

November 20, 2019

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, November 20, 2019 at 4:00pm.

Members present: Dan Bilodeau (Treasurer), Tizz Crowley, Robert Cavanagh, K. C. Geiger, Jason Pawlina, Mary Sylvester (President) and Andrew Titus (Mayor's Representative). Also present: Sid Hazelton, Superintendent, Mike Broadbent, Assistant Superintendent, Tanya Dunn, Finance Manager

Motion made by Tizz Crowley: **To move Old Business above all other items on the agenda.**
Seconded by Dan Bilodeau. Motion passed unanimously.

OLD BUSINESS

2020 Rate Increase – Mary reviewed Draft as of 11/13/19 listing AWD Rate Increase Options and Implications. It covered percentage increase options, Cash on Hand and miles of pipe information. As well as options for future planning and Miles of Pipe recent history.

The following motions were made with Discussion:

Motion made by Jason Pawlina: **To proceed with the 7.7% rate increase with prioritization to cash on hand over pipe replacement.** Seconded by Andrew Titus (Mayor's Representative).

Motion made by Tizz Crowley: **To amend the motion made by Jason Pawlina, to proceed with the 7.7% rate increase without restrictions to cash on hand or rate pipe replacement at this time.** Seconded by Dan Bilodeau. The amended motion **passed** with 4 in favor (Tizz Crowley, Robert Cavanagh, K. C. Geiger and Dan Bilodeau,) 3 opposed ((Mary Sylvester (President), Andrew Titus (Mayor's Representative) and Jason Pawlina).

Motion made by Tizz Crowley: **To proceed with a 7.7% rate increase.** Seconded by Dan Bilodeau. The motion **failed** with 4 opposed (Tizz Crowley, Robert Cavanagh, K. C. Geiger, and Mary Sylvester (President)) 3 in favor (Jason Pawlina, Andrew Titus (Mayor's Representative) and Dan Bilodeau (Treasurer)).

There was discussion on why we need a revenue increase, for example put pipes in the ground, pay staff, bring up cash to 100 days, emergency preparedness, garage improvements, etc. It was suggested that we use the term revenue increase not rate increase. Rate increase would imply water and sewer customers only but there are other sources of revenue, Fire protection for example.

Motion made by Tizz Crowley: **To proceed with the 14.9% Revenue increase.** Seconded by K.C. Geiger. The motion **passed** with 4 in favor (Tizz Crowley, Mary Sylvester (President), Robert Cavanagh and K. C. Geiger) 3 opposed (Dan Bilodeau (Treasurer), Jason Pawlina and Andrew Titus (Mayor's Representative)).

Motion made by Tizz Crowley: **In the first quarter of 2020, we (trustees) plan to address the issue of annual rate increases and other ways we can meet the minimum 2.7 miles of pipe per year.**

Seconded by Andrew Titus (Mayor's Representative). The motion **passed** with 4 in favor (Tizz Crowley, Mary Sylvester (President), Jason Pawlina and Andrew Titus (Mayor's Representative)) 3 opposed (Robert Cavanagh, K. C. Geiger, and Dan Bilodeau (Treasurer)).

Superintendent Evaluation – Process and Timeline: Mary had emailed an outline of the next steps in the evaluation process to all trustees. Jason Pawlina volunteered to work with Mary Sylvester (President) in preparing a compilation of the evaluation results to present at the December Meeting. That information will be discussed in Executive session at that time. Mary will notify all trustees when the document is available and reminded everyone that this is a Highly confidential process and should be treated as such.

To ensure we are in compliance with our own process, Legal counsel had advised sending evaluation forms to 3 key employees in a confidential manner. Mary asked that it be clarified if we were going to move forward as legal counsel advised. If not, there needed to be a vote. The general consensus was to implement Superintendent Evaluation process as advised by Legal counsel.

