

New Gloucester Water District
Monday, July 1, 2019, 5:00PM
Minutes
New Gloucester Meetinghouse

1. Call to Order: Dan Bannon, Vaughn A. Hardesty, Norm Chamberlain, Lori-Anne Wilson and Mike Broadbent in attendance.
2. Election of Officers:
 - a. Norm Chamberlain nominated Dan Bannon for Chair, second by Vaughn A. Hardesty, vote was unanimous.
 - b. Vaughn A. Hardesty nominated Norm Chamberlain for Vice Chair, second by Dan Bannon, vote was unanimous.
 - c. Dan Bannon nominated Vaughn A. Hardesty for Treasurer, second by Norm Chamberlain, vote was unanimous.
3. Approval of June 3, 2019 Minutes: Moved by Dan Bannon, second by Vaughn A. Hardesty, approved unanimously.
4. Operations Warrant & Financials:
 - a. Approval of July 1, 2019 Warrant for \$4,686.64: Moved by Norm Chamberlain, second by Vaughn A. Hardesty, approved unanimously.
 - b. Discussed electricity at 59% of budget, has to do with timing of bills. There was a discussion on tree removal to increase solar gain. There should be a site visit to determine specific trees to remove. Not scheduled.
 - c. Insurance renewal contract with Kyes Insurance. Dan Bannon made a motion to reject the terrorism coverage and accept renewal, second by Vaughn A. Hardesty, approved unanimously.
 - d. The Trustees reviewed financials and accounts receivable. A/R is very good with only one outstanding account, Lori-Anne will make necessary calls.
 - e. There was a discussion on ability to force owner to install second shutoff. Norm to draft a letter to owner and cc customers that this situation complicates collections process and no new tenants will allowed to be customers until the situation is corrected.
5. Operations Update:
 - a. Mike reported that the spreadsheet of pump runtimes back to September 2017 and found that runtimes were worse when installed but got better for awhile but now back to 7% to 8% and has been fairly static. So, the runtime for Pump #2 has been fairly consistent. Could be motor or VFD

- settings. Mike will keep monitoring it.
- b. The high flow pump ran on June 23rd, but he didn't get any alarms for pump or generator. He should get four alarms, Mike to look into it.
 - c. The E.J. Prescott account was set up, Mike will order the gate wrench.
 - d. Dan sent out the letter to Don Holley.
 - e. There was a discussion on giving Mike access to the Sync.com account for Mike to be able to upload data. It was moved by Norm Chamberlain, second by Dan Bannon and approved unanimously to give Mike the access. Norm will send him the login information.
6. Other items:
- a. There was a discussion on propane delivery. Lori-Anne questioned if we had a spring delivery. Mike said no and the tanks are at 62%. We have 275 gallons left on current contract at a higher price than new contract that starts in October. Dan Bannon moved to buy just the 275 gallons at the higher price to complete the current contract, second by Norm Chamberlain, approved unanimously.
 - b. Discussion on new propane contract with Irving at significantly lower price per gallon. Lori-Anne said it was a one day contract, if it isn't approved tonight, the price would change Dan Bannon moved to accept the new contract, second by Vaughn A. Hardesty, approved unanimously. Dan signed contract for Lori-Anne to fax later.
 - c. There was further discussion on whether we have to buy the 275 gallons at the higher price. It was determined that we only have to buy 95% of the propane not to be subject to the fee. That would mean we only need to purchase 231 gallons. Norm Chamberlain moved to rescind the previous motion and have Lori-Anne request delivery for 235 gallons, second by Dan Bannon, approved unanimously.
 - d. Dan made changes to the Terms and Conditions to include leak adjustment policy. Need to get updated rates from Planet Waste Water that were put into T&C based on Auburn Water rates. We will submit the T&C to the Public Utilities Commission at the end of the year.
 - e. Joint meeting with Select Board is directly after this meeting.
 - f. Dan forwarded email on rate study and suggested we be a part of that. It was agreed and Dan will submit the information.
7. The next regularly scheduled meeting will be Monday, August 12, 2019 at 5:00 PM.
8. Motion to adjourn, Dan Bannon, second by Vaughn A. Hardesty, approved unanimously.