

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 office of the Auburn Sewerage District, 268 Court Street, on Tuesday, February 17, 2015 at 4:00 P.M.

AGENDA

1. Approve Minutes of Regular Meeting of January 20, 2015.
2. Financial Report Update - *Greg Leighton*.
3. Ratify Payment of Bills
4. Open Session
5. Activity Report - *Sid Hazelton*.
6. New Business
 - Trustee Appointments.
 - LAWPCA Apportionment - FYI only.
 - CSO Master Plan - 5yr Update.
 - FOAA waiver request.
 - Professional Development update.
7. Old Business
 - Sewer Lining Project.
 - Bill Stuffer - review DRAFT version.
 - Policy Workgroups
 - Purchasing & Procurement.
 - Code of Conduct.
 - Compensation.
 - FOAA.
8. Adjourn Regular Meeting.

Upcoming - March Trustee Meeting, March 17. April Meeting, election of officers (pending appointment of new Trustees by Auburn City Council)

January 20, 2015

The regular monthly meeting of the Trustees of the Auburn Sewerage District was held at the Office of the Auburn Sewerage District, 268 Court St. on Tuesday, January 20, 2015 at 4:00PM.

Members present: Robert Cavanagh (President), Tizz Crowley (Mayor's Representative), Joseph DeFilipp, Raymond Fortier, Heidi McCarthy (Treasurer), Jeffrey Preble and Stephen Ness. Also present: John Storer, Superintendent, Sid Hazelton, District Engineer and Greg Leighton of Maine Water Company.

On motion of Heidi McCarthy, seconded by Raymond Fortier, it was voted: **To approve the minutes of the Regular Meeting of December 16, 2014** as amended. Tizz Crowley was absent for the vote.

On motion of Jeffrey Preble, seconded by Raymond Fortier, it was unanimously voted: **To approve the minutes of the Special Joint Meeting of December 17, 2014 with the Auburn Water District Trustees.** Tizz Crowley abstained.

On motion of Jeffrey Preble, seconded by Heidi McCarthy, it was unanimously voted: **To approve the minutes of the Public Hearing of December 17, 2014 regarding the Proposed 2015 budget.**

FINANCIAL REPORT –Revenues reflect the timing of the rate increase. Expenses are good. Legal fees are related to the vactor truck claim and lien issues. Auditors will be conducting the 2014 audit in mid-February.

RATIFY PAYMENT OF BILLS

On motion of Joseph DeFilipp, seconded by Jeffrey Preble, it was unanimously voted: **To ratify the payment of bills in the amount of \$ 259,509.93 as shown on the printout dated December 13, 2014 – January 14, 2015.**

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

ACTIVITY REPORT –The December Activity Report was presented by Sid Hazelton. Stephen Ness questioned the sewer backup at 43 Fern St. found to be on the owner. There was a sewer backup at 44 Fern St. in a previous activity report that was also found to be on the owner. Sid Hazelton will check it out and report his findings. The sink hole by the American Legion Hall on South Main Street revealed an old abandoned drainage pipe which is a public works issue. There is nothing wrong with the sewer line. It was suggested that the activity report provide previous year activity. How does the District check overflows? There are auto checks and visual observations. The District hopes to seal the Miller St. CSO.

NEW BUSINESS

2014 AUDIT QUESTIONNAIRES – Reminder that the questionnaires need to be completed by the Trustees.

AGENDA ITEMS FOR 2015 –

- Discussion of wages and compensation by June
- Labeling of vehicles
- Update on Cascade Odor
- 1st draft 2016 budget in October

LAWPCA APPORTIONMENT - The projected deficit of \$25,546.03 will be paid upon completion of the LAWPCA 2014 audit.

2016 BUDGET DISCUSSION – The suggestion had been made to have the 1st draft 2016 draft budget ready for discussion in October and to have a workshop on wages & benefits. Tizz Crowley recommended the establishment of work groups (two members from each District) to discuss bill stuffers, purchasing and procurement, code of conduct and compensation jointly with the Water District. Trustees interested in serving on the committee can let Superintendent Storer know and the committee can be established at the February meeting.

FOAA WAIVER REQUEST –

There was discussion about an FOAA waiver request and the Trustees did not support any fee adjustments or waivers. Tizz Crowley prepared a formal motion, seconded by Heidi McCarthy to establish an FOAA Policy and not to waive fees for any FOAA request. It passed unanimously. The specific motion was **“no adjustment or waivers of fees for any service will be given to anyone, for profit or non-profit organizations or individual and that the Auburn Sewer District will form a work group, similar to other policy work groups to address an FOAA policy and procedures.”**

The work group will present a draft recommendation for an FOAA Policy and a draft on procedures for complying with FOAA policy and laws with a deadline set for the drafts to be given to the Trustees at the District May meetings.

