

Minutes of the Meeting of December 4, 2018

1. The Commissioners approved the Minutes for the Meetings of the November 20, 2018 and November 27, 2018 as amended.
2. Dick Hingston of Guisti and Hingston CPA presented the annual financial audit of the District. Highlights discussed in the report:

Transactions Recorded - Recommended that all transactions are recorded within the date when the transaction took place, rather than reopening a previous month's books if the transaction was with respect to a previous month's item.

OPEB – Funding in F/Y 2018 exceeded the liability requirements, which is good. Looking forward, recommend to acquire actuarial schedule for next three year period.

Cyber Security – Recommend to establish a written cyber security policy.

3. Director Roy presented the bi-weekly report to the Commissioners. Topic of discussion involved disinfection byproduct sampling results, 4-log removal recertification for the Raymond Road Water Treatment Plant, the facility upgrade project and second quarter water billing. Director Roy informed the Commissioners that the foundation for the new addition has been excavated, trees have been cleared for the new garage and the foundation was scheduled to be poured on Thursday, December 12th. He also informed the Board that second quarter revenues were down due to and an extremely rainy period.
4. Discussion of Special District Meeting – Director Roy informed the Commissioners that Robert Coe stated that he may be available to serve as moderator at the upcoming Special District Meeting pending his residency status. Also discussed were possible candidates to replace Mr. Coe as moderator. Discussion over the legal requirements for the District to dispose of real property. Commissioner Fox requested that Mr. Roy contact legal counsel and special District representative at Bowditch and Dewey for a conference call to discuss the correct process to follow for the District to dispose of the 3.2 acres of land at 14 North Road.
5. Award of RFP 19-9 /Installation of Wireless Communication Facility – Director Roy presented the results of the evaluation committee and made a recommendation to award the contract to U.S. Wireless, Inc. Commissioner Fox requested that Mr. Roy forward the Commissioners the technical proposal for further review before awarding the contract.
6. Commissioner Sheldon moved to conclude the meeting and move into Executive Session for the purpose of discussing Union Negotiations and return to open session for the purpose of adjournment. Commissioner Fox provided the justification for Executive Session. The motion was seconded by Commissioner Boyd, approved by unanimous roll call.

Commissioner Sheldon moved to conclude the meeting at 7:25 PM. The motion was seconded by Commissioner Sheldon, approved by unanimous vote.

In attendance:

Joshua M. Fox, Chairman
Robert H. Sheldon, Commissioner
Robert Boyd, Commissioner
Thomas Travers, Treasurer
Karen Moretti, Asst. Treasurer
Renee Adams, Customer Service Manager

Vincent J. Roy, Executive Director