

**GRAY WATER DISTRICT
TRUSTEES' MEETING
January 25th, 2016**

Present: Bruce Sawyer, Steve Dunn, Joe Murray, Ellen Errington, Mike Lessard and Superintendent Jim Foster. Bruce called the meeting to order at 7:00 pm.

Approve Minutes:

Steve made a motion to approve Draft 2 of the December 21st, 2015 minutes. Joe seconded, vote was unanimous.

Superintendents Report:

- a. December Bacteria tests were absent for E-coli and total coliform.
- b. Average usage for December: 199 GPM.
- c. The Maine Water Utilities Association February Meeting and Trade Show is coming up.
- d. Jim handed out copies of the 2014 Audit.
- e. Joe Weston of 268 Portland Rd came in to inquire about extending the water main to his home. He is having water quality issues. Jim asked the Trustees to think about, for discussion in the future, what the minimum standard water main size that we require people to pay for should be.
- f. A flow test for Brad Pollard was done on Lewiston Rd with Dean & Allen: 150gpm at 20psi.

Trustee Reports:

Joe: Will be getting back to work on the Personnel Policy. The plan is to spend one day per week either meeting with Jim, revising based on that input or generating additional draft sections.

Additions to the Agenda:

Trustees read a letter we received from Sevee & Maher Engineers (SME) in response to our request to review the 2014 Water Quality Monitoring, Gray Municipal Landfill report and a letter we were cc'd on from Maine Department of Environmental Protection (MDEP) to the Town of Gray. The letter contained recommendations to discontinue testing copper, nickel, total alkalinity and hardness at the wells located at the landfill and we asked SME to advise. SME concurs with the MDEP recommendations to eliminate copper, nickel, total alkalinity and hardness from future groundwater monitoring at the landfill. They also added that hardness can be calculated in the future, if we wish, as long as we have test data for calcium and magnesium. SME did recommend, however, that we continue testing Volatile Organic Compounds (VOCs) beyond the current scheduled end date of 2018. This is because VOC levels could change and again become detectable in the future due to the possibility of changing anaerobic conditions. They also commented that the presence of perfluorooctane sulfonic acid and perfluorooctanoic acid in one monitoring well and that it may be relevant to the District. We may want to explore this further by asking the Town if they have any other groundwater chemistry on that well. Trustees discussed and decided that a copy of SME's letter should be forwarded to the Town. Steve is to draft a cover letter.

Gray Interchange Project:

Jim and Trustees reviewed an email from Al Palmer of Gorrill-Palmer Engineers regarding an estimate for installation of the directional drilling piping at the Maine Turnpike Authority (MTA) maintenance facility. Jim stated that there is still some fine tuning to be done with the estimate but we were not able to get all our questions answered in time for the meeting due to the lead engineer being unavailable.

Steve made a motion to authorize Jim to spend up to \$40,000 plus the cost of materials on the Gray interchange project. Joe seconded, vote was unanimous.

Salary Adjustment:

Jim provided the Trustees with 3 spreadsheets for salary increases at 2, 3 and 4%. Trustees and Jim discussed part time labor for 2016.

Steve made a motion to move forward with an annual increase of 3%. Ellen seconded, vote was unanimous.

Request for Water Service – Jack Merrill, George Perley Rd:

We've received a cost estimate of \$80,000 for a 430' 8" main extension. The estimate was put together by Gorrill-Palmer Engineers (GPE). Since Jim has shared the estimated cost with Mr. Merrill, he has come back with an alternative. There is an old line that comes close to his home that used to serve Cole Thompson and Don Hutchings. It was abandoned when they hooked to our main years ago. Mr. Merrill would like us to serve his home via this line. Trustees and Jim discussed and it was decided that Jim will ask Mr. Merrill to come back to us with a formal proposal which Trustees will review and discuss in February.

Fraud and Internal Controls Discussion: For Auditor:

Our Auditors sent Jim a list of six questions to be answered by the Trustees. The first four were answered "no". The fifth question asked how often the Board reviews financial statements and what procedures does the Board perform to assess the risk of material misstatements. The answer was: Bruce reviews the ledger, bank and investment statements comparing the ledger to the statement. The statements are delivered to Bruce unopened. This is done on a monthly basis. The last question asked how we monitor multiple locations, we don't have multiple locations.

February meeting was scheduled for February 22, 2016.

Steve made a motion to adjourn at 8:58 pm. Mike seconded, vote was unanimous.

Respectfully submitted,

Sudiek Lester

