

March 16, 2017

Office of

AUBURN SEWERAGE DISTRICT

Office Telephone # 784-6469

The regular monthly meeting of the Trustees of the Auburn Sewerage District will be held at the Auburn Sewerage District, 268 Court Street, on Tuesday, March 21, 2017 at 4:00 P.M.

AGENDA

1. Approve Minutes of Regular Meeting of February 21, 2017.

2. Financial Report Update - *Greg Leighton*.

3. Ratify Payment of Bills

4. Open Session

5. Activity Report - *Mike Broadbent*

6. New Business

- Election of Officers
- Project Planning Update
- Collection of Past Due Bills
- LAWPCA Apportionment & Financials
- Salary Survey - Update

7. Old Business

8. Executive Session regarding negotiations of potential property transaction in accordance with 1 M.R.S.A. § 405(6)(C).

9. Adjourn Regular Meeting.

A true record:

Upcoming - Trustee Meeting - April 18, 2017 Attest:



Clerk

Memo

To: Water & Sewerage District Trustees
From: Sid Hazelton, P.E., Superintendent
CC: Files
Date: 3/17/2017
Re: Discussion of March Agenda Items

Water Trustees

Water Rates – Update

In accordance with the memo from the Public Utilities Commission which is included in the packet, we needed to receive 967 signatures in order to suspend the rate increase for investigation. Since we only received 125, the total number of signatures on the petition did not meet this threshold, and the 19.7% rate increase was allowed to go into effect on March 1, 2017 by operation of law.

ISO Report

Every ten years the International Organization for Standardization (ISO) conducts an assessment of Auburn's structural fire suppression delivery system. The ISO reports to Insurance Underwriters, who set insurance rates for industries, businesses, and homeowners. 30% of the rating is based upon the condition of the delivery system. The rest is based upon the Fire Department performance/flow test data, etc. They rate the system on a 1-10 scale, 1 being best. The urban system was upgraded from a 3 to a 2 since the last evaluation. This rating is a side benefit of our efforts to upgrade our infrastructure. The letter from the ISO Administrator is included in the packet.

Project Planning

We are meeting with the city to coordinate our water main replacement projects. The Lake Street project will begin soon after temperatures warm up enough to allow the installation of temporary services. The Cook Street Project will follow.

Lead Sampling

We are conducting our final (third) round of mandatory lead sampling. We must collect 60 samples by June 30, 2018. If we pass this round, we can return to compliance sampling, which is one round every three years. At this time, we have collected about half of the required samples.

Election of Officers

March is the month for election of officers. The assignment of President, Treasurer, Auditor, Clerk, Superintendent, and Trustee assignment to the LAWPC will occur at this meeting.

Trustee Education

As time allows, we would like to present information on the history of our meter reading program, and how we have taken advantage of technology to save time and improve efficiency.

Sewer Trustees

Annual CSO Report

Our Annual Combined Sewer Overflow (CSO) report was submitted to the Department of Environmental Protection (DEP) on March 1, 2017. The DEP compiles an annual state report based upon the information received from all Maine Sewer Districts who have active CSO's. The DEP report is usually published and made available in the summer.

Project Planning

The Cook Street Sewer Relining Project is scheduled to begin in April. The Lake Street Sewer Relining Project will follow. Some sections of the Lake Street Sewer will be replaced in conjunction with the water main replacement.

Election of Officers

March is the month for election of officers. The assignment of President, Treasurer, Auditor, Clerk, and Superintendent will occur at this meeting.

LAWPCA Apportionment

As you can see from the enclosed monthly cost apportionment, since the closure of Cascades last July, our share of LAWPCA expenses has averaged around 36%. At our last Board meeting we voted to adjust the apportionment from 60/40 to 64/36. This should help to balance out the year-end adjustment.

Trustee Education

If time allows, we would like to present information on the sewer re-lining process. This would be timely, as we are about to undergo a major relining project on Cook and Lake Streets.

Both Boards

Salary Survey

Included in both packets is a proposal from Human Resource Partners to update our wages and pay scale. It has been four years since the last one was done for us. The goal of this study is to discover whether or not our employee wages, as well as salary ranges are within industry standards.

Collection of Past Due Accounts

An update of the chart that shows the collection of past due accounts is included in both trustee packets. As the graph illustrates, the new collection procedures that were initially put into place in 2015 continue to be effective at reducing outstanding debt.

Executive Session

There will be an executive session for both boards concerning a potential property transaction.

February 21, 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, February 21, 2017

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, Michael Broadbent, Assistant Sewer Superintendent and Greg Leighton of Maine Water Company.

