

April 18, 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 April 18, 2018 at 4:00pm.

Members present: Robert Cavanagh, Preston Chapman, Tizz Crowley, 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: Dan Bilodeau

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

**FINANCIAL REPORT UPDATE** – Revenue is down due to water sales timing. The overall expenses are off by only \$66. The District has \$1.1 million cash on hand.

The new excavator was added as an asset, but payments are not to start until 2019. Trustee Andrew Titus questioned the financial package chosen for payment on the excavator. Superintendent Hazelton will forward the options to him and Trustee Tizz Crowley.

The receivables show an increase in the 60 day notices which could be due to timing. Digsafe is a base charge based on mileage of the infrastructure.

Trustee Tizz Crowley noted that the Gull Management bill should be paid by the Watershed. She also asked when the copier contract is due to end. Trustee Tizz Crowley also brought up the United Way deduction. She feels we should have a set policy on solicitation from other organizations.

It was asked to add the Measuring of the Lake as an Agenda item for the next Trustee meeting.

#### **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 \$422,196.93 as shown on the printout dated March 1, 2018– March 31, 2018.**

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

**ACTIVITY REPORT-** The crew has been preparing for the Minot Ave. Project. We have been busy with the PLC (Programmable Logic Control) upgrades.

#### **NEW BUSINESS**

**WATER QUALITY UPDATE** – We are sampling the reservoir weekly. We have opened the outlet gate to keep the lake level at approximately 261'. We are also stream sampling for baseline parameters. A video inspection of the intake pipe showed it to be clean. The support structure , however, is in question. The cement platform appears undermined, subject to wave action and no longer flat at the bottom of the lake. The designer reviewed the video and felt confident that it will function as designed. We will keep an eye on it and check on it in the future..

Dr. Norton will be at the next Commission meeting on June 13<sup>th</sup>. The Commission Audit is available to anyone interested. Lynne Richard is retiring May 18<sup>th</sup>.

**MDPES PERMIT** - The permit to allow the application of copper sulfate to the lake, if necessary, is good for 5 years.

**PROJECT UPDATE** – A contract has been signed with Longchamps & Sons to install water main on the Minot Avenue Project. Our crews are working nights to install new gate valves at critical intersections. Longchamps & Sons will start working on Seventh St. in a couple of weeks.

**EQUIPMENT BUDGET** - The current GPS unit is not user friendly and cumbersome. The EOS unit points directly to the GIS. The cost is \$7400. There is no data entry needed. The construction crew can GPS new gates, hydrants, services. etc. There will be savings in labor and accuracy. The Sewer Trustees agreed to the purchase of the unit. We repaired the vacuum unit and can use the funds budgeted for the purchase of a new one to purchase the EOS unit. The cost will be shared with the Sewer District

On motion of Tizz Crowley, seconded by Preston Chapman it was unanimously voted: **To purchase the EOS unit with funds from the equipment budget with the Sewer District sharing in half of the cost of \$7400.**

**VEHICLE MAINTENANCE- FYI** Superintendent Hazelton is looking at a comprehensive vehicle maintenance program. Rowe Ford will submit a proposal. We had been with Auburn Public Works one year, but have since been using multiple repair shops.

**EMAIL/INTERNET SERVICE** - The City is moving to a Cloud based internet system. – We need to get our own Cloud based system. We have been experiencing problems which hinders our productivity. Trustee Mary Sylvester supports the move but suggested giving Trustee Andrew Titus enough information to report back to the City with regards to the problems we have been experiencing.

On motion of Mary Sylvester, seconded by Robert Cavanagh, it was voted: **To authorize the implementation of the new Email/Internet Plan for the next year or two and possibly join back with the City in the future if deemed advantageous to do so.** Tizz Crowley and Andrew Titus opposed.

**TOUCH A TRUCK – May 5<sup>th</sup> 10-2 at CMCC**

### **OLD BUSINESS**

**EMPLOYEE BENEFITS AND COMPENSATION COMMITTEE – SALARY AND BENEFITS SURVEY –**

On motion of Mary Sylvester, seconded by Tizz Crowley, it was voted: **To proceed with the Salary and Benefit Study not to exceed \$6200.**

**TAYLOR POND ENGINEERING STUDY UPDATE** - Weston & Sampson will provide an estimate. Part of their analysis will be test borings this summer. Superintendent Hazelton, Mike Broadbent and City Engineer Tony Beaulieu reviewed the engineering proposals.

**VIDEO RECORDING EQUIPMENT** – Following some discussion on purchasing new recording equipment it was decided to record the meetings with the equipment we already have.

On motion of Tizz Crowley, seconded by Mary Sylvester, it was voted: **To video record the Trustee meetings and make them accessible and available for viewing.** KC Geiger abstained from the vote


**WATERSHED MANAGER UPDATE** –There were 25 applicants. We are conducting a second round of interviews this week.

**NEW BILL FORMAT** – The new bill format is ready to start with the July bills. Trustee Tizz Crowley wanted to know if there were any costs involved with the revision. Superintendent Hazelton will have that information for her next month.

**DEMOLITION OF 17 SOUTH GOFF STREET** – Washburn and Sons is scheduled to start the demolition the week of the 16<sup>th</sup>.

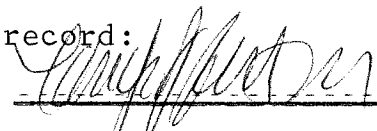
On motion of Mary Sylvester, seconded by Preston Chapman, it was unanimously voted: **To adjourn the meeting.**

Respectfully submitted,



Diane Drinkwater  
Clerk

Approved: May 16, 2018

A true record:  
Attest:   
Clerk

