

**VEAZIE SEWER DISTRICT**  
**Regular Meeting Minutes**  
**September 21, 2015**  
**6:30 P.M.**

Attended by: Chairman Rob Tomilson, Treasurer James Parker, Trustee Norman "Buddy" Webb, Superintendent Dana McLaughlin, Office Manager Emily Hood.

- 1) Rob called the meeting to order at 6:34 p.m.
- 2) The agenda was reviewed. Buddy was not able to attend the first fifteen minutes of the meeting, therefore agenda items 3 and 5 were switched.
- 3) The Financial Statements for the fiscal year June 2014 - May 2015 were reviewed. Jim motioned to accept the statements and publish them, Rob 2nd, unanimous.
- 4) No public comments.
- 5) Buddy motioned to accept the July 2015 meeting minutes as written, Rob 2<sup>nd</sup>, Jim abstained from voting because he did not attend the meeting, unanimous.
- 6) Warrants, Notices of Debt, Discharges and a Lien were signed.
- 7) Delinquent Accounts were reviewed.
- 8) Office Manager's Report was given by Emily. Emily reported that seven delinquent accounts had been paid. Dale Dubay has requested a payment plan of quarterly payments of \$500.00. Jim reviewed the proposal and had a minor change of wording. Buddy motioned to accept the payment plan request with the changes as discussed, Jim 2nd, unanimous. Buddy motioned to transfer \$1997.93 from the Capital Reserve account to the checking account for the past payment of the impeller, Jim 2nd, unanimous. Buddy motioned to transfer \$7,716.22 from the Capital Reserve account to the checking account for the final payment of the curtain, Jim 2nd, unanimous.
- 9) The Treasurer's Report was reviewed. Jim motioned to make the October 1st debt payment if the refinance was not approved, and if the refinance is approved, to make the adjusted payment when due, Buddy 2nd, unanimous. Buddy motioned to move \$30,000 from the checking account to the Debt Reserve account, Jim 2nd, unanimous. Rob requested that the Budget Review agenda item be moved to after the Treasurer's Report for future meetings.
- 10) Dana presented the Operations Report for July and August, 2015.
  - Discussed the Safety Grant check was sent to Rob. Rob gave to Emily to process.
  - Discussed recycling notebooks and tabs for the meetings. Everyone agrees. Rob suggests to save money by using the post-it tab dividers as well.
  - Discussed that we are outputting better water quality while using less power because of a new process that Dana has experimented with by the direction of Janet of Maine Rural

Water Association (MRWA). Rob suggests checking into the cost of replacing the valves with automated valves so the process can be fully automated.

- A blower is broken. We have five and only use two therefore it is not imperative to fix as soon as possible. Rob suggests investigating the price of a Roots blower versus rebuilding the broken blower.

- 11) The invitation from the Town Council to attend a meeting was discussed. Due to Rob's work schedule, attendance at the October Council Meeting is not possible. Perhaps the November meeting could be attended instead? Dana is to obtain a list of questions that will be asked at the meeting prior to the meeting. Alternatively, the Council may attend our October 19th Trustee's meeting.
- 12) The request from Joe Lane on behalf of Ekaterine Crowe to discontinue sewer billing for 1327 State Street was discussed. If the building is torn down and the sewer service is plugged at the main, then the billing may cease. Until then, the billing will continue.
- 13) The Generator Shed Spec was reviewed. It was suggested that Morris Gray of Molunkus and Crescent Lumber are contacted to inquire their bids for the building because they use metal studs. The following revisions were suggested: 1) Dig 10"-12" down and put 1"-2" of styrofoam insulation down and then 8"-10" of gravel for the foundation. 2) Do not use a storage building door, get a better grade door. 3) Perhaps a larger door width would be better? An 8 foot wide door? 4) Place the receptacle placement on the sketch for the bid so the contractors can account for it while building, but have Mike do the electrical. Also, have Mike approve of the trench that is dug for the conduit to the building. 5) Make sure the doors have locks. 6) Pave an apron on the building. 7) Use galvanized or aluminized framing. 8) Make sure the builder has both a Builder's Risk policy and Liability insurance. 9) Make sure the gravel pad meets MDOT specifications.
- 14) The Outfall Bank Repair Bids were reviewed. There was only one bid from Lou Silver for \$7,500.00. Jim motioned to award the bid to Lou Silver contingent upon him being responsible for any ground damage that may occur in the process, Buddy 2nd, unanimous.
- 15) MMA Health Trust changes were discussed. More benefits are being offered to plan recipients.
- 16) The proposal for sewer services for Long Meadow Drive were discussed. Jim offers two options for a pump station and service to Long Meadow Drive. A plan of action was discussed. Dana will send a letter to the residents of Long Meadow Drive along with Bill Demaso who lives off from Long Meadow Drive. The letter will state that we are considering bringing sewer services to them and ask if they are interested. It will also explain that our policy is to charge half of the cost of installing the new sewer system to the new recipients of the service. If there is enough interest, we will investigate the cost of installing the new sewer system.

- 17) The Personnel Policy's Sick Time was reviewed. It was agreed that sick time is to be accrued based on time actually worked. Jim asked for Emily to draft a revision to the sick time section of the Personnel Policy so that they are congruent.
- 18) The budget was reviewed. The \$7,777.77 that was deposited for the sale of the old pickup truck will be transferred from the checking to the reserve account at the next meeting.
- 19) Jim motioned to end the meeting at 8:33 p.m., Buddy 2<sup>nd</sup>, unanimous.

NEXT MEETING WILL BE HELD MONDAY, OCTOBER 19, 2015 AT 6:30 P.M.

APPROVED: \_\_\_\_\_  
Norman Webb, Clerk

DATE \_\_\_\_\_