

December 16, 2020

The regular monthly meeting of the Trustees of the Auburn Water District was held by video conference utilizing the Zoom application on Wednesday, December 16, 2020 at 4:00 pm.

Members present: Stephen Milks (President and Mayor's Rep), Andrew Titus (Treasurer), Dan Bilodeau, Robert Cavanaugh, K. C. Geiger, Jason Pawlina (tardy) and Mary Sylvester. Also present: Sid Hazelton (Superintendent), Michael Broadbent (Assistant Superintendent) and Tanya Dunn (Finance Manager).

APPROVE MINUTES OF REGULAR MEETING of November 18, 2020

On a motion of Mary Sylvester, seconded by K. C. Geiger: **To accept the minutes of the Regular Meeting.** The motion **passed** unanimously.

FINANCIAL REPORT UPDATE – Tanya Dunn

Water gallons sold is down .5% from last year leaving revenues close to target with the rate increase. Expenses are overall under budget. November ended with \$1,249,509.55 on hand. Capital spending is quickly coming to an end. Year-end audit prep work will begin soon. It was noted that on the Final Budget, page 3, Legal & Audit line item was reduced by \$15,000 (down from \$45,000 to \$30,000). This was due to Maine Water Services no longer being utilized.

RATIFY PAYMENT OF BILLS

On a motion of Robert Cavanaugh, seconded by K. C. Geiger: **To ratify payment of bills in the amount of \$175,242.87 as shown on the printout dated November 1, 2020 – November 30, 2020.** The motion **passed** unanimously.

Jason Pawlina joined Zoom Session.

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

ACTIVITY REPORT / PROJECT UPDATE – Mike Broadbent

Two projects were completed. 940 feet of old main was eliminated on Winter Street. Replaced main and paved Library Ave. Hydrant maintenance included winterization, making Hydrants visible and clear of snow. Service Boxes needed repair as we start disconnections.

We did have an issue with water quality in our Hardscrabble reservoir. After some testing, we determined the one of the check valves that controls the flow out of the reservoir was failing. This was causing poor circulation which was resulting in poor water quality. We took the reservoir off line, pulled and re-built the check valve. The reservoir is now back in service. We plan to evaluate all of our flow control valves in 2021.

NEW BUSINESS

WATER QUALITY UPDATE – Sid Hazelton

The dock has been removed from the lake at the beginning of November. The recent rise in in-lake fecal coliform numbers likely have been due to the presence of migrating gulls. Shortly after elevated numbers were obtained last month, the USDA noticed as many as 600 gulls on the lake on a few evenings. Ben Nugent's group has increased their presence on the Lake and we have seen the coliform numbers decrease.

Early ice in and late ice out keeps the lake in good shape.

OPERATIONS UPDATE: COVID PANDEMIC – Sid Hazelton

With the recent increase in the spread of the Coronavirus and for the safety of our office staff, we have closed the lobby to the public effective 12/2/2020 until further notice. We continue to sanitize work areas and all employees are being required to wear masks.

2021 MEETING SCHEDULE

A copy was included in the packet listing the Auburn Water District Trustee meeting dates for 2021. It was mentioned at the Sewer Trustee meeting that the December 22, 2021 meetings be moved up to December 15, 2021. Water trustees were on board with this change. The Auburn Water District Trustees 2021 – Meeting dates will be updated and distributed.

OLD BUSINESS

LWD COST APPORTIONMENT: Update – Sid Hazelton

Lewiston Assistant City Administrator, Dale Doughty, has acknowledged the letter that was sent on November 19. After packets had been sent, additional information became available. Lewiston discussed the Cost Apportionment request on December 8, 2020 during Executive Session under Contract agreements. Requesting direction from the Trustees at this time.

Stephen Milks, President, would like to put further discussion of cost apportionment on the agenda for January 20, 2021. He would like to consult Legal regarding next steps.

PERSONNEL POLICIES & PROCEDURES HANDBOOK UPDATE - Sid Hazelton

The proposed final draft of the Personnel Policies & Procedures Handbook is included in the packet and the original for comparison. A summary of significant changes is also included for reference. Sid went through the list of significant changes. Sid requested approval of the new revised manual from both boards in order to present it to the employees to become effective on 1/1/2021. It was noted to have a printed Date on the front of the material as it would be helpful for future reference.

On a motion of Mary Sylvester, seconded by Jason Pawlina: **To approve the final draft of the Personnel Policies & Procedures Handbook.** The motion passed unanimously.

AWD BY-LAWS: FINAL APPROVED COPY – Sid Hazelton

Although it was not included in the mailed packet, the Final Approved copy of the AWD By-Laws were included in the PDF that was emailed. It was requested that a hard copy be mailed to each Trustee as well as sending it in PDF format as its' own document.

TRUSTEE OPEN SESSION

K.C. Geiger had a question on the Budget - Lake Auburn Watershed Commission line item Source Protection Management. Why the variation in numbers? Fund balance carried forward and funds transferred to complete watershed protection projects around the lake in 2020. Numbers also include a supplemental project on Rte 4 catch basin which accounts for \$32,000.

Dan Bilodeau – Asked if Mike Broadbent was fully qualified to be the interim Superintendent if Sid was to become down with Covid. Sid Hazelton stated yes.

Andrew Titus – In keeping track of hours for Fire Safety, include benefits when billing hours to a job. He would like to be able to compare what the cost is for us to do the work vs an outside company. Sid and Tanya will work on tracking those hours in the future.

On a motion by Jason Pawlina, seconded by Mary Sylvester, motion **passed** unanimously: **To adjourn.**

Meeting adjourned on Wednesday, December 16, 2020 at 4:57 pm.

Respectfully submitted,

Cindy Cass, Accounting Clerk

Approved: January 20, 2021

A true record:

Attest: _____


Clerk