

December 18, 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, December 18, 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 first item under Old Business – Executive Session per 1 M.R.S.A. § 405 (6) (D) out of order to discuss Personnel matter. Seconded by Dan Bilodeau (Treasurer). The motion **passed** with 4 votes in favor (Dan Bilodeau (Treasurer), Tizz Crowley, Jason Pawlina, and Andrew Titus (Mayor's Representative)), 2 opposed ((Mary Sylvester (President) and Robert Cavanagh), 1 abstention (K. C. Geiger).

OLD BUSINESS - Executive Session per 1 M.R.S.A. § 405 (6) (D)

Mary Sylvester (President) declared they were entering into Executive Session.

*Anyone in attendance from the public was asked to step out.*

*Once executive session complete, public was invited back in.*

Mary Sylvester (President) declared they were exiting out of Executive Session.

Motion made by Andrew Titus (Mayor's Representative): To accept the confidential evaluation documents. Seconded by K. C. Geiger. The motion **passed** unanimously.

Motion made by Tizz Crowley that with satisfactory performance evaluation, that Sid Hazelton is to receive additional compensation based on the annual amount and ensure it happens for year-end. Seconded by Dan Bilodeau (Treasurer). The motion **passed** unanimously.

Motion made by Tizz Crowley: To take New Business - Poland Water Main Extension Projects out of order so that staff can have Trustee's Vote to proceed. Seconded by Robert Cavanagh). The motion **passed** unanimously.

NEW BUSINESS - Project Update – Poland Water Main Extension Projects – Sid Hazelton, Superintendent, presented more information regarding the two Poland projects.

First one is to extend water from Empire Road out to the Old Castle Bark Facility. Mike and Sid met with management at Old Castle. The estimated usage is 7500 gallons a day as well as Fire Protection Services. Sid will be attending meeting in Poland tomorrow night to discuss the results further. If a positive vote is taken, Town of Poland will present a referendum vote at the Poland Town Meeting on April 25, 2020 to seek town approval to fund the project. Sid noted a couple concerns. If for some reason they do not hook up domestic production water, that would not provide the revenue we had

anticipated. From lack of use, if the water quality is not sufficient, a bleeder policy could be set to maintain water quality standards. Sid recommended moving ahead with this project.

Second one is a water extension on Route 26 from the Birch Rd to the Shaker Hill Nursery. Shaker Hill Nursery Project would require a new booster pump station. In accepting a new project, we want to ensure that the project is profitable to the district. Sid has had discussions with Poland Town Manager in regards to how the expenses would be covered for a new booster pump station. Sid is now more comfortable with moving forward on this project as well.

Motion by Tizz Crowley: To support the Superintendent's recommendation and to move towards an agreement with the Town of Poland for the Poland extension to serve the Old Castle Facility. In that agreement, we are looking to address 3 things, concerns regarding the types of other users, a bleeder policy and that we would want to inspect and ensure things are done to our specifications. Seconded by Andrew Titus (Mayor's Representative). The motion **passed** unanimously.

Motion by Tizz Crowley: To continue to support the Superintendent's recommendation to pursue the Shaker Hill Nursery project. Seconded by Andrew Titus (Mayor's Representative). The motion **passed** unanimously.

Mary Sylvester (President) suggested to defer the approval of the November 19, 2020 minutes to a future time due to time restraints and noting Tizz Crowley had changes.

**FINANCIAL REPORT UPDATE** – It was reported revenues continue to be down. Expenses are favorable. Currently have \$288,702.78 cash on hand at the end of November, approximately 45 days. We plan to close the year out with approximately \$400,000 cash on hand.

**RATIFY PAYMENT OF BILLS** – Motion by Robert Cavanaugh: To ratify the payment of bills in the amount of \$545,742.26 as shown on the printout dated November 1, 2019 – November 30, 2019. Seconded by K. C. Geiger. There was discussion on the number of days for cash on hand. Confirmation that the bank had been contacted regarding line of credit. Sid stated that a rate case was filed December 13, 2019 and he presented a timeline for the rate increase process. Anticipated rate increase to take effect March 1, 2020. The motion **passed** with six votes in favor, (Tizz Crowley, Robert Cavanaugh, K. C. Geiger, Jason Pawlina, Mary Sylvester (President) and Andrew Titus (Mayor's Representative)), 1 abstention, (Dan Bilodeau (Treasurer)).

**OPEN SESSION** – No one present from the public.

**ACTIVITY REPORT** – Mike Broadbent presented a quick overview. Summer projects have been wrapped up. We have moved onto winter maintenance. Shoveling Hydrants. In November, Water District employees had been working on Sewer. We are recertified as a Maine Bureau of Labor Safety and Health Award for Public Employers (SHAPE) workplace.

NEW BUSINESS – Water Quality Update – Sid referred to handout showing November Turbidity Values Comparing Nov 2019 to Nov 2018. It showed improved water quality and is believed to be a result of the ALUM Treatment.

Upcoming Meeting Dates:

Public Hearing – January 16, 2020 5:00PM at Auburn City Building Community Room (Room 206) Library; immediately followed by a Water Trustee Workshop – Topic: Goals.

Water Trustee Meeting, January 22, 2020 4:00PM

Water Trustee Workshop, February 5, 2020 4:30-6:00PM

Water Trustee Meeting, February 19, 2020 4:00PM

OLD BUSINESS - Consideration of a Pipe Replacement & Financing Study/Consideration of a Fire Protection Cost of Service Study

Request to begin the study with the intention of developing plans and programs to look at options for capital infrastructure projects that could increase us to possibly 5 mile per year with a variety of financing options.

Sid was asked to provide 3 year plan for 3 and 5 miles of pipe. Current budget has plan for 2 miles but need information of what is involved in order to get to 3 or 5 miles over the next three years. For example, outside services that would be required, financing options, bonding or need for rate increases, etc.

Mary asked to send any additional thoughts regarding this study to Mary and Sid.

Mary Sylvester took time to thank Andrew Titus (Mayor's Representative) for his Service on the Board of Auburn Water Trustees.

Motion made by Andrew Titus (Mayor's Representative): **To adjourn.** Seconded by Robert Cavanagh. Motion **passed** unanimously.

Meeting adjourned on Wednesday, November 20 2019 at 5:15pm.

Respectfully submitted,

Cindy Cass, Accounting Clerk

Approved: January 22, 2020

A true record:

Attest: \_\_\_\_\_

Clerk