

**GRAY WATER DISTRICT
TRUSTEES' MEETING**
February 27th, 2017

Present: Bruce Sawyer, Steve Dunn, Mike Lessard, Joe Murray, Andrew Edson and Superintendent Jim Foster. Bruce called the meeting to order at 7:01 pm.

Superintendents Report:

- a. January bacteria tests were absent for E-coli and total coliform.
- b. AGM: Nov: 244.2, Dec: 213.8, Jan: 220.9
- c. The letter has gone out regarding land but we have not touched base with Maxwell Family yet.
- d. We are currently working with MRWA on a safety program.
- e. Getting into Pump Station 3 is very difficult after a significant snowfall. The plow we are using will just not do an adequate job. We should get a V plow for next winter.
- f. There was a power outage a couple weeks ago. We had a branch down that sat there sizzling when power was restored. We were unable to reach CMP so we called the fire department. While waiting that branch caused a fuse to blow. Power ended up being out for over 24 hours and we had to run generators and our VFD was destroyed in the process. We should operate under the assumption that CMP will not be available to help us in those situations. We should also continue to keep a spare VFD on hand, it came in handy this time.

Trustee Reports

Personnel Policy Update

Joe reported that he and Jim had resumed weekly meetings and are making steady progress on the update. It includes significant changes to existing policy as well as addition of several new sections. A fairly detail review by the full Board will be necessary as we get closer to completion.

Storm Water Protection and Spill Prevention Plans (SWPPP &SPCC)

Annual Public Works and Transfer Station reports have been received. Joe is reviewing and expects to them finalized by next meeting.

Comprehensive Plan Workshop:

Steve is to take the lead, with Bruce as secondary, in regard to attending meetings and staying abreast of zoning changes as they affect the water district. Steve is to contact Doug Webster regarding proposed development of land within Wellhead zones.

Website:

Susan Hathaway, our former Trustee who adds data to the website for us, contacted us regarding updating our site. There are tabs currently that have no information behind them Susan is suggesting we either provide her with information to fill in those blanks or remove/hide the tabs for now. She provided a list of items we should consider and the Trustees discussed them. Jim and Andrew are to gather some material to be posted. The office manager is to forward the Trustees remarks back to Susan.

Weeks Hill Water Tank Renewal:

We received a bill for the final amount (retainage) on the new tank. Trustees discussed that issues with the tank have been resolved. Gorrill-Palmer Engineers (GPE) recommended processing the pay request.

Joe made a motion to make the final payment. Steve seconded, vote was unanimous.

Libby Hill Rd Tank Site:

Proposed improvements by Wilkinson Excavation: Trustees discussed proposal from Wilkinson's to clear the lot that is to be used for a future tank site. He will clear trees, brush and stumps, create an erosion control berm, a driveway and plant grass. Doing this work now will allow for buffer growth before the new tank is erected.

Steve made a motion to engage Wilkinson Excavation to do work at the tank site. Joe seconded then Trustees discussed. Joe moved to amend: instead of a down payment, as requested on the job estimate, that payment be made as work is completed. Steve seconded, vote was 4 yes, 1 no. Joe made a motion to table this issue until next meeting so exact scope and limits of project could be clarified. Mike seconded. Vote was 4 yes, 1 abstain.

Succession Planning:

Jim announced that he is looking to retire soon and that we should be preparing to replace him in 2 years or so. Trustees discussed the two part time workers and how long we can expect them to be here. Trustees discussed that this fall, when we lose one of our part time workers, may be a good time to hire someone who could train and work into Jim's position eventually. The office manager is to gather information to put together a job description for Superintendent.

March meeting was scheduled for March 20, 2017.

Steve made a motion to adjourn at 8:34 pm. Andrew seconded, vote was unanimous.

Respectfully submitted,

Sudiek Lester