On motion of Charles Sheehan, seconded by Raymond Fortier, it was unanimously voted: **To approve the minutes of the Regular Meeting of January 17, 2017.**

FINANCIAL REPORT – The report covers only one month of expenses. There are a lot of timing items. The auditors are here this week. They are looking for the questionnaires that needed to be completed by all Trustees. Greg Leighton passed them out to those who had not completed them.

RATIFY PAYMENT OF BILLS

On motion of Joseph DeFilipp, seconded by Robert Cavanagh, it was unanimously voted: **To ratify the payment of bills in the amount of \$188,780.04 as shown on the printout dated January 12, 2017- February 15, 2017.**

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

ACTIVITY REPORT – The January activity report **was** presented by Michael Broadbent. The crew has been busy clearing trees from x-country sewer lines at the end of Talon Dr., Auburn Mall Apartments (1500') and Monroe Dr.

The required safety training is conducted during this time of year before the construction season begins.

The bid went out for the re-lining of 9300' of sewer main. There were three bidders with the low bidder being Layne Inliner at \$32.00/ft. which is a very good price.

On motion of Joseph DeFilipp, seconded by Robert Cavanagh, it was unanimously voted: **To approve the 2017 re-lining project and award the bid to Layne Inliner, low bidder.**

NEW BUSINESS

SPRING BOND ISSUANCE UPDATE – The Bond is to be approved in March with a closing date of May 25th.

TRUCK PURCHASE – The District is recommending the purchase of a 2006 Volvo from O’Connor. Several trucks were considered and discussed. The mechanic at public works inspected the Volvo and found 13 minor issues that had to be addressed. O’Connor agreed to take care of them at their cost. Superintendent Hazelton recommended the purchase of the Volvo without trading in Truck 23. Further discussion will take place in Executive Session.

GREEN TURTLE PUMP STATION UPDATE – There are existing sleeves that were installed years ago under the airport runways that may allow the installation of gravity sewer down to the River Station to eliminate the Green Turtle Pump Station and possibly eliminate the Lewiston Junction Road Pump Station. The District has put the Green Turtle Pump Station upgrade on hold. The District will work with the airport to determine the feasibility of installing a gravity main. The elimination of the station/stations would be a significant cost savings to the District as maintenance to the stations is very costly.

LAWPCA COMPOST FACILITY GROUNDWATER CONTAMINATION UPDATE - **There** was a meeting on February 9 with the DEP. They have agreed to meet internally and discuss the best course of action.

OFFICE CLOSURE – Superintendent Hazelton informed the Trustees of the two office closings due to the recent snow storms. The decision was made after checking with other offices, City and State, in the interest of safety. The Trustees were in agreement to use good judgement when the need to close the office presents itself. The main concern appeared to be the availability of personnel in the case of an emergency. The District has a daily on-call two-man crew ready to respond to calls as they come in to the answering service.

LAWPCA APPORTIONMENT & FINANCIALS –The District is moving forward with the budgeted 60% (Lewiston) 40% (Auburn) split. The goal is to break even at year end.

SALARY SURVEY - A salary survey was completed four years ago by Don Tyler of Human Resource Partners, LLC. The goal is to have the District’s employee wages be at the 95th percentile within the industry.

On motion of Robert Cavanagh, seconded by Charles Sheehan, it was unanimously voted: **To pursue the salary survey and for Superintendent Hazelton to report back with the cost of such a survey.**

OLD BUSINESS - None

On motion of Joseph DeFilipp, seconded by Charles Sheehan, it was unanimously voted: **To move into Executive Session per 1 M.R.S.A. § 405 (6) (C) to discuss negotiations of a potential property transaction.**

February 21, 2017

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On motion of Joseph DeFilipp, seconded by Charles Sheehan, it was unanimously voted: **To move into Executive Session as per 1 M. R.S. A. § 405 (6) (D) to discuss operational issues.**

On motion of Joseph DeFilipp, seconded by Robert Cavanagh, it was unanimously voted: **To come out of the Executive Sessions.**

On motion of Stephen Ness, seconded by Charles Sheehan, it was unanimously voted: **To purchase the 2006 Volvo from O'Connor at the bid price of \$81,500 without a trade-in, keeping Truck #23 as part of the District's fleet.**

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

Respectfully submitted,

A handwritten signature in black ink that reads "Diane Drinkwater". The signature is written in a cursive, slightly slanted style.

