

Orono Veazie Water District Board of Trustees
February 7, 2017 at 7 PM
Orono Voter Registration Room

Meeting commenced 7:04pm- Trustees Dastoor, Blease, Borneman and Bolton Present
Minutes recorded on available on OVWD.org

1. Consideration of the Agenda
2. Approval of Meeting Minutes
 - November 2016 – Trustee Dastoor and seconded by trustee Blease. Approve November 2016 minutes as amended by Trustee Perkins (Sent to Michelle for amending). All in favor.
 - January 2017 – See amended comments sent to Michelle. – Trustee Blease motions to accept minutes as amended and trustees would entertain any additional comments/suggestion from Trustee Perkins (Not-Present). All in favor.
3. Public Comments and Questions – No public present

Trustee Borneman would like to remove the duplication of the public comments at beginning and end of meeting. Trustee Blease is in favor of maintaining the public comments as is. Trustee Blease likes the consistency and provides the opportunity for public to comment.
4. Review of Financials – January 2017
 - Vendor Balance
 - Profit & Loss
 - Transactions
 - Balance Sheet
 - Trustee Dastoor sent in comments to Michelle
 - Question regarding the negative balance on balance sheet.
 - Trustee Borneman – appreciates that questions are sent directly to Michelle as she has the data available at this time, instead of at the trustee meeting.
5. GIS Proposal

- Corson is moving forward with layering map and training the crew. This system is compatible with Android and Apple OS. Trustees support superintendent with moving forward with the purchase of a tablet to support the GIS system. Comprehensive map. Follow up with how much of the Sewall GIS that was paid for over two years ago.
6. Financial SOPs
 - Based off of Maine Rural Water Template – much needs to be changed to tailor this SOP to OVWD. Email comments to Boyd before March meeting. Trustees will revisit in March meeting. Trustee Dastoor recommend some appendices to avoid changing the SOP as a result of minor changes in procedure.
7. Superintendent's Report
 - Water quality
 - Plant is still producing good water
 - Core sampling – 1, 3 and 5
 - Need to backwash at higher rate.
 - Possibly test air and water treatment to break up filter.
 - John Sullivan visited the plant and Well 1 and 3 are decrease in production. Shut well 2 down and shock with sodium hypochlorite. Redeveloped 1, 2, 3 over the summer.

- Trustee Dastoor, could we drill deeper wells? Superintendent Smith will try to locate information.
 - Infrastructure Project Updates
 - ◆ DOT roundabout update - \$70-100K for changes in engineering
 - Trustee should write letter of concern for cost to district. The DOT failed to communicate with district on the entire project.
 - ◆ Pine Street / RR crossing – pipe lining company going to speak to superintendent.
 - ◆ Other
 - Collaboration with Veazie Sewer District?
 - Feb. 16 meeting with Veazie town manager and Sewer district to discuss collaborations and road and line improvements.
 - Security at Plant, cybersecurity – Still going to install cameras and all computers have several levels of security with numerous passwords.
8. Staffing Conversation – Trustee Borneman
 - Salary review for superintendent Smith.
 - Met most everything trustees have requested. Proposes a 5% cost of living increase.
 - Trustee Dastoor – exceeded expectation except for financial reports. Part of hiring contract is more accounting training.
 - Trustee Dastoor moves to increase superintendent salary by 5% starting January 1, 2017. Trustee Blease seconded. All in favor.
9. Personnel Policy Discussion
 - a. Final changes – employee prohibitions and disciplinary actions
 - Trustees will review an amended copy of the personnel policy with all comments from trustees incorporated. Trustees request that Michelle send out this final copy to review ASAP.
10. Audit engagement materials – authorization to sign
 - PUC report either March or April – Haverlock, Estey & Curran, LLC
 - Superintendent Smith will contact Chairperson Perkins to sign contracts and fill out fraud questions.
11. Wright-Pierce Comprehensive Plan discussion
 - a. Workshop to discuss recommendations? – Trustees do not feel this is warranted.
 - Superintendent will determine priorities and incorporate in normal meetings.
 - Numerous priorities have been completed, ie. Altitude valves, permanganate, security upgrades.
 - b. Sharing information with towns/public? – Superintendent will contact WP for summary of document for public. Full document contained information of district that might increase security risks if available to public.
 - Announce once updates in Penobscot times.
12. Trustee training? Tabled until March 2017
13. Public Comments and Questions
14. Trustee Comments / Requests for information
 - Update on consumer complaint – no updates

15. Adjourn – 9:16pm. Trustee Dastoor motioned to adjourn and Borneman second. All in favor.

Next Meetings:

March 14, 2017 at 7 pm, Orono Voter Registration Room (Municipal Building)

April 4, 2017 at 7 pm, Veazie Council Chambers