

**GRAY WATER DISTRICT  
TRUSTEES' MEETING  
April 28<sup>th</sup>, 2014**

Present: Bruce Sawyer, Steve Dunn, Ellen Errington, Susan Hathaway and Superintendent Jim Foster. Bruce called the meeting to order at 7:07 pm.

**Approve Minutes:**

**Ellen made a motion to approve Draft 1 of the March 17<sup>th</sup>, 2014 Minutes with changes made at the meeting. Steve seconded, vote was unanimous.**

**Gray Water District Water Storage:**

- a. Trustees viewed paint color samples and chose the color “Gray” for the new water storage tank.
- b. **Update from Al Palmer** (excerpted from Al’s email)

**Contract Status**

- Requisition #2
  - Attached is Requisition #2 from DN Tanks as well as Gorrill-Palmer’s Recommendation for Release of Payment
  - Based on the Work Completed Through 4/18/14, GP recommends
    - **Payment in the Amount of \$66,030.00 to DN Tanks**
    - **Retainage in the Amount of \$7,037.00 which will be held until a later date. No action by the District is required at this time for the retainage.**
    - Retainage in the amount of 10% per requisition will be held until 50% of the project billing has been completed. Retainage may then be reduced to 0% on requisitions over 50% if work is progressing adequately.
- Requisition #1
  - Previously Paid by GWD in the Amount of \$82,323, with retainage of \$9,147

**Past Activities & Follow-Up Items**

- DN Tanks mobilized on April 14<sup>th</sup>
- Week of April 14<sup>th</sup> and April 21<sup>st</sup>
  - Excavation for Tank Floor and Subgrade Preparation
  - Observations by SW Cole for Tank Floor
  - Assembling diaphragms for tilt up wall sections -13 sections total
  - Installed underslab inflow and outflow pipe
  - Began erection of rebar framework for tank slab
  - Began attaching rebar framework to wall diaphragm
  - Poured first concrete wall section on Friday April 25<sup>th</sup>

**Upcoming Activities – Next Two Weeks**

- Week of April 28th and May 5<sup>th</sup>
  - Scheduled to pour floor, Wednesday, April 30<sup>th</sup>
  - Continue to assemble/pour wall sections

### **Contractor Submittals**

- **Awaiting Trustees Decision on Tank Color. Foster has Samples of Available Colors. Need to Inform DN Tanks of Final Selection**

### **Other Items**

- Landscape Plan Approved by Planning Board at April Meeting
- Plan to be issued to Contractor for Change Order Pricing
- Gorrill-Palmer to meet with Foster the week of May 5<sup>th</sup> to locate valve structure for pressure reduction to Dry Mill's Tank
- Trustees and District Staff are welcomed and encouraged to conduct site visits during construction in accordance with these procedures
  - Appropriate Personal Safety Equipment is Worn, including Steel Toed Boots, Hard Hat, Safety Vest and Eye Protection
  - Coordinate visit with DN Tanks Superintendent, Jack Cipollone at 617-320-8313

### **Superintendents Report:**

- a. March Bacteria tests were absent for total coliform and E-coli.
- b. Average usage for March: 244 GPM
- c. Trustees and Jim discussed the Dry Mills water storage tank. Trustees requested that Jim have Gorrill & Palmer Engineers do a cost/benefit analysis on building a new tank.
- d. Jim and Trustees discussed options for hiring a new employee to replace our Operator who is retiring.

### **Rate Case:**

Trustees and Jim discussed the Proposed Water Rate Increase. The legal notices are due to be mailed out to all customers May 1<sup>st</sup> and 2<sup>nd</sup> and a public hearing will take place on May 19<sup>th</sup> at the Gray Water District office. The regular Trustee meeting will follow.

### **Route 26 Corridor Study:**

Jim reported that a customer approached him about the Corridor Study and requested that Gray Water District Trustees be involved and attend the meeting. Trustees agreed that they will attend as their availability allows.

### **GWD-Robert Beebe Boundary Survey Discussions:**

Jim reported that Dr. Beebe came into the office the previous Friday with a map, Jim showed the map to Trustees. Dr. Beebe, who owns property that abuts Gray Water District property, indicated that there is something wrong in the description on his deed. There is a property line that isn't where he thinks it should be. Jim is to contact the person who surveyed our lot and report back.

**Kevin Kimball Request for Water Service – Back lot:**

Mr. Kimball has indicated that he would like to run a 2” to a back lot located off Route 115. The back lot will eventually have a duplex built on it, maybe two. Jim explained that we would have to meter it separately and that the only way we should consider it is if there is a recordable document created that says if we were made to put a water main in there in the future that they would be financially responsible. Trustees agreed, Jim is to speak to Mr. Kimball.

**Additions to the Agenda:**

Steve asked if we are making any progress on the personnel policy. Trustees discussed having Maine Rural Water Association (MRWA) draft one for us.

**Steve made a motion that we have MRWA provide us with a draft personnel policy. Ellen seconded, vote was unanimous.**

May meeting was scheduled for May 19<sup>th</sup>.

**Steve made a motion to adjourn at 8:36 pm. Ellen seconded, vote was unanimous.**

Respectfully submitted,

Sudiek Lester