Diane Drinkwater

**AUBURN SEWERAGE DISTRICT
OPERATING STATEMENT - TRUSTEES' REPORT
TWO MONTHS ENDED FEBRUARY 28, 2017**

	February	2017	Y-T-D THRU FEBRUARY 2017		
	YTD - 2016	BUDGET	ACTUAL	BUDGET	VARIANCE
<u>REVENUES:</u>					
Metered Income	\$634,686	\$3,805,780	\$628,977	\$634,297	(\$5,320)
Industrial Surcharge	63,158	73,507	4,295	12,251	(7,956)
Public Basins	0	53,892	0	8,982	(8,982)
Jobbing & Mdse. - NET	2,943	9,788	1,787	1,631	156
Sewer Assessments	287	22,935	204	3,823	(3,618)
Finance Charges	1,976	11,693	1,964	1,949	15
Interest Income	152	1,397	456	233	223
Industrial Treatment Sampling	7,700	51,150	8,800	8,525	275
Capacity Fees (SDS)	1,125	19,798	0	3,300	(3,300)
TOTAL REVENUES	712,027	4,049,940	646,483	674,990	(28,507)
			15.96%	16.67%	< Standard
<u>EXPENSES:</u>					
Payroll	56,241	431,697	64,233	71,950	(7,716)
Employee Benefits	38,424	196,089	26,655	32,682	(6,026)
Maint. of Sewers	4,003	55,347	5,921	9,225	(3,303)
Lift Stations	18,375	94,454	10,604	15,742	(5,139)
Maint. of Buildings	6,852	34,380	7,532	5,730	1,802
Maint. of Trucks	910	20,200	919	3,367	(2,448)
Office Expense	5,700	18,696	4,325	3,116	1,209
Collection Expense	(14)	1,313	176	219	(43)
General Expense	3,006	3,111	380	519	(139)
Insurance	12,636	58,113	10,152	9,686	466
Legal & Accounting Fees	3,730	33,464	4,992	5,577	(585)
Billing Expense	5,583	71,143	3,910	11,857	(7,947)
L.A.W.P.C.A.	397,823	1,931,438	195,229	321,906	(126,677)
SUB-TOTAL	553,269	2,949,445	335,029	491,574	(156,546)
Interest	13,020	79,004	13,916	13,167	749
TOTAL EXPENSES	566,289	3,028,449	348,945	504,742	(155,797)
			11.52%	16.67%	< Standard
Bonds - Principal Payments	28,915	493,110	0	82,185	(82,185)
SURPLUS FROM OPERATIONS	116,823	528,381	297,538	88,064	209,475

Auburn Sewer District Accounts Payable Check Register February 11, 2017 thru March 10, 2017
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<u>Check</u>	<u>Date</u>	<u>Per</u>	<u>Vendor</u>	<u>Inv Date</u>	<u>Description</u>	<u>Amount</u>
4825	2/17/2017	2	Androscoggin Bank	2/6/2017	Vac tk loan pmt Loan #5300073557 Accrued Interest	1,930.71
4825	2/17/2017	2	Androscoggin Bank	2/6/2017	Vac tk loan pmt Capital Lease-Vac Truck	67,977.52
						<u>69,908.23</u>
4826	2/17/2017	2	Andros. Registry Of Deeds	2/16/2017	Release 3 liens Lien Release Fees	66.00
						<u>66.00</u>
4827	2/17/2017	2	Treasurer, State of Maine	2/14/2017	DHHS -Employee Payroll Deductions	82.00
						<u>82.00</u>
4828	2/24/2017	1	Auburn Water District	2/10/2017	Jan United Way	30.00
4828	2/24/2017	1	Auburn Water District	2/10/2017	Jan Accrued Health Insurance	1,267.76
4828	2/24/2017	1	Auburn Water District	2/10/2017	Jan Labor - Mains - Maintenance	2,425.20
4828	2/24/2017	1	Auburn Water District	2/10/2017	Jan Employee Benefits	7,184.04
4828	2/24/2017	1	Auburn Water District	2/10/2017	Jan Employee Benefits	1,819.82
4828	2/24/2017	1	Auburn Water District	2/10/2017	Jan Power - Buildings	378.89
4828	2/24/2017	1	Auburn Water District	2/10/2017	Jan Power - Office	189.45
4828	2/24/2017	1	Auburn Water District	2/10/2017	Jan Supplies - T&D - Ops	1,010.20
4828	2/24/2017	1	Auburn Water District	2/10/2017	Jan Supplies - A&G - Office Jan	242.93
4828	2/24/2017	1	Auburn Water District	2/10/2017	Accounting & Audit	2,200.00