2020 Budget – Review of DRAFT 2020 Budget dated November 15, 2019. Mary discussed needing to have a better understanding of the Revenue side. Trustees oversee Expenditures but need to keep Revenues in mind as well. There was time spent going thru Capital portion of the budget. There was discussion regarding cash on hand as well as equipment line item. It was noted there is no joint owned equipment. Review of Lake Auburn Watershed Commission budget that has already been passed. Note for future to address Lake Auburn Watershed Commission budget before being passed. Review of Administration line items. Suggested line items listed for professional services even if there are no dollar amounts attached. Discussion of a review/update of employee handbook with separate ones for Auburn Water and Auburn Sewer was suggested. Accounting for “sharing contract” with Auburn Sewer District – Legal counsel believed it to have value in creating an agreement – Cost for this was estimated at \$2,200. There was a general consensus to add \$5,000 to the Legal & Audit line item making it \$45,000 rather than \$40,000. Line items suggested for HR Consultant, Professional services Lewiston/Auburn cost share, Professional services Auburn Sewer cost share and the review of Fire Protection Services expense. Rather than make separate line items, items would be part of the narrative with no additional dollars. Sid to update Budget with noted change requests.

Motion made by Tizz Crowley: **To give the full 1.6% of salary as a one-time payment on the employee's anniversary date.** Seconded by Andrew Titus (Mayor's Representative). The motion **failed** with 4 opposed (Jason Pawlina, Robert Cavanagh, K. C. Geiger and Mary Sylvester (President)) 3 in favor (Tizz Crowley, Dan Bilodeau (Treasurer) and Andrew Titus (Mayor's Representative)).

Motion made by K. C. Geiger: **To give 1.6% increase as a Cola as it has been done in the past on a regular basis.** Seconded by Bob Cavanagh. The motion **passed** with 4 in favor (Mary Sylvester (President), Jason Pawlina Robert Cavanagh, and K. C. Geiger and) 3 opposed (Dan Bilodeau (Treasurer), Andrew Titus (Mayor's Representative) and Tizz Crowley).

More discussion regarding health insurance to be done at the next meeting.

Upcoming Meeting Dates:

Water Trustee Meeting, December 18, 2019 4:00PM – 5:00PM

Public Hearing followed by budget adoption December 18, 2019 5:30PM

At the December meeting we will be adopting the Budget and conducting Executive Session for Superintendent annual review.

Tizz suggested having a special meeting between Dec 1st and Dec 15th to address additional budget items so that appropriate questions can be covered and issues resolved before the regular December meeting Budget vote. This would aid in presenting a 2020 Budget that is more receptive to all and ensure the Superintendent Evaluation gets the time and attention as needed.

Special Meeting to be held, Thursday, December 12, 2020 at 4pm with the purpose to discuss and reach consensus on 2020 Budget to present for the Public Hearing.

APPROVE MINUTES OF REGULAR MEETING of October 16, 2019 –

Motion made by K. C. Geiger: **To accept the minutes of the Regular Meeting as amended.**

Seconded by Bob Cavanaugh. Motion passed unanimously.

FINANCIAL REPORT UPDATE – No Discussion was done

RATIFY PAYMENT OF BILLS – On motion of Robert Cavanaugh: **To ratify the payment of bills in the amount of \$935,241.66 as shown on the printout dated October 1, 2019 – October 31, 2019.**

Seconded by K. C. Geiger. The motion passed with 6 in favor (Dan Bilodeau (Treasurer), Robert Cavanaugh, K. C. Geiger, Jason Pawlina, Mary Sylvester (President) and Andrew Titus (Mayor's Representative)) 1 opposed (Tizz Crowley).

Superintendent Report- Sid Hazelton brought forward information regarding the Town of Poland proposing an extension of the water main that was put in 2011. He used the overhead to show the exact location and explained additional items that would be needed in order to complete. This project would require a Booster Pump and still discussing maintenance costs, etc.

Another project is at the end of Rte 122, looking to extend water to service Old Castle facility, approximately a mile of pipe. He will continue to gather information on both projects and present at future Trustee meetings.

Motion made by Jason Pawlina: **To adjourn.** Seconded by Dan Bilodeau (Treasurer). Motion passed unanimously.

Meeting adjourned on Wednesday, November 20 2019 at 6:10 pm.

Respectfully submitted,

Cindy Cass, Accounting Clerk

Approved: January 22, 2020

A true record:

Attest: _____

c CLERK