

***New Gloucester Water District***  
**Monday, May 13, 2019, 5:00PM**  
**Minutes**  
**New Gloucester Meetinghouse**

1. Call to Order: Dan Bannon, Vaughn A. Hardesty, Norm Chamberlain, Mike Broadbent and Lori-Anne Wilson in attendance.
2. Approval of April 1, 2019 Minutes: Moved by Dan Bannon, second by Vaughn A. Hardesty, approved unanimously.
3. Operations Warrant & Financials:
  - a. Payment to Dig Safe: Discussion on authorizing a payment of \$25 to Dig Safe System, Inc. instead of the \$5 invoiced to minimize the number of checks written to them. Moved by Dan Bannon, second by Norm Chamberlain, approved unanimously.
  - b. Approval of May 13, 2019 Warrant for \$1,962.42: Moved by Dan Bannon, second by Vaughn A. Hardesty, approved unanimously.
  - c. The Trustees reviewed financials and accounts receivable. A/R is at 30 days.
4. Operations Update: Mike Broadbent was not in attendance but had emailed an update:
  - a. Mike brought up again the issue of NGWD tools. He would like to get a gate box wrench, service box wrench and a third hydrant wrench. He suggested we get an account at E.J. Prescott and estimated the cost at \$300. It was moved by Norm Chamberlain, second by Vaughn A. Hardesty, approved unanimously, to authorize Lori-Anne to open an account and Mike to purchase the three wrenches.
  - b. It was noted that the Fairgrounds hydrant had not been turned on yet.
  - c. There was a burst chlorine tube on the disinfection system that was replaced.
  - d. Finish water pump #2.is accumulating run time about 5% more than pumps #1 and #3 for the same amount of water. The pump was installed on July 27, 2017 with an extended 2 year warranty. Norm suggested contacting the manufacturer, Dan said he would take care of that. Mike noted that when the pumps fail, they cannot make pressure.
5. Other items
  - a. There was a discussion on the second hydrant on Intervale Road that should be raised. Mike will price out a 6" extension. There do not appear to be any other adjustments needed.

- b. Leak adjustment policy: There was a discussion on the customer leak. Apparently, a hose was left on then froze and was damaged by a plow. Account bill was \$291, normally \$80. Other water districts have policies regarding adjustments. NGWD currently does not. Mike said PUC would hold us to past practices. There was a discussion on Maine Water Company policy, the consensus was that it seemed reasonable and would be an appropriate direction for NGWD. Dan Bannon moved that the NGWD develop a policy, second by Norm Chamberlain, approved unanimously. Dan asked if this was something the customer needed to request, with a reason for the adjustment. Vaughn said he would follow up with the customer on submitting a request for adjustment.
  - c. There was a discussion on the small water system report that said the NGWD rate was not adequate.
  - d. Norm reported on the possibility of moving NGWD data to the cloud. He said that Sync.com has a free account with 5GB of data. Sync.com provides secure data storage in that data is encrypted in transit and on the cloud. Dan asked about backup, Norm later reported that Sync.com keeps deleted files for 30 days. There was also discussion on the advantage of having NGWD email accounts in order to provide continuity as Trustees change. It was moved by Norm Chamberlain, second by Vaughn A. Hardesty, approved unanimously to create Chair, Vice Chair and Treasurer email accounts and move NGWD data to Sync.com.
  - e. PUC CASD contact information: It was decided to update this after new email accounts are created.
  - f. Joint Meeting with Selectmen: Tentatively scheduled for June 3, Dan had not heard back from the Chair. (Dan later reported that the Chair thought it would be best to wait until after election.)
- 6. The next regularly scheduled meeting will be Monday, June 3, 2019 at 5:00 PM.
  - 7. Motion to adjourn, Dan Bannon, second by Vaughn A. Hardesty, approved unanimously.