

New Gloucester Water District
Monday, June 3, 2019, 5:00PM
Minutes
New Gloucester Meetinghouse

1. Call to Order: Dan Bannon, Vaughn A. Hardesty, Norm Chamberlain, and Lori-Anne Wilson in attendance.
2. Approval of May 13, 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 June 3, 2019 Warrant for \$1,396.34: Moved by Dan Bannon, second by Vaughn A. Hardesty, approved unanimously.
 - c. The Trustees reviewed financials and accounts receivable. A/R is very good with only one outstanding account.
4. Operations Update: Mike Broadbent was not in attendance but Dan had spoken to him prior to the meeting:
 - a. Mike contacted E.J. Prescott regarding an account and will send Lori-Anne the form.
 - b. At the last meeting, the Trustees approved \$300 for tools. Mike said he found two wrenches at the pump station. He also found a set of keys padlocked to the fence. He wasn't sure where they came from.
 - c. He is still watching the runtime on Pump #2 and is still running about 5% more than the other pumps.
 - d. Dan emailed Don Holley at Blake Equipment regarding Pump #2, but didn't hear back. Dan called him before the meeting and Don told him the only way to know was to pull the pump and see if it's wearing. Don also assured Dan that if something happened a couple months after the warranty expired, they wouldn't leave us. Goulds says to wait a couple more months then inspect it. NGWD should write a letter to Don summarizing our understanding. Dan will draft the letter.
5. Other items
 - a. The Leak Adjustment Policy was discussed. The previously prepared draft was approved: Moved by Norm Chamberlain, second by Vaughn A. Hardesty, approved unanimously.

- b. Dan will add into the Terms and Conditions.
 - c. Leak Adjustment: The Customer has submitted a letter that addressed the cause of the leak and measures to prevent a further occurrence. It was voted to approve a reduction of one half the amount over a normal quarter, or \$105.88 in this case, for the first quarter. Moved by Dan Bannon, second Vaughn A. Hardesty, approved unanimously.
 - d. Norm had sent out emails to the other Trustees regarding new email addresses specific to the Board of Trustees officers. Dan and Norm were using them and Vaughn expected to be using it soon
 - e. The cloud storage of data has been set up and being accessed by the Trustees.
 - f. Joint Meeting with Selectmen: Dan reported that the Chair thought it would be best to wait until after election.
 - g. USAD Compliance Visit: Vaughn said he could cover this next Tuesday. Dan will respond to the questionnaire and send it to the other Trustees.
 - h. Email from PUC on testing meters. NGWD doesn't test the meters, so there is nothing to do.
 - i. There was a short discussion on Dig Safe affirming its value to the District.
6. The next regularly scheduled meeting will be Monday, July 1, 2019 at 5:00 PM.
7. Motion to adjourn, Dan Bannon, second by Vaughn A. Hardesty, approved unanimously.