be done by Weston & Sampson, is approximately four weeks. **Plant & Station Flows**-Total Flows for January, 2.570MG with an average daily flow of 83,000 gpd and a max daily flow of 112,000 gal. The total melted precipitation was 6.54" for the month. The average daily flow for the first 20 days of February is 81,900 gpd, max daily flow of 130,000 with total melted precipitation of 2.3". Charlie Ekstrom left the meeting at 7:12 P.M.

FINANCIAL REPORTS FOR PERIOD ENDING 1/31/2011-Said report was presented by Richard Reis, Chairman of the WLSD Finance Committee. Items noted- The Board received for review a full year forecast of income and expenses for fiscal year ending 6/30/2011. Said report shows revenue as of 1/31/2011 coming in approximately \$20,000 over budget with expenses expected at this time to come in under budget. Treasurer Jim Mersfelder explained the items listed on the Capital Projects report dated 1/31/2011, a copy of which he had provided to all Board Members. The major item under Capital Projects is the DEP Scope of Work in the amount \$255,000 which is the District's portion of the \$563,000.00 Engineering Agreement between the WLSD and Woodward & Curran. The Planning Committee provided a schedule relative to how they foresee the spend out of those dollars for the current fiscal year with the balance of remaining dollars to be spent out in the 2011/2012 Fiscal Budget. Noted Open items, Risk Management issues, Welding-filter press platform & loading dock railing and welding the steps in a number of pump station holding tanks. The item not showing on the list is the Phase I Environmental Study required in order to receive a bid for comprehensive pollution insurance coverage. After review of the project with Tom McKiernan, to determine what the Insurance Companies require under the Phase I Study, Woodward & Curran will be putting together a bid sheet for the Phase I Environmental Study. For the record it was

clarified that the District does have Insurance coverage for on-site Pollution spills within the boundaries of the WLSA Sub-Division, but no off site coverage. Reviewed was schedule of the funds of the District detailing available cash, the cash required to meet the operating budget and capital expenditures along with suggested options for the investment of any available funds in financial institutions in order to maximize the return on those dollars and also 100% FDIC coverage. Being recommended for investment programs with Union Savings Bank are the CDARS and STIF Program. It was agreed that the Edward Jones Investment Account be closed, open a 30 Day Roll over CD of \$50,000.00 with Litchfield Bancorp and open up Union Savings CDAR and Sweep/STIF accounts. **A MOTION WAS MADE BY** Joan Lang, seconded by Raymond Turri to accept the recommendation of the Finance Committee regarding the investments of the WLSA Funds. No further discussion, **SO VOTED**. It was also recommended that we execute a clear set of signature files with Union Savings on the signatory on the WLSA Operational Checking Account. Richard Reis would work with Clerk Joan Lang relative to the acquisition of the necessary paper work and execution of same.

The Board reviewed the lists of delinquent taxpayers, one showing the 23 significant delinquent tax payers the second showing 93 taxpayers who are delinquent in paying their second installment on the current 2009 Grand List. Read into the minutes was the letter received relative to a taxpayer being upset for receiving a demand letter for payment of back taxes which he believed were already paid. It was determined however that the taxpayer was one of those who had failed to pay the 2<sup>nd</sup> installment that was due January 2011. Reviewed were the two letters that would be sent out to the delinquent tax payers. A DEMAND FOR PAYMENT OF TAXES LETTER would go to the 23 significant delinquent tax payers with the DEMAND FOR PAYMENT OF TAXES/NOTICE OF LIEN being mailed to the current 2009 GL delinquent tax payers. It was noted that notice of back taxes due had been mailed to all delinquent taxpayers on 2/6/2011. It was agreed that all letters should be sent certified mail. It was noted that some of the delinquent taxpayers have entered into a payment schedule for the payment of back taxes. Under the Demand for Payment Letter, the taxpayer will be given the opportunity to set up an appointment to meet with the Tax Collector and a Board Member to discuss the delinquent tax issue and given an opportunity to enter into a Payment Agreement. Minor changes were made to the wording of the letters and before mailing, Jim Mersfelder would seek legal opinion on the letters.

