

# ***New Gloucester Water District***

## **Minutes**

**Monday, November 6, 2017, 5:00PM**  
**New Gloucester Meetinghouse**

1. Call to Order: Dan Bannon, Vaughn A. Hardesty, Norm Chamberlain Lori-Anne Wilson and Mike Broadbent (at 5:10) in attendance.
2. Approval of October 10, 2017 Minutes: Moved by Dan Bannon, second Vaughn A. Hardesty, unanimous.
3. Operations Warrant & Financials:
  - a. Approval of Warrant: Moved by Dan Bannon, second Norm Chamberlain, unanimous.
  - b. Discussion on propane delivery: There was a question as to who was responsible to order during a power failure. There is about 5% propane usage per day when the generator is running, more if the Fire Department needed to use a hydrant during a power outage. After some discussion later in the meeting after Mike arrived, it was decided that Mike would be added to the account so that he could call Irving directly to order propane during an outage.
  - c. Discussion on the capital reserve account: after some discussion Dan moved to authorize Lori-Anne to move the budgeted amount, approximately \$2,600, to the capital reserve account.
  - d. Discussion on Accounts Receivable: Bills had just gone out, so there had only been a few payments. Lori-Anne reported that receipts had been coming in nicely for the last few days.
4. Operations and Auburn Water District Report:
  - a. Mike reported that all 3 finish water pumps are running smoothly, they are rotating lead and lag pumps every other week and no signs of wear.
  - b. They got the results of the last round of lead and copper testing. All tests were satisfactory with no levels to cause concern. The state issued NGWD a reduced monitoring letter where we won't be required to test again for three years. Copies of results went to residents who participated in the testing.
  - c. Things went well during power outage, this was the first test of the system of this type. Mike contacted the Town to order propane, Lori-Anne reported that she did not get a ticket, so it was unclear if there was a delivery. Mike has the levels checked as a matter of routine and

will know if there was a delivery. He later received a text confirming that there had been no delivery of propane.

- d. Dan questioned how the pump run times were being monitored in a spreadsheet so we could see if they were getting longer possibly indicating wear. Mike said he could put something together to track this.
- e. Auburn Water District budget \$13,921 for next year.

5. Other items

- a. The meter pit for the Fairgrounds is expected to be installed Tuesday or Wednesday next week.
- b. The contractor installing the service at 73 Bald Hill Road found that the curb stop was damaged and needs to be repaired. He said he went ahead and picked up a curb stop from E.J. Prescott and offered to replace it for the cost of just of the material. He plans to make the repair tomorrow.
- c. Dan questioned Mike as to who was responsible for inspecting the backflow preventer at the school. Mike said they should contract with a plumber to do this and provide results to us. Dan said he would email the school.
- d. Vaughn asked about winterizing the small hydrant at the Fairgrounds. Mike said he would talk to Ted Shane about how to do this. Mike also noted that all the hydrants need to be pumped out if they are used to winterize them.
- e. Mike said they will lower the two gate valves at the intersection of Route 100 and 231 hen they come up to do the Fairgrounds meter pit.
- f. The Trustees will be attending a joint meeting with the Board of Selectmen tonight at 6: after this meeting.
- g. Rural Development requested a meeting with the Trustees. The meeting will be at the pump station at 4:30 on December 4. They will attend the Trustees Meeting at 5: that same night.
- h. RD also requested we fill out a questionnaire of demographic information about our customers. Dan had some email conversations with Sharlene and others and there didn't seem to be any data on this and it would be several years old anyway. Dan said he would fill it out to the best of his ability.
- i. There was some discussion on offering to have AWD come out and look at high water usage customers. We should have a letter to send to customers to notify them that we offer this. Norm to draft this

letter

6. Schedule of Future Meetings:
  - a. We will meet with RD at the pump station December 6<sup>th</sup> at 4:30 PM.
  - b. The next regularly scheduled meeting will be December 6<sup>th</sup> at 5:00 PM.
7. Adjourn: Motion to adjourn, Norm Chamberlain, second Vaughn A. Hardesty, unanimous.