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<u>Check</u>	<u>Date</u>	<u>Per</u>	<u>Vendor</u>	<u>Inv Date</u>	<u>Description</u>	<u>Amount</u>
4828	2/24/2017	1	Auburn Water District	2/10/2017	Jan Legal Expenses	81.00
4828	2/24/2017	1	Auburn Water District	2/10/2017	Jan Truck #35 (2013 Vacuum Truck)	137.54
4828	2/24/2017	1	Auburn Water District	2/10/2017	Jan Truck #37 (2015 GMC Sierra)	239.03
4828	2/24/2017	1	Auburn Water District	2/10/2017	Jan Truck #40 (2016 Ford F350)	197.80
4828	2/24/2017	1	Auburn Water District	2/10/2017	Jan Insurance - Workers Comp	-29.07
4828	2/24/2017	1	Auburn Water District	2/10/2017	Jan Misc Expense-Buildings	715.31
4828	2/24/2017	1	Auburn Water District	2/10/2017	Jan Misc Expense-Mains-Mnt	356.39
4828	2/24/2017	1	Auburn Water District	2/10/2017	Jan Misc Expense-Customer Accts	1,106.65
4828	2/24/2017	1	Auburn Water District	2/10/2017	Jan Misc Expense-A&G Office	346.54
4828	2/24/2017	1	Auburn Water District	2/10/2017	Jan Misc Expense-Bldg Phones	202.96
4828	2/24/2017	1	Auburn Water District	2/10/2017	Jan Misc Expense-Office Phones	119.63
4828	2/24/2017	1	Auburn Water District	2/10/2017	Jan Labor - Equipment Maintenance	100.00
						<u>20,322.07</u>
4830	2/24/2017	2	Constellation NewEnergy, Inc.	2/4/2017	Worthley Brook power Accrued Power Feb bill	430.11
						<u>430.11</u>
4831	2/24/2017	2	L.A.W.P.C.A.	2/3/2017	LAWPCA	98,164.67
						<u>98,164.67</u>

Auburn Sewer District Accounts Payable Check Register February 11, 2017 thru March 10, 2017
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<u>Check</u>	<u>Date</u>	<u>Per</u>	<u>Vendor</u>	<u>Inv Date</u>	<u>Description</u>	<u>Amount</u>
4832	2/24/2017	2	Treasurer, State of Maine	2/22/2017	DHHS - Employee Payroll Deduction	82.00
						<u>82.00</u>
4833	2/24/2017	2	Maine Municipal Assoc.	2/15/2017	Unemployment	151.04
						<u>151.04</u>
4834	2/24/2017	3	Maine Municipal Emp.Hlth.	2/10/2017	Employee Benefits March	28.80
4834	2/24/2017	3	Maine Municipal Emp.Hlth.	2/10/2017	Employee Benefits March Accrued Life Insurance	86.40
4834	2/24/2017	3	Maine Municipal Emp.Hlth.	2/10/2017	March Accrued IPP Withheld	278.46
4834	2/24/2017	3	Maine Municipal Emp.Hlth.	2/10/2017	March Accrued Dental	596.90
						<u>990.56</u>
4835	3/3/2017	2	Karen Bond	2/24/2017	Customer refund A/R - Customer Accts Rec	92.18
						<u>92.18</u>
4836	3/3/2017	2	Constellation NewEnergy, Inc.	2/10/2017	River Station power Accrued Power	358.25
4836	3/3/2017	2	Constellation NewEnergy, Inc.	2/10/2017	Merrow Rd power Accrued Power Lewiston	19.46
4836	3/3/2017	2	Constellation NewEnergy, Inc.	2/10/2017	Jct power Accrued Power	75.44
4836	3/3/2017	2	Constellation NewEnergy, Inc.	2/17/2017	Washington St power Accrued Power	175.94
4836	3/3/2017	2	Constellation NewEnergy, Inc.	2/11/2017	Moose Brook power Accrued Power	302.62
						<u>931.71</u>
4837	3/3/2017	2	Treasurer, State of Maine	3/1/2017	DHHS - Employee Payroll Deductions	82.00
						<u>82.00</u>

