

March 21, 2018

The regular monthly meeting of the Trustees of the Auburn Water District was held at the office of the Auburn Water District, 268 Court Street, on Wednesday March 21, 2018 at 4:00pm.

Members present: Daniel Bilodeau, Robert Cavanagh, Preston Chapman, K. C. Geiger (President), Mary Sylvester and Andrew Titus, Mayor's Representative. Also present : Sid Hazelton, Superintendent , Michael Broadbent, Assistant Superintendent and Greg Leighton of Maine Water Company (Finance Manager).

Absent: Tizz Crowley (excused)

On motion of Robert Cavanagh, seconded by Preston Chapman, it was unanimously voted: **To accept the minutes of the Regular Meeting of February 21, 2018** as amended.

FINANCIAL REPORT UPDATE –Industrial sales are down. Greg Leighton will look into the variance. Jobbing revenue is timing. Payroll is up as the projects have not yet started and there were five pay weeks in January. The District has \$1.3 million cash on hand.

Superintendent Hazelton showed a draft water and sewer bill which shows new information being added and changes that will make it easier for the customer to read and understand. It was asked about putting more information on the back page of the bill and to check into the cost associated with that. A note will appear on the customer's current bill to let them know they will be seeing new bills soon. The new bill will also be posted on our website and Facebook page.

RATIFY PAYMENT OF BILLS

On motion of Robert Cavanagh, seconded by Preston Chapman, it was unanimously voted: **To ratify the payment of bills in the amount of \$209,379.15 as shown on the printout dated February 1, 2018– February 28, 2018.**

OPEN SESSION - As no one from the public was in attendance, the Open Session was closed.

ACTIVITY REPORT- There was a leak on Pionite Road. We had a few snow storms. We are gearing up for the Minot Avenue project.

NEW BUSINESS

ELECTION OF OFFICERS – Mary Sylvester asked about the duties of the President. The President may have a lot of conversations with the Superintendent when important issues come up for discussion.

On motion of Preston Chapman, seconded by Andrew Titus, it was unanimously voted: **To retain the current slate of officers:**

PRESIDENT: K.C. Geiger
TREASURER: Tizz Crowley
AUDITOR: RHR Smith
CLERK: Tanya Johnson
SUPERINTENDENT: Sid Hazelton

On motion of Preston Chapman, seconded by Andrew Titus, it was unanimously voted to: **To appoint Tizz Crowley as the District's representative to the Watershed Commission.**

Trustee Dan Bilodeau expressed an interest in being the District representative to the Watershed Commission. Trustee Tizz Crowley is the current representative and will continue in that capacity.

WATER QUALITY UPDATE – The water in the lake is very stable. Phase I of the Townsend Brook Study has been completed with a \$5,000 Grant. Phase II includes another round of drone surveying funded with a \$10,000 Grant. Core sampling will be used to analyze phosphorus levels where Townsend Brook flows into the lake.

PROJECT UPDATE – Longchamps & Sons will assist us on Minot Avenue. The target date to begin is April 15th. Longchamps & Sons was low bidder for the Seventh Street main replacement project, South Main Street to the dead end of Seventh Street. The District will replace the main from South Main St. to Mary Carroll St. The bid price of \$88,000 does not include materials.

PURCHASE OF CONSTRUCTION SIGNAGE - We are purchasing the signs from Spillers to be consistent with sign style and bases. Andrew Titus thought that in the future we could collaborate with Auburn Public Works when purchasing signage. They may have Grant money available.

VIDEO RECORDING EQUIPMENT –The District received quotes for video recording equipment. Do we need to record the meeting? If so, we need the equipment to do it right. Mary Sylvester said the recording is part of our commitment to being transparent. The Sewer Trustees were not interested in the recording the sewer meetings. K C Geiger recommended that further discussion be tabled to the next meeting since Trustee Tizz Crowley was absent from the meeting and she was the one to initiate the request to video record the meetings.

On motion of Mary Sylvester, seconded by Andrew Titus, it was unanimously voted: **To table the purchase of video recording equipment.**

DEMOLITION OF 17 SOUTH GOFF STREET – The asbestos has been removed. The demolition permit is in place. The auctions and salvaged items brought in about \$4,000. We are ready to move forward with the demolition. Washburn & Son LLC was low bidder at \$30,000.

On motion of Preston Chapman, seconded by Mary Sylvester, it was unanimously voted: **To award the demolition bid to Washburn & Son LLC .**

OLD BUSINESS

EMPLOYEE BENEFITS COMMITTEE – The committee has had three meetings. Don Tyler will submit a proposal to update the salary and step increases, provide a comparison with other entities and comparison with the private sector. Rachel from Cross Insurance will be asked to come and talk to the committee about health options. It was suggested that we provide the employees with an annual statement of their compensation totals.

TAYLOR POND ENGINEERING STUDY - The District received three engineering proposals to provide a construction cost estimate to upgrade the Taylor Pond Seasonal Water System to a year round system. Weston & Sampson was chosen to provide the estimate.

PESTICIDE DISCHARGE MANAGEMENT PERMIT RENEWAL – The new permit will be effective for another five years on March 28.

OTHER BUSINESS – Superintendent Hazelton reviewed the new organizational chart with the Trustees. Mary Jane Dillingham’s resignation provides the District with an opportunity to revise the management structure. The application deadline for the new position of Watershed Manager is March 23rd. Christopher Curtis has acquired the additional duty of Lab Director. Dan Fortin will have the added responsibility of Quality Assurance Officer.

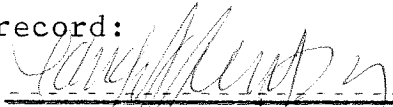
EXECUTIVE SESSION TO DISCUSS PERSONNEL ISSUE - Not needed

On motion of Preston Chapman, seconded by Dan Bilodeau, it was unanimously voted: **To adjourn the meeting.**

Approved: April 18, 2018

A true record:

Attest: _____


Clerk