The work groups will have at least one person from each of the District Boards with the meeting times, dates and locations to be determined by the work group.

OLD BUSINESS

POLICY UPDATES - The how, when and where will be determined by the committee once established.

On motion of Tizz Crowley, seconded by Raymond Fortier, it was unanimously voted: **To adjourn the meeting**

**AUBURN SEWERAGE DISTRICT
OPERATING STATEMENT - TRUSTEES' REPORT
ONE MONTH ENDED JANUARY 31, 2015**

	January	2015	Y-T-D THRU JANUARY 2015		
	YTD - 2014	BUDGET	ACTUAL	BUDGET	VARIANCE
<u>REVENUES:</u>					
Metered Income	\$269,854	\$3,422,154	292,970	\$285,180	\$7,791
Industrial Surcharge	40,595	562,205	39,052	46,850	(7,799)
Public Basins	0	53,892	0	4,491	(4,491)
Jobbing & Mdse.	2,938	18,352	2,595	1,529	1,066
Sewer Assessments	275	22,302	2,190	1,859	331
Finance Charges	3,265	16,742	1,342	1,395	(53)
Interest Income	145	1,985	97	165	(68)
Industrial Treatment Sampling	0	46,200	3,850	3,850	0
Capacity Fees (SDS)	0	8,625	1,875	719	1,156
TOTAL REVENUES	317,072	4,152,457	343,970	346,038	(2,068)
			8.28%	8.33%	< Standard
<u>EXPENSES:</u>					
Payroll	23,856	389,647	26,879	32,471	(5,591)
Employee Benefits	16,638	191,598	13,492	15,967	(2,475)
Maint. of Sewers	1,627	61,015	1,664	5,085	(3,421)
Lift Stations	9,182	113,137	10,051	9,428	623
Maint. of Buildings	4,785	37,467	4,078	3,122	955
Maint. of Trucks	1,746	19,320	685	1,610	(925)
Office Expense	2,750	31,265	2,394	2,605	(212)
Collection Expense	(97)	(7,000)	(466)	(583)	117
General Expense	184	11,714	6	976	(970)
Insurance	7,678	54,714	8,045	4,560	3,485
Legal & Accounting Fees	3,031	33,530	3,126	2,794	332
Billing Expense	1,023	65,090	1,100	5,424	(4,324)
L.A.W.P.C.A.	108,497	2,195,623	116,649	182,969	(66,319)
SUB-TOTAL	180,900	3,197,120	187,703	266,427	(78,724)
Interest	8,114	87,256	7,413	7,271	142
TOTAL EXPENSES	189,014	3,284,376	195,116	273,698	(78,582)
			5.94%	8.33%	< Standard
Bonds - Principal Payments	0	472,746	0	39,396	(39,396)
SURPLUS FROM OPERATIONS	128,058	395,335	148,854	32,945	115,909