Auburn Sewer District Accounts Payable Check Register February 11, 2017 thru March 10, 2017
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<u>Check</u>	<u>Date</u>	<u>Per</u>	<u>Vendor</u>	<u>Inv Date</u>	<u>Description</u>	<u>Amount</u>
4838	3/3/2017	2	Rent-It Of Maine, Inc.	2/15/2017	sewer maint-backhoe	335.43
					Supplies - Mains - Mnt	<u>335.43</u>
4839	3/10/2017	3	Andros. Registry Of Deeds	3/3/2017	Release Lien	22.00
					Lien Release Fees	<u>22.00</u>
4840	3/10/2017	3	Gagne & Sons	3/2/2017	Latex & rubber gloves	57.36
					Truck #35 (2013 Vacuum Truck)	<u>57.36</u>
4841	3/10/2017	2	Group Dynamic, Inc.	3/1/2017	Jan ins. deductible fee	24.00
					Employee Benefits	<u>24.00</u>
4841	3/10/2017	2	Group Dynamic, Inc.	3/1/2017	Feb ins deductible fee	24.00
					Employee Benefits	<u>48.00</u>
4842	3/10/2017	2	Vantagepoint Transfer Agent-30	2/28/2017	Policy#304412 #457	1,419.34
					Employee Benefits	<u>1,419.34</u>
4843	3/10/2017	2	Vantagepoint Transfer Agent-10	2/28/2017	Policy#109636 #401	1,429.21
					Employee Benefits	<u>1,429.21</u>
4844	3/10/2017	2	Vantagepoint Transfer Agent-70	2/28/2017	Policy#705328 Roth IRA	159.44
					Accrued IRA/ICMA	<u>159.44</u>
4845	3/10/2017	3	Treasurer, State of Maine	3/7/2017	DHHS -Employee Payroll	82.00
					Deduction	<u>82.00</u>
4846	3/10/2017	2	Superior Concrete	2/17/2017	Green Turtle Engineering	11,242.00
					Green Turtle Upgrade-2017	<u>11,242.00</u>
<u>Grand Total</u>						<u>206,097.35</u>

2/28/2017

VENDOR	REF	AWD G/L #	ASD G/L #	Amount
Anthem	Feb health ins - district	1142-300	2604-000	\$ 7,184.04
Anthem	Feb health ins - employees	1142-300	2241-070	\$ 1,267.76
Auburn Water District	shared employees benefit allocation	1604-000	2604-000	\$ 1,135.61
Auburn Water District	shared employees wage allocation	1685-000	2601-600	\$ 2,523.58
Auburn Water District	miles, office supplies	1142-300	2675-800	\$ 55.33
Auburn Water District	adapter Mike's pc	1142-300	2620-800	\$ 15.00
Auburn Water District	postage stamps and freight charge	1142-300	2675-700	\$ 47.56
Beltone Answering Service	answering service - Jan & Feb	1142-300	2675-800	\$ 69.25
Beltone Answering Service	answering service - panic buttons - Jan & Feb	1142-300	2675-800	\$ 9.95
Bisson Enterprises, Inc.	office cleaning	1142-300	2675-500	\$ 282.50
Black Bear Ladder	2 person hoist - Hazmat - grant	1142-300	2620-500	\$ 1,665.00
Cascades Holding US	refund credit from overpayment/final bill	1142-300	2141-000	\$ 7,549.44
Cleverbridge	nova backup software annual support	1142-300	2675-800	\$ 79.10
Central Maine Power	power @ 268 Court Street	1142-300	2615-500	\$ 144.98
Central Maine Power	power @ 268 Court Street	1142-300	2615-800	\$ 72.49
Constellation NewEnergy	energy charge @ 268 Court Street	1142-300	2615-500	\$ 218.50
Constellation NewEnergy	energy charge @ 268 Court Street	1142-300	2615-800	\$ 109.25
Dell	new pc optioPLEX 5040 for Mike B	1142-300	2620-800	\$ 506.25
Dig Safe System, Inc.	estimated cost	1142-300	2675-600	\$ 18.37
DirigoNet	domain fee - email spam	1142-300	2675-800	\$ 25.00
Gilman Electric	recepticles, wire	1142-300	2620-500	\$ 67.44
Great American Financial	Konica Digital Copier - lease	1142-300	2675-800	\$ 107.61
Hazelton, Sid	Feb mileage	1142-300	2675-500	\$ 175.00
Lighting Sales LLC	safety locks	1142-300	2620-500	\$ 34.07
Maine State Retirement System	retirement contribution - health	1142-300	2604-000	\$ 226.96
Maine State Retirement System	retirement contribution - life	1142-300	2241-030	\$ 31.03
Maine Water Company	accounting services - Greg Leighton	1142-300	2632-800	\$ 2,090.00
WB Mason	elastics	1142-300	2620-800	\$ 5.50
WB Mason	toilet paper, paper towels, trash bags	1142-300	2620-500	\$ 143.47
WB Mason	whiteboard cleaner, ti- cards	1142-300	2620-800	\$ 11.51
WB Mason	yard sticks, binder clips, pencils	1142-300	2620-800	\$ 12.35
Napa	wiper blades and deicer	1142-300	2620-500	\$ 37.56
Ness Oil	gas and diesel -truck #40	1142-300	2650-125	\$ 230.51
Ness Oil	gas and diesel truck #37	1142-300	2650-124	\$ 113.72
Ness Oil	gas and diesel - gas cans	1142-300	2620-500	\$ 47.64
Northern Data Systems	customer billing	1142-300	2675-700	\$ 874.80
Oconnor Motors	2006 Volvo dump truck	1142-300	2105-905	\$40,750.00
Oxford Networks	telephone service	1142-300	2676-800	\$ 121.88
Pine Tree Waste	bulk waste	1142-300	2675-500	\$ 69.83
Pitney Bowes	meter rental 2/1 to 4/30	1142-300	2675-800	\$ 52.50
Pitney Bowes	postage machine rental 12/5/16 to 3/4/17	1142-300	2675-800	\$ 222.18
Rent It	dozer, chipper-clearing lines on Monroe & Talon	1142-300	2620-600	\$ 2,834.24
Rent It	excavator-clearing lines -Cleaves & Monroe	1142-300	2620-600	\$ 1,574.13
Reserve Account	purchase postage	1142-300	2675-700	\$ 600.00
Reserve Account	purchase postage	1142-300	2675-800	\$ 400.00
Riverside Telecom	phone system repairs	1142-300	2675-800	\$ 30.74
Skelton, Taintor, & Abbott	training of employees	1142-300	2633-800	\$ 621.00
Staples	tabs, air, wite out, binders	1142-300	2620-800	\$ 12.34
Staples	Mike-monitor, speakers	1142-300	2620-800	\$ 79.98
Super Shoes	Hamann clothing allowance	1142-300	2604-000	\$ 51.28
Thayer Corp	contract for February	1142-300	2675-500	\$ 396.53
Thayer Corp	work on boiler Court St	1142-300	2675-500	\$ 287.40
Thayer Corp	replace 3 crankcase heaters	1142-300	2675-500	\$ 225.50
U.S. Cellular	cell phones	1142-300	2676-500	\$ 190.49
United Way	Feb employee contributions	1142-300	2241-000	\$ 24.00
Unitil	268 Court Street propane	1142-300	2620-500	\$ 1,239.19
Unum	Feb life insurance	1142-300	2604-000	\$ 70.56
WorkMed	hearing tests	1142-300	2675-600	\$ 449.00