Jim Mersfelder reported that the Final Draft of the June 30, 2010 WLSA Audited Financials had been received for review and with the exception of a type-o, said Audit was approved for printing. It was noted that under said Audit, the District received a clean audit and the issue of the failure of our internal control was resolved as a result of the new Board approved procedures of the WLSA. Richard Reis left the meeting at 7:25 P.M.

For the record, Raymond Turri gave to Clerk Joan Lang the original copy of the February 3, 2011 correspondence received from the State of CT DEP relative to the Engineering Agreement. Said letter would be placed on file with the minutes of this meeting and would also be made as an attachment to the minutes of this meeting.

Section 125 Cafeteria Plan- The Resolution relative the action being taken by the Board of Directors of the WLSA to give authorization with respect to the adoption of the WLSA Section 125 Cafeteria Plan was presented to the Board. Thomas McKiernan a member of the Operations Committee, on behalf of the Board had signed off on the Consent Action with respect to the adoption of the WLSA Section 125 Cafeteria Plan. **A MOTION WAS MADE BY** Jim Mersfelder seconded by Raymond Turri to accept the action taken by Thomas McKiernan relative to the consent action of the Directors of the District to adopt the WLSA Section 125 Cafeteria Plan. It was noted under discussion that the District has received the IRS ruling on the matter. There was no further discussion, **SO VOTED**.

**Planning Committee Update:** Atty. Chip Roraback and Robert Goldfeld are working on trying to find an Environmental Law Firm to represent the District and currently have five law firms to interview. A discussion item of the Planning Committee is how the District wants to use its legal and legislative arms to help influence what the final outcome will be. Woodward & Curran has suggested that the District identify the issues that need to be dealt with and W & C would be compiling a priority list of issues that have come up in the meetings which need to be addressed prior to the start of Scope of Work Project and to be prepared to address those issues as they come up before the DEP.

The Date of the next Planning Committee is scheduled for Monday, March 7, 2011, 3:00 P.M. in Ray Turri's office on Riverside Ave in Torrington

Jim Mersfelder gave a brief update on the all hands meeting which was held on Friday Feb. 18<sup>th</sup> with all employees to bring the employees up to date on what has been happening with the District, the goals of the relatively all new Board, the formation of the three Committees, and what the Operations Committee is doing that relates to the Employee Environment. All Employees received a copy of their Board approved job descriptions, the modifications made to the Personnel Handbook and Standard Operating Procedures (SOP) regarding safety and revised procedures to be followed by the Plant Operators. All the employees were asked to read all documents received, if necessary, ask questions, sign them and return to the office to be filed in their personnel file. Also explained to the Employees was the Section 125 Cafeteria Plan which is being considered by the Committee looking into the cost sharing and funding of Employee Health Benefits proposal to be presented for Board approval.

Other business: Board approval of sewer tax overpayment refund- Presented to the Board for approval was the request for refund of overpayment in sewer taxes in the amount of \$44.21 by Lori & Frank Jankowicz. **A MOTION WAS MADE BY** Raymond Turri

MINUTES WLSDSA MTG. 2/21/2011  
PAGE 5 OF 5

seconded Joan Lang to refund the overpayment in Sewer Taxes in the amount of \$44.21 to Tax Payers Lori & Frank Jankowicz. No discussion, **SO VOTED**.

Discussed was the major safety and liability issue of the Ice and Snow build up coming off the roof of the Office Trailer. It was suggested that the Plant Superintendent call the Firm that the does the snow plowing for the District to give the District a quote to clear the trailer roof of snow after the snow storms.

There was no other business to come before the meeting. A MOTION TO ADJOURN WAS MADE BY Jim Mersfelder seconded by Joan Lang. The meeting adjourned at 8:00 P.M.

Respectfully submitted,

WOODRIDGE LAKE SEWER DISTRICT SEWER AUTHORITY

Joan M. Lang, Secretary