

June 20, 2017

The regular monthly meeting of the Trustees of the Auburn Sewerage District was held at the office of the Auburn Sewer District, 268 Court Street, on Tuesday, June 20, 2017 at 4:00pm.

Members present: Robert Cavanagh, Joseph DeFilipp, Raymond Fortier, Heidi McCarthy (President) Stephen Ness, Charles Sheehan (Treasurer) and Andrew Titus (Mayor's Representative). Also present: Sid Hazelton, Superintendent and Mike Broadbent, Assistant Superintendent.

Absent: Greg Leighton, Finance Manager

On motion of Joseph DeFilipp, seconded by Robert Cavanagh, it was unanimously voted: **To approve the minutes of the Regular Meeting of May 16, 2017.**

FINANCIAL REPORT – Residential revenue is flat and Industrial revenue is down slightly. Expenses are favorable. The cash on hand is at \$2 million which includes the recent \$1 million bond. Andrew Titus questioned the accumulated depreciation. He also thought that accounts receivable appeared to be high. He would like to see a trend on receivables for the last eight months. Superintendent Hazelton told the Trustees that they would see a graph next month to show the tracking of costs.

RATIFY PAYMENT OF BILLS

On motion of Charles Sheehan, seconded by Raymond Fortier, it was unanimously voted: **To ratify the payment of bills in the amount of \$411,906.47 as shown on the printout dated May 12, 2017- June 12, 2017.**

OPEN SESSION – K C Geiger, Auburn Water District Trustee, was in attendance.

ACTIVITY REPORT – A big push was made to get all the manholes installed at dead-ends in preparation for the re-lining project on Cook Street.

NEW BUSINESS

OFFICE SOPs –Superintendent Hazelton mentioned that the District has been developing Standard Operating Procedures such as Office Closure, Disconnects and Record Retention.

ADS ECHOS – The District is trying to identify sources of stormwater inflow. The Echos measure the elevation of water in the pipe which can be used to interpret flow. We will move them upstream as needed. Significant flows have appeared at the Gully and Vernon St.

X-COUNTRY SEWER /AUBURN MALL APTS - This is a picture perfect location for pipe bursting, a "turn key" project. Ted Berry will do the pipe bursting at a bid price of \$199,000 for 1500'. This will qualify as CSO work.

PROJECT UPDATES – The District will be downsizing the 24” line on Lake to 15” between Shepley and Fern. Manholes have been installed on Cook St at the dead-ends in preparation for the lining project later this summer.

GREEN TURTLE PUMP STATION ELIMINATION – The sleeves that were placed under the airport runway and taxiway have been located and can be used to install a gravity line across the airport property to eliminate the Green Turtle Pump Station. It was determined that it will not be possible to eliminate the Lewiston Junction Pump Station. This would be a great winter project at an estimated cost of about \$60/ft. The project was designed by Mike Broadbent and Sid Hazelton. This will result in a reduction of expenses as pump stations are costly to maintain.

NEW 911 COMMUNICATIONS TOWER – L/A 911 is proposing to install a 180’ tower and building at the Goff Hill site to replace the existing infrastructure. They will transfer our antenna to the new tower and house our transmitter in the new building. This should improve the strength of our signal at no cost to the District. An Agreement will need to be executed.

NEW CREDIT CARD PAYMENT OPTION – We currently offer a credit card payment option through Invoice Cloud at a fee of \$5.95 and \$300 limit. The customer will be able to log on to a website to register for the service or pay at the District office. The District will have a card swiper. The fee is 2.75% of the transaction amount with a minimum charge of \$1.95. There is no cost to the District for the card swiper or the service which is provided through Androscoggin Savings Bank. We will keep the Invoice Cloud option as we have many customers on auto-pay. This additional payment option should potentially reduce the number of shut-offs. The new option will become available July 1st.

LAWPCA APPORTIONMENT & FINANCIALS –The apportionment numbers are trending well. The 64% (Lewiston) and 36% (Auburn) split will remain in place per the last Trustee vote.

MODIFIED OFFICE HOURS – Superintendent Hazelton presented a proposal to modify office hours listing a few different options. The current hours are 8:00-4:30 with a half hour lunch period. The office has combined their two breaks with the half hour to make a 1 hour lunch period. There were several scenarios. The Trustees agreed that the decision could be made by management and did not require a vote.

OLD BUSINESS

COMMUNICATIONS PLAN UPDATE –It will become policy. The Trustees did not see the need for a vote

MAINTENANCE OPERATOR VACANCY – Interviews to be done Thursday.

June 20, 2017

Page 3

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

On motion of Stephen Ness, seconded by Joseph DeFilipp, it was unanimously voted: **To move into Executive Session to discuss negotiations of potential property transaction.**

On motion of Joseph DeFilipp, seconded by Stephen Ness, it was unanimously voted: **To move out of Executive Session.**

On motion of Charles Sheehan, seconded by Raymond Fortier, it was unanimously voted: **To adjourn the meeting.**


Respectfully submitted,

Diane Drinkwater

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Approved: July 18, 2017

A true record:

Attest: 

Clerk