

**GRAY WATER DISTRICT
TRUSTEES MEETING
February 28, 2022
Location: 14 Lewiston Rd**

Present: Bruce Sawyer, Steve Dunn, Mike MacDonald, Mitch Berkowitz, Joe Murray and Superintendent Bill Gardner. Bruce called meeting to order at 6:00 PM.

Superintendent's Report:

1. Average gallons per day (AGD) for pumps 1&2 was 304,968. Pump 3 was run for 4 days 536,613.
2. We have a well & pump maintenance and inspection service agreement from Weston & Sampson. If we enter into this agreement, they will likely come next week. They will inspect all three pumps, perform maintenance as required and then present us with a detailed report of the findings including recommendations. **Motion/Second** by Berkowitz/Murray to authorize the Superintendent to sign the agreement with Weston & Sampson. The board supports ongoing inspection and maintenance of the pumps in our system and would like the Superintendent to plan accordingly for this service to be done annually. Vote to approve was unanimous.
3. The operator position was posted. We have about two dozen applicants, mostly from Indeed. One interviewee was promising but the housing market in our area scared him off. Another had a short phone interview today that went well. He doesn't have a water license yet but is currently in classes and already signed up to take the test. He has been working in the industry, has experience installing meters and services and is working the on-call rotation at his current employer. He has been invited down for a face-to-face interview and tour of the system on Friday.
4. An agreement has been signed with Sevee & Maher Engineers for PFAS sampling.
5. We had our second Trustee training session on the 9th. Mike and Joe attended. The next one is Wednesday, everyone is welcome.
6. Will Graiver has split the lot at the intersection of Lewiston and Colley Hill roads into three lots. He wants to build a Duplex on one, and maybe a small house on the front most lot. He would like to bring water in from the Colley hill main to avoid the cost of drilling under Lewiston Rd to tap that main. Feeding from Colley Hill Road would require him to bring his line across the third lot. Right now, he owns all three lots so it's not an issue but it could become an issue in the future if those lots had separate owners. Trustees discussed at length and determined that the service drops will be in the right of way. Mr. Graiver is responsible for the line from the service drop to any residence so he can run his lines where he wants on his property.

Trustee Reports:

Mitch distributed a memo summarizing communication between GWD and the Town regarding water quality monitoring at the Gray landfill. A copy was sent to Doug Webster the Town of Gray on February 24th.

OLD BUSINESS:

Landfill Test Well Results:

Nothing new to report.

ACTION: None

NOAA Request for Service/GWD Charter Amendment:

Nothing new to report. We are waiting to hear from NOAA

ACTION: None

TIF-Town Project Discussions:

Bill and Trustees discussed that Bill needs copies of the plans for the Route 115/Yarmouth Rd project. We want to do some main work while they have the road open but we need those plans first. The Town had Gorrill-Palmer Engineers (GPE) survey that last year, they should have plans by now.

ACTION: None

Federal Projects and Funding:

The engineering is just about complete. Our Engineer should be meeting with the USDA Rural Development Engineer. The West Gray Rd project was submitted to the State Revolving Fund (SRF) but they seem to be overwhelmed with applicants. When speaking to the USDA we found out that we can submit it with them. Doug Reynolds of GPE is now going to submit everything we sent to SRF to USDA. It can be a second phase of the first project we applied for funds for with them. There should be a conference call at the end of the week with Engineers and USDA.

ACTION: None

Road Opening Permits:

Still no word from the Town.

ACTION: None

Legislative Updates:

Trustees and Bill discussed PFAS legislation. Our last test, in 2019, we were at 6 parts per trillion. Office Manager to distribute PFAS info we received from Maine Rural Water Association last week.

ACTION: Email PFAS documents to Trustees.

Turnpike Crossing Project:

This was covered under Federal Projects and Funding,

PFAS:

This was covered under legislative updates.

Rate Case:

Ongoing. We will be able to get Cathy Robinson the information she needs once the audit is done. The auditor is coming Wednesday.

West Gray Rd Main Replacement:

This was covered under federal projects and funding.

Purchasing Policy:

Trustees discussed that a policy should be created.

ACTION: Joe to update sample policy Mitch provided earlier and make it specific to GWD operations. Draft copy will be sent to other Trustees for review.

NEW BUSINESS:

Public Hearing for USDA/Rural Development Loan/Grant:

The hearing lasted five minutes and no members of the public were present. Separate minutes for the hearing will be created and available.

ACTION: None.

Fraud Questionnaire:

Office Manager presented the fraud questionnaire document that the Auditor requires each year. Bruce read the questions aloud and then wrote down answers agreed upon by board members. Office Manager to forward completed survey to the auditor.

Safety:

Mike would like to do a training session with all the employees regarding safety on the job. A review of our safety program is something we should do each year as a refresher for existing employees and initial training for new hires. The training will likely take place in April.

Gray Cemetery:

Bruce discussed the Gray Cemetery's need for leak repair. The lines are plastic so they would be nearly impossible to trace. There are two yard hydrants there so we could put leak detection equipment on them and listen to find if the leak(s) are near the hydrants. Aside from that, leak detection equipment won't work because the lines are plastic. Bill brought up that the meter pit there really needs to be replaced as it is very hard to get the meter in and out each season. Trustees and Bill discussed that if Public Works is willing to do the excavating we would help with parts and labor to replace the meter pit and listen on the hydrants to help pinpoint the leak.

ACTION: Bill to work out details with Public Works

Master Plan:

Bill would like to create a more defined mission statement for our master plan document. Steve mentioned that the formatting of our master plan seems to have gotten changed when it was posted to the website. Trustees and Superintendent will work on a better mission statement and then get the master plan posted to the website with the new statement and clearer formatting.

ACTION: Trustees and Superintendent to bring ideas for a new statement to the next meeting.

Performance Evaluations:

Trustees and Bill discussed how employee performance evaluations should be conducted. Bill will perform the evaluations on his employees then report back to Trustees. Bill and Trustees will then discuss merit raises if applicable. Trustees MacDonald and Berkowitz will work together to come up with an appropriate format for evaluating the Superintendent position in preparation for Bill's assessment.

ACTION: Bill to perform annual evaluations on his employees. Trustees MacDonald and Berkowitz to bring a draft format for the Superintendents evaluation to the next meeting for remaining Trustees.

Motion/Second by MacDonald/Murray to have Trustees MacDonald and Berkowitz develop performance standards for the Superintendent position. Vote to approve was unanimous.

OTHER:

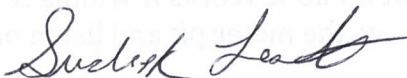
Next scheduled regular meeting: March 21, 2022 @ 6:00 PM

Adjournment: 8:52 pm.

OUTSTANDING ITEMS:

- Route 100 TIF (South)
- Planning for the future/CIP programming
- G.I.S.
- Search for new water source

Respectfully submitted,



Sudiek Lester, Office Manager