

**West Groton Water Supply District**  
**Minutes of the Monthly Meeting**  
**December 12, 2017**

Commissioner Blood opened the meeting @ 7:04 p.m. reading a statement that in accordance with the Commonwealth of Massachusetts Open Meeting Law, the meeting is open to the public and the public is welcome to attend; however, the purpose of the meeting is to efficiently conduct and stay focused on the business of the District. Individuals are not permitted to disrupt the meeting and should refrain from comment. Anyone wishing to comment must be recognized by the Chair. If anyone has a matter to discuss with the Board, they should notify the Clerk or Manager 4 days in advance of the meeting to be placed on the Agenda. The following persons were in attendance:

Robert E. Blood, Emmett B. Risdon, Douglas R. DeNatale, Commissioners  
Paul W. Curtin, General Manager

**Review of the Monthly Minutes:** The November 2017 Monthly Minutes were approved and accepted.

**Review of Monthly Invoices/Treasurer's Report:** The November 2017 invoices were approved and accepted.

**Review of Profit & Loss Statement and Balance Sheet:** The Profit & Loss Statement and Balance Sheet for November 2017 were approved and accepted.

**Well Field Update:** Paul will request an updated project schedule from Ali once the USDA approval is received. Cleaning of the Town Forest well pump was further discussed, and it was decided to hold off at this time.

**Any Other Business:**

Our back up operator, Gordon Newell, will be terminating employment effective December 31, 2017. At that time, the balance of his Uncompensated Wages Agreement will be paid. His final paycheck will be on January 11, 2018 and will include that lump sum. He will stay on as a consultant, and will be a 1099 contractor effective January 1, 2018 for any hours worked. There was some discussion about the hiring of a new back up operator in the future.

Paul shared that the Tarbell School is being renovated into 3 condo units. There are 4 services at this location (1 existing and 3 new). Only one service is currently turned on.

Dawn updated the Commissioners on the status of delinquent accounts. Next steps for collection activities were discussed.

Dawn shared that she spoke with Attorney Poor, and that water districts are not restricted for shut offs, and can shut off for non-payment year round.

The outstanding loans were reviewed, and there was some discussion regarding paying off the Well Field USDA loan. This will be put into the proposed budget for FY2019 and voted on at the Annual Meeting.

The new Low Income Assistance program guidelines and application were reviewed and approved. This information will be shared to our customers in the January 2018 bill mailing. Dawn will also provide the information to the Senior Center and post it on our website.

As there was no further business, a motion was made and seconded to adjourn the meeting @ 8:53 p.m.

Respectfully Submitted,

Dawn M. Priest  
Interim-Clerk/Treasurer