

**GRAY WATER DISTRICT
TRUSTEES MEETING
September 21, 2020**

Present: Steve Dunn, Mitch Berkowitz, Mike MacDonald and Interim Superintendent Bill Gardner. Steve called meeting to order at 6:02 PM. Bruce arrived at 6:20.

Previous Minutes: Draft one of August 17, 2020 minutes were approved with no changes. Action items were reviewed. Vote to approve was unanimous. **Motion/Second** by MacDonald/Berkowitz to table the September 1, 2020 workshop minutes.

Additions to the Agenda:

Steve reported that he reviewed a Gray Water District application for water service from a recent applicant for a subdivision. Our current application forms are geared toward single homes.

Superintendent's Report:

1. Average gallons per day (AGD) was 436,687 between the two pump stations.
2. Worked with Bean Data for two days and got the SCADA system up and running so that tank levels can be seen remotely via the tablet and alarms can be reset. This will be very beneficial during flushing.
3. The job of moving 3 services and discontinuing the section of main on the North Raymond Road that was discussed at the workshop meeting was completed last Thursday and Friday.
4. A fire hydrant on Shaker Rd was repaired. A damaged large gasket was the problem (the gasket was passed around and Bill explained that the damage was likely due to overtightening repeatedly and incorrectly).
5. Fall flushing will begin tomorrow.
6. The Merrill Rd Hydrant that has been out of service will be replaced the first week of October.
7. There was a meeting with the Fire Chief last week. Bill and Mike let him know about the hydrants that are being repaired and the meeting went very well.
8. The leak at 80 shaker Rd will be repaired in the next month.
9. We are in the process of emptying the storage facility on Mayall Rd. We have gotten a lot of work done on cleaning out the shed behind the office in preparation for storing the items at the off site storage facility that are worth keeping.
10. The list of items from the sanitary survey are complete except for work on the Master Plan and proof of backflow testing.

ACTION: Interim Superintendent to check on where the tagging is for the backflow at Pump Station 3.

Trustee Reports:

Mike: Mike reported that he called the PUC regarding the customer request for a meter pit on abutting property by use of easement. He found out that the customer may do that as long as they obtain a deeded easement. The PUC also suggested that we should enter into a

contract with the customer stating what his responsibilities are and what our recommendations are.

Mike also asked the PUC about our ability to shut water off for reasons other than non-payment. They told Mike that we have the right to shut a customer off, without notice, if there are circumstances that pose a danger to our system. This question was asked because we have two customers with leaks on their private lines that need to be dealt with. Trustees discussed that it's time to send letters to these two customers letting them know that they have a certain amount of days to get their lines repaired or their service will be shut off.

ACTION: Mike to draft a letter to the two customers with leaks on their service lines.

OLD BUSINESS:

Landfill Test Well Results

There is not much new to report aside from some conversation between our Interim Superintendent and the Director of Public Works. It seems as though the Director of Public Works has been given the task of finding out why there has been upward trends in contaminants in those wells for the past few years. Based on what he said during the conversation he doesn't fully understand the gravity of the situation or that it's the Town who is responsible for not only finding the problem but also fixing it. After discussion it was decided that Bruce will call Deb directly to check on the status of this issue.

MDOT Route 100 work

Trustees discussed that this project is about three years out and that we need to keep it on the agenda so we are sure to keep up with developments. Trustees also discussed that funding options are limited and that our best option is to wait until the Town has more of a plan in place and then maybe TIF money could be used.

ACTION: Mitch to draft letter to Town regarding our wish to have our needed improvements included.

Rate Case:

The office manager is to change minimum charges in time for October first billing then change usage charges before November.

ACTION: Office Manager to send rate case documents to Trustees.

SCADA Controls System:

We now have SCADA on the tablet so we can remotely see tank levels etc.. We will continue to work with Bean Data and Spectrum internet to complete this project.

Action: None

Sanitary Survey:

Trustees discussed that the Master Plan is the last remaining item to complete. We will likely have schedule workshop meetings for this.

ACTION: None

North Raymond Road Project:

Our portion of the project is just about complete. The water service for Franks Garage should be finished by tomorrow.

- a. We received the Bond repayment schedule today for review. The President and the Office Manager both reviewed and it looks fine. The lawyer requested a draw down schedule for how the Bond proceeds will be paid out, to be done before the closing.
ACTION: Office Manager to complete draw down schedule.

NOAA Request for Water Service:

We have not heard anything from the Weather Service since last month.

ACTION: Office Manager to reach out to our contact to check in.

Dry Mills Standpipe:

The cleaning and inspection will likely not happen until this coming Spring.

ACTION: None

Master Plan:

Trustees discussed that Trustees should read the plan and schedule a workshop meeting in October to talk about it.

ACTION: Office Manager to email Master Plan to Trustees.

NEW BUSINESS:

Resumption of Disconnect Activities:

Office Manager reported that the PUC has lifted the moratorium on disconnects for non-payment as of November 1, 2020. They are requiring that we give customers a 30-day notice that we will be resuming disconnects. We will send an informational letter to customers who have balances that put them at risk for disconnection October first then send 14 day disconnect notices out to customers who have still not paid on November first. Office Manager and Trustees discussed that Chapter 660 is the Public Utilities Commission Rules Chapter that deals with customer relations.

ACTION: Office Manager to send Trustees a copy of Chapter 660.

Jim Foster Retirement:

Trustees discussed that press release that Mitch wrote up should be posted on our website and be sent to Lakes Region Weekly. Office Manager will work with Bean Data to create a return message so that people who email him are alerted to the fact that his email is no longer being monitored and that they should contact the Interim Superintendent or the office.

ACTION: Office manager to send out press release and work on away message.

Customer Notifications:

Steve brought up the fact that when we add a bill stuffer to notify customers of an upcoming flushing event or a public hearing etc. that paperless customer may be missing

out on that information due to how it is sent. Paperless customers can view a PDF copy of their bill on the website that handles our electronic payments. When we send out a bill stuffer our billing software company attaches a PDF copy of the notice to their bill. This means that in order for a paperless customer to see a notice they must take the step to go view their bill and then scroll down. Trustees and Office Manager discussed that most customers likely just quickly pay their bill when they log into the website and don't view the picture of it at all. After discussing options to better notify paperless customers the Office Manager mentioned that we can edit or add to the text that is in the email they receive when their bill is ready. This will allow them to see that we have a message for them without having to go looking.

ACTION: Office Manager to research this before we send out our next notification.

OTHER:

Motion/Second by Dunn/MacDonald to untable the September 1, 2020 workshop minutes. Vote to approve was unanimous.

Motion/Second by Dunn/MacDonald to review workshop minutes and discuss At next meeting. Vote to approve was unanimous.

Next scheduled regular meeting: October 19, 2020 @ 6:00 PM

Adjournment: **Motion/Second** by MacDonald/Dunn to adjourn. Meeting adjourned 8:19PM

OUTSTANDING ITEMS:

- Town sidewalk project
- Route 100 TIF
- Planning for the future/CIP programming
- G.I.S.
- Relocation of office
- Search for new water source

Respectfully submitted;
Sudiek Lester, Office Manager