\$ 77,490.90

SERVICES

Location	Ck'd	Comments	New	OK	Misc.	on owner
36 Davis	1	Service back-up				1
17 Sunset	1	Service back-up				1
8 Towle	1	service back-up, checked main				1
764 Minot Ave	1	Odor issues, flushed cross country main				1
Monthly Totals	4		0	0	0	4
2016 Monthly Totals	5		0	5	0	0
YTD Totals	6		0	2	0	4
2016 YTD Totals	2		0	9	0	0

LIFT STATIONS

Location	No.	Comments
River Station	1	Pump #3 fault, needs to be pulled to further diagnose
W-2	1	High wet well alarm, ok
All stations	1	maintenance checks
Monthly Totals	3	
2016 Monthly Totals	11	
YTD Totals	10	
2016 YTD Totals	26	

OVERFLOWS

Item		Comments
Monthly Totals		
YTD Totals		

WEATHER*

Month	Precipitation					Temperature			
	Snowfall (in.)	Total (in)	Heating Degree Days	Normal Precip	Days of Precip.	Max. (°F)	Min. (°F)	Avg. (°F)	Dep. from Norm
January	7.7	2.05		3.16	11	35	17	26	8
February	49.8	3.63		3.04	8	37	16	27	6
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
YTD Totals	57.50	5.68							
2016 YTD Totals	67.60	8.62							

* From www.wunderground.com

DIG SAFE

Month	Total	Contractors	MDOT	AHD	School Dept.	Lewiston Water	Fairpoint	AWD	CMP	ASD	GAS	MTA
January	46	20	0	0	0	0	0	4	21	0	1	1
February	34	6	0	0	0	0	1	1	21	5	0	0
March												
April												
May												
June												
July												
August												
September												
October												
November												
December												
YTD Totals	80	26	0	0	0	0	1	5	42	5	1	1
2016 Totals	102	31	0	1	0	0	1	11	58	0	0	0