**Auburn Sewerage District
Accounts Payable Alpha Check Register
January 15, 2015 thru February 06, 2015**

2/12/2015

<u>Check #</u>	<u>Date</u>	<u>Per</u>	<u>Vendor</u>	<u>Invoice Date</u>	<u>Inv #</u>	<u>Description</u>	<u>Amount</u>
3744	1/16/2015	1	Andros. Registry Of Deeds	1/15/2015	1854	release liens	<u>22.00</u>
Vendor Total:							22.00
3776	1/30/2015	1	Andros. Registry Of Deeds	1/28/2015	1860	place liens	<u>66.00</u>
Vendor Total:							66.00
3777	1/30/2015	12	Auburn Water District	1/13/2015	Bk26pg	Dec	<u>1,465.75</u>
3777	1/30/2015	12	Auburn Water District	1/13/2015	Bk26pg	Dec	<u>168.60</u>
3777	1/30/2015	12	Auburn Water District	1/13/2015	Bk26pg	Dec	<u>140.50</u>
3777	1/30/2015	12	Auburn Water District	1/13/2015	Bk26pg	Dec	<u>236.04</u>
3777	1/30/2015	12	Auburn Water District	1/13/2015	Bk26pg	Dec	<u>348.44</u>
3777	1/30/2015	12	Auburn Water District	1/13/2015	Bk26pg	Dec	<u>1,998.08</u>
3777	1/30/2015	12	Auburn Water District	1/13/2015	Bk26pg	Dec	<u>1,592.79</u>
3777	1/30/2015	12	Auburn Water District	1/13/2015	Bk26pg	Dec	<u>427.19</u>
3777	1/30/2015	12	Auburn Water District	1/13/2015	Bk26pg	Dec	<u>1,980.00</u>
3777	1/30/2015	12	Auburn Water District	1/13/2015	Bk26pg	Dec	<u>169.14</u>
3777	1/30/2015	12	Auburn Water District	1/13/2015	Bk26pg	Dec	<u>558.75</u>
3777	1/30/2015	12	Auburn Water District	1/13/2015	Bk26pg	Dec	<u>500.00</u>
3777	1/30/2015	12	Auburn Water District	1/13/2015	Bk26pg	Dec	<u>478.62</u>
3777	1/30/2015	12	Auburn Water District	1/13/2015	Bk26pg	Dec	<u>66.27</u>
3777	1/30/2015	12	Auburn Water District	1/13/2015	Bk26pg	Dec	<u>1,103.56</u>
3777	1/30/2015	12	Auburn Water District	1/13/2015	Bk26pg	Dec	<u>861.93</u>
3777	1/30/2015	12	Auburn Water District	1/13/2015	Bk26pg	Dec	<u>1,841.12</u>
3777	1/30/2015	12	Auburn Water District	1/13/2015	Bk26pg	Dec	<u>661.65</u>
3777	1/30/2015	12	Auburn Water District	1/13/2015	Bk26pg	Dec	<u>249.37</u>
3777	1/30/2015	12	Auburn Water District	1/13/2015	Bk26pg	Dec	<u>120.57</u>
3777	1/30/2015	12	Auburn Water District	1/13/2015	Bk26pg	Dec	<u>2,056.50</u>
3777	1/30/2015	12	Auburn Water District	1/13/2015	Bk26pg	Dec	<u>30.00</u>
3777	1/30/2015	12	Auburn Water District	1/13/2015	Bk26pg	Dec	<u>79.79</u>
3777	1/30/2015	12	Auburn Water District	1/13/2015	Bk26pg	Dec	<u>126.44</u>
3777	1/30/2015	12	Auburn Water District	1/13/2015	Bk26pg	Dec	<u>4,305.41</u>
3777	1/30/2015	12	Auburn Water District	1/13/2015	Bk26pg	Dec	<u>3,379.90</u>
3777	1/30/2015	12	Auburn Water District	1/13/2015	Bk26pg	Dec	<u>260.26</u>
3777	1/30/2015	12	Auburn Water District	1/13/2015	Bk26pg	Dec	<u>130.12</u>
Vendor Total:							25,336.79
3745	1/16/2015	12	Constellation NewEnergy, Inc	12/26/2014	20787825	Bradman	<u>134.48</u>
Vendor Total:							134.48
3756	1/23/2015	1	Constellation NewEnergy, Inc	1/7/2015	20992707	Worthley Brook	<u>325.03</u>
Vendor Total:							325.03
3780	1/30/2015	1	Constellation NewEnergy, Inc	1/14/2015	21173127	Moose Brook	<u>253.51</u>
3780	1/30/2015	1	Constellation NewEnergy, Inc	1/13/2015	21151869	Lewiston Jct	<u>215.80</u>
3780	1/30/2015	1	Constellation NewEnergy, Inc	1/13/2015	21152799	River Station	<u>412.55</u>
3780	1/30/2015	1	Constellation NewEnergy, Inc	1/13/2015	21153241	Marrow Rd	<u>18.78</u>
Vendor Total:							900.64
3788	2/6/2015	1	Constellation NewEnergy, Inc	1/20/2015	21342756	Washington St	<u>227.28</u>

