

New Gloucester Water District
Minutes
Monday, February 5, 2018, 5:00PM
New Gloucester Meetinghouse

1. Call to Order: Dan Bannon, Vaughn A. Hardesty, Norm Chamberlain Lori-Anne Wilson in attendance.
2. Approval of December 4, 2017 Minutes: Moved by Dan Bannon, second Vaughn A. Hardesty, approved unanimously.
3. Operations Warrant & Financials:
 - a. Approval of January 2018 Warrant: Moved by Dan Bannon, second Norm Chamberlain, approved unanimously.
 - b. Approval of February 2018 Warrant: Moved by Dan Bannon, second Norm Chamberlain, approved unanimously.
 - c. Discussion on Accounts Receivable: Vaughn updated the Board on A/R, there was a discussion on payment plans. Some customers had made payment arrangements, but no payments were made. Disconnect notices will be sent out Friday, February 9. If no written agreement for payment is made with the District, disconnects will proceed with AWD the following week.
 - d. Discussion on problem where one building that has one shutoff, but two meters and another with one shutoff and three meters. The building with two meters has two separate accounts, where the building with three meters has just one. Dan was to look into the ordinance and see if we can contract only with the buildings owner where there is one shutoff.
4. Operations and Auburn Water District Report:
 - a. Trustees reviewed December Operations Report, no problems indicted.
 - b. Future Contract Operations.
 - i. Dan updated the Trustees on discussions with potential operators.
 - ii. Discussed Request for Proposals, with tentative schedule for RFP to go out this summer with a selection of potential operator in the fall to allow for coordination with AWD.
5. Other items
 - a. New connection inquiries:

- i. 12 Intervale Road - A daycare has expressed interest. Dan had discussed possible grants with the Maine Drinking Water Program and there may be some money available to the smaller utility (the daycare). They are looking into it.
 - ii. 1070 Lewiston Road - Dan shared a ball park cost estimate with the owner. They will get back to us if they want to connect.
 - b. Meter repair at 31 Upper Village Street - This was to have been repaired, but AWD hadn't notified the District yet. Costs for repair will be billed to the owner as it is their responsibility.
 - c. Discussion on emails from Maine DWP on training for operator. It was decided to stay with the operator RFP process.
 - d. Audit - The Trustees discussed the Haverlock, Esty & Curran contract for the audit. It was moved by Vaughn A. Hardesty and seconded by Dan Bannon to sign the contract. It was approved by unanimous vote.
 - e. Lori-Anne reminded the Trustees to fill out the fraud alert questionnaire and return it directly to the auditors.
6. Schedule of Future Meetings:
- a. The next regularly scheduled meeting will be March 5th, 2018 at 5:00 PM.
7. Adjourn: Motion to adjourn, Dan Bannon, second Vaughn A. Hardesty, approved unanimously.