DUTY FOREMAN CALLS

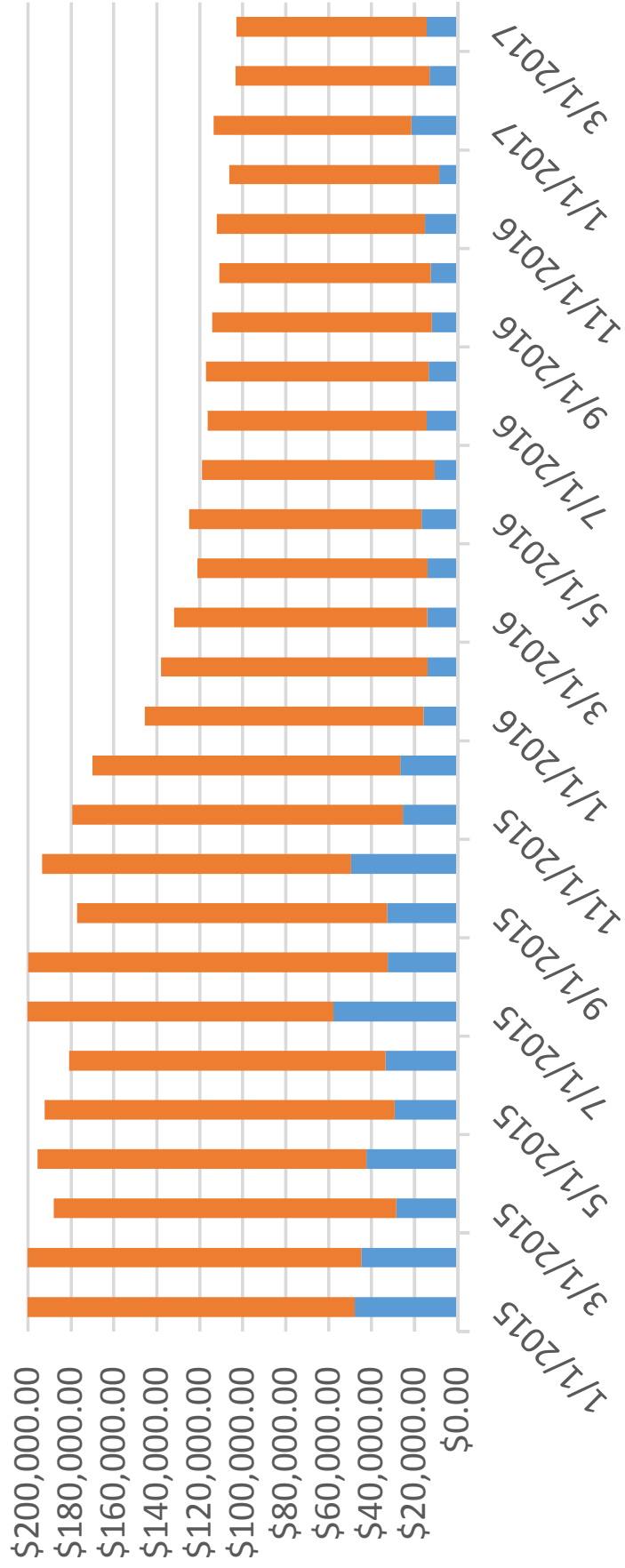
(Overtime)

Districts	Total	High/Low Pressure	Water Quality	Alarms	Sewer Service	Leak	Misc.	Locates	Hydrants	Meter	Fire Calls
Sewerage District	2			2		0			0	0	0
Water District	4	0	0	1		1	0	1	0	0	1
Monthly Totals	6	0	0	3	0	1	0	1	0	0	1
2016 Monthly Totals	8	0	0	0	0	2	1	4	0	0	1
YTD Totals	8	0	0	1	2	1	1	2	0	0	1
2016 YTD Totals	8	0	0	0	0	2	1	4	0	0	1

OTHER ACTIVITIES

1. sewer re-line bid opening
2. Clean Truck 40
3. Start up vector truck for the season
- 4.

