

**MINUTES**  
**Town of New Gloucester**  
**JOINT MEETING: WATER DISTRICT TRUSTEES & BOARD OF SELECTMEN**  
**6:00 p.m.**  
**Monday, November 6, 2017**  
**At the Meetinghouse**

**WATER DISTRICT & BOARD OF SELECTMEN**

**I. CALL THE MEETING TO ORDER & ATTENDANCE**

**A. Call to Order**

Chairman, Linda Chase, called the meeting to order at 6:07 p.m. Present were Chairman, Linda Chase; Selectmen, Lenora Conger, Joseph Davis and Stephen Hathorne; Water District Trustees, Chairman, Dan Bannon; Vice-Chairman, Norm Chamberlain; Treasurer, Vaughn Hardesty; Town Manager, Carrie Castonguay; Finance Director, and Recorder, Sharlene Myers. Vice-Chairman, Steven Libby, was absent.

**B. Election of Chairman**

*Mr. Bannon moved and Mr. Chamberlain seconded a motion to nominate Linda Chase for Chairman of the Joint Board. The motion carried on a vote of 6-0-1, with Ms. Chase abstaining.*

**C. Election of Vice-Chairman**

*Mr. Hardesty moved and Mr. Hathorne seconded a motion to appoint Dan Bannon as Vice-Chairman of the Joint Board. The motion carried on a vote of 6-0-1, with Mr. Bannon abstaining.*

**D. Adjustments to the Agenda**

None.

**II. PUBLIC PARTICIPATION**

**A. Other**

None.

### **III. SCHEDULE ITEMS**

#### **A. Water Quality Testing**

Mr. Bannon said testing of the water is done rigorously per State standards. He said Auburn Water District completed the last round of testing for lead/copper and because the results were good, the Town was granted a waiver from testing for the next three years. He said test results are posted on the Town website. Mr. Bannon said other routine tests are done and submitted to the Drinking Water Program.

#### **B. Replacement of Finish Water Pumps**

Mr. Bannon said since the water system was installed in 2013, there have been issues with the pump station pumps. He said the pumps are high quality, twenty-year life, but are starting to fail. He said the pump manufacturer has been working with the Water District, tracking the issues, and in August, three new upgraded pumps were installed, at no cost to the District. He said the pumps come with a one-year warranty but the manufacturer increased it to two-years and are monitoring them closely.

#### **C. New Rate Case with Base and Metered Fees**

Mr. Bannon said when the Water District first started billing users, the cost was a flat rate fee. He said in March, the Public Utility Commission implemented a new rate case, which began July 1<sup>st</sup>. He said users are now billed per usage. He said low volume users are seeing a savings but others are seeing increases in their water bills. He said Memorial School and Wayfarer Village are billed a bulk rate fee. Mr. Bannon said they have receive few complaints on the change and Auburn Water District has visited a couple homes to check on the equipment to make sure the usage is accurate.

#### **D. Water District Finances and Accounts Receivable**

Mr. Bannon said the Water District is in a pretty good financial place and the new rate case is helping. He said the new rates will also help build up the capital repair budget for unexpected repairs. He the struggle the Water District is having when it comes to accounts receivable is the necessity each quarter to send late notices and/or shut off notices to ten to twelve users. He said the District does offer payment plans and will work with the users.

Mr. Hardesty said shut off warnings are mailed to those in jeopardy and Ms. Wilson will also make a follow up phone call before the shutoff deadline.

## **E. Interlocal Agreement**

Mr. Bannon said the Water District is a quasi-municipal entity. He said it is part of the Town of New Gloucester but run separately. He said the Interlocal Agreement lays out who is responsible for shut offs but not who or whom is to actually do it. He said in the past, the Town Manager did the shut-offs but with the change of managers, this responsibility needs to be established. He said in section 4.2 of the agreement, it states the Town Duties includes billing and collection services but does not address the shut off responsibilities.

Mr. Hathorne said he does not believe Town Staff should be handling the billing and bookkeeping duties nor should New Gloucester tax dollars be used this. He said the District is a separate entity.

Ms. Chase said she understands the Finance Director doing the billing and receiving initially, as there was no budget. She said she is concerned with the fact that the former manager was handling the shut offs and should not have been. She said that should either be an Auburn Water District employee or a Water District Trustee.

Mr. Bannon said most of the time, it was a representative of the Town (the manager) and a Trustee. He said the Auburn Water District charges a fee to handle shutting off a user's water.

Mr. Chamberlain said it is the Trustees responsibility for the operations and management of the Water District but it is the Town's responsibility for the billing and collections.

*Mr. Davis moved and Mr. Chamberlain seconded a motion for Auburn Water District and a Water District Trustee be responsible for any service shut-offs or turn-ons for the Water District. The motion carried on a vote of 7-0.*

Mr. Bannon said it is important to hold these joint meetings and discussions regularly.

Ms. Chase suggested every six months, in March or September.

## **IV. ADJOURN**

*Mr. Hathorne moved and Ms. Conger seconded a motion to adjourn at 7:58pm. The motion carried on a vote of 7-0.*

Approved June 4, 2018

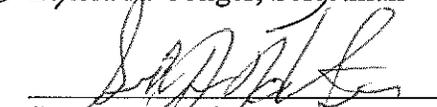
**Board of Selectmen:**

  
Linda D. Chase, Chairman

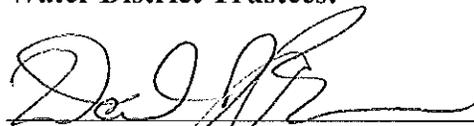
  
Steven M. Libby, Vice-Chairman

  
Lenora R. Conger, Selectman

Joseph S. Davis, Selectman

  
Stephen J. Hathorne, Selectman

**Water District Trustees:**

  
Daniel Bannon, Chairman

  
Norm Chamberlain, Vice-Chairman

Vaughn Hardesty, Treasurer