

# **PASCOAG UTILITY DISTRICT – FACILITIES SUBCOMMITTEE MINUTES**

**The Facilities Subcommittee meeting of the Pascoag Utility District Board of Utility Commissioners was held on Monday, February 25, 2013 at 5:30 pm in the District office, Pascoag 253 Pascoag Main Street, Pascoag, RI.**

**Members Present: Michael Kogut and Richard Jenks**

**Members Absent:**

**Also in Attendance: Michael Kirkwood, General Manager and Ms. Allaire, Assistant General Manager of Finance**

**Mr. Kogut opened the meeting at 5:30 pm.**

## **1. Website Rebuild and Online Payment Options**

**Mr. Kirkwood stated that the current website is hard to maintain. Staff created a Request for Proposals and sent it out to a half dozen web design companies. The lowest and highest bids were thrown out and staff looked at the mid-range bids to determine the website company that would be a good fit. Staff awarded the MBA Team Inc. the contract to redesign the website. The website will now be easier to update and can be updated from any laptop or computer. There will be enhanced communication tools for customers as well as a better pay online system for electric and water bills. The website has been figured into the budget for 2013. Mr. Jenks made a motion to approve the website and bring it in front of the full Board, seconded by Mr. Kogut. The vote in favor was unanimous.**

## **2. Adjournment**

**Mr. Jenks made a motion to adjourn, seconded by Mr. Kogut. The**

**vote in favor was unanimous. The meeting was adjourned at 5:57PM.**

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**Wallace Lees, Secretary**

**Board of Utility Commissioners**

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**Desarae Dolan, Recording Secretary**