

March 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 March 22, 2017 at 4:00pm.

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

Absent; Mike Broadbent, Assistant Superintendent

Mary Sylvester and Dan Bilodeau were introduced and welcomed as new members to the Board of Trustees.

On motion of K C Geiger, seconded by Tizz Crowley, it was voted: **To accept the minutes of the Regular Meeting of February 22, 2017 as amended.** Mary Sylvester and Dan Bilodeau abstained from the vote.

FINANCIAL REPORT UPDATE - Greg Leighton explained the budget variance. The budget is calculated by a total budgeted amount divided by 12. Work is slower in the winter months. Several requests were made: -

Andrew Titus would like to see the capital projects separated out on a monthly budget report.

Tizz Crowley requested a report on fire protection revenue for the past 10 years as part of next month's agenda.

Tizz Crowley requested a copy of the Lewiston Auburn Watershed Protection Commission (LAWPC) Interlocal Agreement to be included in next month's agenda.

Tizz Crowley requested that key employees do not ride share.

Andrew Titus requested that payables be graphed by budget item.

Dan Bilodeau requested a comparison of the Auburn Water District to other water utilities. Greg Leighton can provide a cluster analysis of water utilities.

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

RATIFY PAYMENT OF BILLS

On motion of Preston Chapman, seconded by Robert Cavanagh, it was unanimously voted: **To ratify the payment of bills in the amount of \$293,406.61 as shown on the printout dated February 11, 2017 – March 10, 2017.**

Tizz Crowley raised concern with regards to Auburn Water District staff working on LAWPC issues. Superintendent Hazelton assured the Trustees that all labor is charged accordingly.

The District has two appointees on the LAWPC. The forms and appointment process will be included in next month's agenda.

ACTIVITY REPORT – The February activity report was presented by Superintendent Hazelton. The City notification process for public meetings is not reaching constituents. If the Auburn Water District is aware of a public meeting conducted by the City, it was suggested that the Trustees be notified.

NEW BUSINESS

NEW RATE FILING UPDATE -The new water rate was effective March 1, 2017.

PROJECT PLANNING UPDATE – The Lake Street project is to start between Davis Avene and Gamage Avenue and will then move on from Haskell Street to Shepley Street. Cook Street is scheduled to begin around July 1st.

The District will be doing some work on Hampshire Street in conjunction with work being done by the City.

The District would like to replace 4 to 5 miles of water main a year, but do not have the funding. The rate increase will allow for a little over a mile of water main replacement this year.

The cement lining of water mains will probably not be considered for future pipe rehab as it does not improve the structural integrity of the pipe.

ISO (INTERNATIONAL STANDARD ORGANIZATION) REPORT – This report is published every ten years and measures fire protection systems on :

1. Adequacy of fire department
2. Availability of fire hydrants

Auburn’s rating went from 3 to 2, with 1 being the best. Fire protection insurance should be good which a big advantage for home owners.

ELECTION OF OFFICERS –K C Geiger is willing to continue as President and Tizz Crowley as Treasurer.

On motion of Preston Chapman, seconded by Mary Sylvester it was voted: **To re-elect the current slate of officers:** Trustee Dan Bilodeau abstained from the vote.

PRESIDENT:	K.C Geiger
TREASURER:	Tizz Crowley
SUPERINTENDENT:	Sid Hazelton
AUDITORS	Horton, McFarland & Veysey
CLERK:	Tanya Johnson

LEAD TESTING – Auburn’s final round of testing is to be completed in July, 2017. Tizz Crowley would like to see a press release on the District’s lead testing and how our situation differs from Flint, Michigan.

SALARY SURVEY - The District received a proposal from Donald Tyler of Human Resource Partners, LLC.. All local Water & Sewer Districts use this one company. Tizz Crowley expressed the importance of conducting a salary survey every 4 to 5 years. K C Geiger suggested the District put off the survey until next year. Mary Sylvester would like to ensure that total compensation be calculated in along with the salary

On motion of Dan Bilodeau, seconded by Tizz Crowley, it was voted: **To table the proposed salary survey and review the previous survey at the next meeting.**

COLLECTION OF PAST DUE BILLS – The graph shows a good trend in the reduction of past due bills. Andrew Titus requested that a copy of the District’s Terms and Conditions and SOP for the collection process be emailed to him. Other trustees also showed an interest in receiving this information.

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EXECUTIVE SESSION REGARDING NEGOTIATIONS OF POTENTIAL PROPERTY TRANSACTION IN ACCORDANCE WITH 1 M.R.S.A. § 405 (6) (C).

A vote was taken to go into Executive Session.

The meeting came out of Executive Session

The meeting adjourned.

Respectfully submitted,

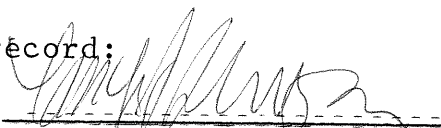
Diane Drinkwater

Diane Drinkwater

Approved: April 19, 2017

A true record:

Attest:


Clerk