

**Gray Water District
Minutes of the Trustee Meeting
August 10, 2020**

Present: President Bruce Sawyer, Steve Dunn, Mike MacDonald, Andrew Edson, Mitch Berkowitz

Others: Sudiek Lester- Office Manager, Bill Gardner-Operator

At 6:00 PM, President Sawyer called the meeting to order with Ms. Lester present. There was a general discussion regarding the position of Interim Superintendent.

Ms. Lester also explained the roles of the website host, Nate LeClaire and the IT support from Brendon Bean of Bean Data.

Motion by Mitch Berkowitz and seconded by Steve Dunn to authorize Ms. Lester to transition the hosting of the website to Bean Data and to execute any necessary agreements with the prevailing rates charged for the services of both hosting and assisting in the support of the IT and computer programs. The motion was approved unanimously.

Ms. Lester discussed the changes she was hoping to make regarding customer services assuring that inquiries would receive timely and informative responses. The issue in this case was a complaint of a Sulphur odor. One option at this point is to throttle back to a minimum level of pumping at the station until further testing results could be obtained. President Sawyer then directed Mr. Mike MacDonald to be the "Trustee's Agent of Operations" and to work with Mr. Gardner to take well samples for Sulphur and use Katahdin labs in Scarborough to complete the tests and report the results to the Trustees. This same information would be provided to the customer who made the complaint.

Ms. Lester left the meeting at 6:20 PM.

President Sawyer canvassed the Trustees and all agreed that all meetings and workshops would start at 6:00 pm unless otherwise notified.

At 6:27 PM a motion was made by Mitch Berkowitz, seconded by Mike MacDonald to go into executive session per 1 MRSA Section 405 subsection 6-A, Discussion and negotiations with the employee regarding the Interim Superintendent's position. The motion was approved.

At 8:16 PM a motion to come out of the executive session was made by Steve Dunn and seconded by Mitch Berkowitz. The vote was unanimous.

A motion was made by Mitch Berkowitz and seconded by Steve Dunn for Mr. Berkowitz to draft a letter to include the terms and conditions for the Interim Superintendent and to

provide this to the President for review and ultimately to act as the “agreed to Offer and Acceptance” by the employee. The vote was unanimous.

A motion was made by Mitch Berkowitz and seconded by Steve Dunn to authorize the Mike MacDonald to be the “Trustee’s agent for Operations” during the Interim Superintendent’s term. The purpose was to allow for guidance and mentoring utilizing Mr. MacDonald’s experience and expertise on a daily basis as needed. The vote was unanimous.

In general discussion the Trustees agreed to meet on September 1 with the Interim Superintendent and to review the nature of the work and their priorities over the next several months.

At 8:28 PM a motion was made by Mitch Berkowitz and seconded by Mike MacDonald, to go into executive session per 1 MRSA section 405 6-A to deal with a personnel matter. The vote was unanimous.

At 8:38 PM the motion by Mitch Berkowitz and seconded by Steve Dunn to come out of the executive session was unanimously approved.

At 8:39 PM a motion by Mitch Berkowitz and seconded by Mike MacDonald authorizing the President to meet with the Office Manager to assure that she would remain available during the Interim Superintendent’s term; that she would not lose any vacation time and that the President was also authorized to compensate the Office Manager to assure that vacation accrual would be properly reimbursed in this instance; and that the action authorized would not set any precedents. The vote was unanimous.

At 8:40 PM a motion to adjourn was made by Steve Dunn and seconded by Mike MacDonald. The vote was unanimous.

Prepared by:
Mitchell Berkowitz, Trustee Clerk