Past Due Payments



■ 90 Day Past Due ■ 120+ Past Due

Lewiston - Auburn Water Pollution Control Authority											
Monthly Cost Apportionment Summary											
Cost Apportionment Summary - First Half of 2017											
Month	Lewiston Sewer Division Initial %	Initial \$	Op Data % Op Data \$	Difference \$	Initial %	Auburn Sewerage District Initial \$	Op Data % Op Data \$	Difference \$	TBP	3/8/2017	
January	60.00%	\$147,247.07	64.46%	\$158,192.43	0.0	\$98,164.71	35.54%	\$87,219.35	\$10,945.37		0.0
February	60.00%	\$147,247.07	64.88%	\$159,223.16	0.0	\$98,164.71	35.12%	\$86,188.62	\$11,976.09		0.0
March	60.00%	\$147,247.07	55.38%	\$135,909.04	0.0	\$98,164.71	44.62%	\$109,502.74	(\$11,338.02)		0.0
April	54.00%	\$132,522.36	55.32%	\$135,761.80	0.0	\$112,889.42	44.68%	\$109,649.98	\$3,239.44		0.0
May	54.00%	\$132,522.36	53.49%	\$131,270.76	0.0	\$112,889.42	46.51%	\$114,141.02	(\$1,251.60)		0.0
June	54.00%	\$132,522.36	53.42%	\$131,098.97	0.0	\$112,889.42	46.58%	\$114,312.81	(\$1,423.39)		0.0
Six Month Adjustment			57.83%				42.18%		\$12,147.88		0.0
Cost Apportionment Summary - Second Half of 2016											
Month	Lewiston Sewer Division Initial %	Initial \$	Op Data % Op Data \$	Difference \$	Initial %	Auburn Sewerage District Initial \$	Op Data % Op Data \$	Difference \$			
July	54.00%	\$132,522.36	56.42%	\$138,461.33	0.0	\$112,889.42	43.58%	\$106,950.45	\$5,938.97		0.0
August	54.00%	\$132,522.36	56.23%	\$137,995.04	0.0	\$112,889.42	43.77%	\$107,416.74	\$5,472.68		0.0
September	59.00%	\$144,792.95	61.11%	\$149,971.14	0.0	\$100,618.83	38.89%	\$95,440.64	\$5,178.19		0.0
October	59.00%	\$144,792.95	63.45%	\$155,713.77	0.0	\$100,618.83	36.55%	\$89,698.01	\$10,920.82		0.0
November	59.00%	\$144,792.95	65.96%	\$161,873.61	0.0	\$100,618.83	34.04%	\$83,538.17	\$17,080.66		0.0
December	59.00%	\$144,792.95	62.94%	\$154,462.17	0.0	\$100,618.83	37.06%	\$90,949.61	\$9,669.22		0.0
Six Month Total Adj			61.02%				38.98%		\$54,260.54		0.0
Average to date			64.46%				35.54%				0.0
Adjustments to date									(\$10,945.37)		0.0
Average / Adjustments year end			59.42%				40.57%		\$66,408.43		0.0

Note: figures in larger font are current (2017) data, figures in smaller italicized font are last years (2016) data shown here for comparison purposes. Data in parentheses and in red are negative numbers



Sid Hazelton
Water & Sewer Superintendent
Auburn Water & Sewerage Districts
268 Court St.
PO Box 414
Auburn, ME 04212

Dear Sid:

Attached is our proposal, which I hope addresses the intended scope of work to update the District's compensation program. It is hard to believe it has already been four years since we completed the previous work for the District.

I hope you obtain the necessary approval to proceed and I look forward to working with you again. If the project is a go, I would like to have a telephone conference before beginning to have you update me on what, if any, changes have occurred since the previous project and whether or not you have any concerns or want me to focus on a particular group of positions.

Thank you and look forward to hearing from you.

Regards,

Donald H. Tyler, Jr.
Principal & Executive Vice President
Human Resource Partners, LLC

Auburn Water & Sewerage Districts

Proposal for Compensation Consultation Services

March 15, 2017

Prepared by:

Donald H. Tyler, Jr.
Principal & Executive Vice President
Human Resource Partners, LLC
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Harpwell, ME 04079
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don@mainehrpartners.com

Auburn Water & Sewerage Districts Compensation Consultation Services

Activities and Deliverables

I. Review of all position classifications to ensure internal equity is maintained.

II. Market survey and review of economic trends and practices.

- ◆ Obtain salary survey data on selected benchmark positions representing all grade levels by conducting a survey of comparable Maine utilities representing those markets in which the District competes for hourly, professional, technical, management, and executive staff. We propose to survey the following Districts:

- Bangor Water District
- Brunswick & Topsham Water District
- City of Lewiston
- Greater Augusta Utility District
- Kennebec Sanitary Treatment District
- Kennebunk, Kennebunkport & Wells Water District
- Portland Water District
- York Water District

- ◆ Review published survey data.

- ◆ Review compensation trends and practices and prepare analysis of the competitiveness of the District's current pay plan, including its salary structure minimums and maximums, as well as actual pay.

III. Development of new salary ranges.

- ◆ Use collected survey data to update the existing salary program to ensure all ranges are competitive and equitable.

IV. Preparation of final report, including recommendations.

Cost

We estimate the cost to prepare this work for the District will be \$3,900, including all expenses. The work should take from 7 – 10 weeks to complete.