

February 22, 2017

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 February 22, 2017 at 4:00pm.

Members present: Robert Cavanagh, Preston Chapman, Tizz Crowley (Treasurer) K. C. Geiger (President), Andrew Titus (Mayor's Representative) and Rick Whiting. Also present: Sid Hazelton, Superintendent and Greg Leighton of Maine Water Company.

Absent; Mike Broadbent, Assistant Superintendent

On motion of Preston Chapman, seconded by Rick Whiting, it was voted: **To accept the minutes of the Regular Meeting of January 18, 2017.**

FINANCIAL REPORT UPDATE - We anticipate the rate increase of 19.7% to be effective March 1, 2017. There were five pay weeks in the month of January. Greg Leighton presented an alternate format for the budget breaking down the administrative line item with more detail. The Trustees agreed to move forward with the new budget format. It was also suggested that we keep tabs on the CIP projects providing regular updates.

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

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 \$311,689.65 as shown on the printout dated January 12, 2017 – February 15, 2017.**

There was some discussion regarding the need for more detail in the payables descriptions. Trustee K C Geiger suggested that Greg Leighton provide vendor reports. Trustee Tizz Crowley questioned the Dues and Subscriptions (to whom and for what). How do we pick our vendors? Do we go out to bid? We offer United Way. Do we offer any other types of deductions?

ACTIVITY REPORT – The January activity report was presented by Superintendent Hazelton. Snow clearing, hydrant maintenance, training and equipment repair were the major activities for the month. There was a leak at the dead end of Whitney St. by French's Lane which was under a big tree.

NEW BUSINESS

NEW RATE FILING UPDATE - The petitions with about 125 signatures were filed with PUC. We expect the rate increase of 19.7% to be effective March 1st, 2017. Trustee Tizz Crowley suggested that the rate filing be linked to the District's website.

TAYLOR POND – FUTURE WATER MAIN UPGRADE - A customer at Taylor Pond inquired about the possibility of year round water. The existing seasonal main is shallow and there is a lot of ledge which would make for a very expensive project at a cost of about \$1million. There is no incentive for the District to fund the project. Jim Pross , City Councilor, spoke with Superintendent Hazelton about the City Council possibly funding the project generating more tax revenue for the City.

EQUIPMENT PURCHASE – The District is looking to purchase a 2006 Volvo Dump Truck at a bid price of \$81,500. Many vehicles were considered and ruled out for a variety of reasons. The mechanic at Public Works inspected the truck and found a list of thirteen minor issues that should be addressed. O'Connor agreed to address the problems at their cost.

On motion of Tizz Crowley, seconded by Rick Whiting, it was unanimously voted: **To purchase the 2006 Volvo from O'Connor, at the staff's recommendation, with the list of issues having been addressed.**

OFFICE CLOSURE –The District has had two office closings due to storm events. Superintendent Hazelton checked with other City and State offices before moving forward with the office closings. The Trustees had no objections to storm closings as long as there are personnel available in the case of an emergency. The District has a two-man team on-call daily to respond to calls that come in to the answering service.

SALARY SURVEY - A salary survey was completed by Don Tyler of Human Resource Partners, LLC. four years ago. Superintendent Hazelton spoke to Don Tyler who will look at current wage scales to see if it is beneficial to move forward. If so, Mr. Tyler will submit a proposal.

OLD BUSINESS – Greg Leighton mentioned the annual letters sent to the Trustees by the auditors. He handed some out to those who had not yet submitted theirs to the auditors.

On motion of Preston Chapman, seconded by Tizz Crowley, it was unanimously voted: **To move into Executive Session as per 1 M.R.S.A. § 405 (6) (D) to discuss operational issues and as per 1 M.R.S.A 405 (6) (C) to discuss negotiations of a potential property transaction.**

The meetings came out of Executive Session.

The meeting adjourned.

Respectfully submitted,

Diane Drinkwater

Diane Drinkwater

Approved: March 22, 2017

A true record:

Attest:

[Signature]
Clerk