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						Vendor Total:	227.28
3781	1/30/2015	1	Curry Printing #4317	1/12/2015	64564	salmon work cards	<u>121.03</u>
						Vendor Total:	121.03
3753	1/16/2015	12	E.J. Prescott, Inc.	12/23/2014	4897007	vas usage	<u>261.87</u>
						Vendor Total:	261.87
3784	1/30/2015	1	E.J. Prescott, Inc.	1/2/2015	4898830	vas usage	<u>32.64</u>
						Vendor Total:	32.64
3794	2/6/2015	1	E.J. Prescott, Inc.	1/14/2015	4900939	vas usage	<u>26.86</u>
						Vendor Total:	26.86
3746	1/16/2015	12	Grainger	12/31/2014	9629437055-1	thermal unit	<u>110.96</u>
						Vendor Total:	110.96
3743	1/16/2015	1	Greg Cottle	1/15/2015	1853	remiburse Able Rooter	<u>230.00</u>
						Vendor Total:	230.00
3747	1/16/2015	1	L.A.W.P.C.A.	12/19/2014	479	pre treat fees	<u>49,400.00</u>
						Vendor Total:	49,400.00
3757	1/23/2015	12	L.A.W.P.C.A.	12/31/2014	648	River Station dump	<u>185.00</u>
						Vendor Total:	185.00
3782	1/30/2015	1	L.A.W.P.C.A.	1/6/2015	481	January	<u>116,649.12</u>
						Vendor Total:	116,649.12
3749	1/16/2015	1	Maine Municipal Assoc.	1/1/2015	70501	workers comp-Jan	<u>4,460.80</u>
						Vendor Total:	4,460.80
3751	1/16/2015	1	Maine Municipal Association	12/29/2014	90850	MMA 2015 dues	<u>600.00</u>
						Vendor Total:	600.00
3759	1/23/2015	1	Maine Municipal Association	1/1/2015	16043	property & casualty to July	<u>21,329.00</u>
						Vendor Total:	21,329.00
3750	1/16/2015	1	Maine Municipal Emp.Hlth.	1/1/2015	1856	Jan	<u>262.70</u>
3750	1/16/2015	1	Maine Municipal Emp.Hlth.	1/1/2015	1856	Jan	<u>579.51</u>
3750	1/16/2015	1	Maine Municipal Emp.Hlth.	1/1/2015	1856	Jan	<u>1,261.70</u>
3750	1/16/2015	1	Maine Municipal Emp.Hlth.	1/1/2015	1856	Jan	<u>7,149.72</u>
3750	1/16/2015	1	Maine Municipal Emp.Hlth.	1/1/2015	1856	Jan	<u>111.00</u>
						Vendor Total:	9,364.63
3792	2/6/2015	2	Maine Municipal Emp.Hlth.	1/14/2015	1865	Feb	<u>7,149.72</u>
3792	2/6/2015	2	Maine Municipal Emp.Hlth.	1/14/2015	1865	Feb	<u>112.50</u>
3792	2/6/2015	2	Maine Municipal Emp.Hlth.	1/14/2015	1865	Feb	<u>268.57</u>
3792	2/6/2015	2	Maine Municipal Emp.Hlth.	1/14/2015	1865	Feb	<u>579.51</u>
3792	2/6/2015	2	Maine Municipal Emp.Hlth.	1/14/2015	1865	Feb	<u>1,261.70</u>
						Vendor Total:	9,372.00
3793	2/6/2015	1	Martindale Associates, Inc.	1/30/2015	04423	Moose Brook radio	<u>1,152.50</u>

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							Vendor Total:	1,152.50
3752	1/16/2015	1	Paul's Clothing Store	1/8/2015	1815B	Hamann		<u>99.99</u>
							Vendor Total:	99.99
3785	1/30/2015	1	Redlon & Johnson	1/21/2015	431199	Washington St sump pump		<u>158.23</u>
							Vendor Total:	158.23
3786	1/30/2015	1	Skelton, Taintor & Abbott	9/24/2014	510738	Aug		<u>1,166.00</u>
3786	1/30/2015	1	Skelton, Taintor & Abbott	1/16/2015	511971	Dec		<u>5,789.29</u>
3786	1/30/2015	1	Skelton, Taintor & Abbott	1/16/2015	511967	Dec		<u>357.00</u>
							Vendor Total:	7,312.29
3754	1/16/2015	1	Sun Journal	10/31/2014	1857	reissue voided ck#3687		<u>217.43</u>
							Vendor Total:	217.43
3761	1/23/2015	1	Ted Berry Co., Inc.	12/30/2014	12658	Oak Hill plugged sewer		<u>900.00</u>
							Vendor Total:	900.00
3787	1/30/2015	1	Ted Berry Co., Inc.	12/30/2014	12659	Westshore & Conant II study		<u>975.00</u>
							Vendor Total:	975.00
3748	1/16/2015	1	Treasurer, State of Maine	1/12/2015	1855	Desjardins w/e 1/11		<u>82.00</u>
							Vendor Total:	82.00
3758	1/23/2015	1	Treasurer, State of Maine	1/20/2015	1859	Desjardins w/e 1/18		<u>82.00</u>
							Vendor Total:	82.00
3760	1/23/2015	1	Treasurer, State of Maine	1/5/2015	10515-03	annual discharge fee		<u>808.63</u>
							Vendor Total:	808.63
3783	1/30/2015	1	Treasurer, State of Maine	1/26/2015	1861	Desjardins w/e 1/25		<u>82.00</u>
							Vendor Total:	82.00
3791	2/6/2015	2	Treasurer, State of Maine	2/2/2015	1864	Desjardins w/e 2/1		<u>82.00</u>
							Vendor Total:	82.00
3755	1/16/2015	12	UNITIL ME	12/31/2014	1849	Green Turtle		<u>62.63</u>
							Vendor Total:	62.63
3790	2/6/2015	1	Vantagepoint Transfer Agent-1031/2015	1/20/2015	1862	ICMA 401		<u>1,398.25</u>
							Vendor Total:	1,398.25
3789	2/6/2015	1	Vantagepoint Transfer Agent-3031/2015	1/20/2015	1863	ICMA 457		<u>711.94</u>
							Vendor Total:	711.94
3795	2/6/2015	1	Williamson N E Electric	1/16/2015	819353	E-1 rebuild pump		<u>1,990.00</u>
							Vendor Total:	1,990.00
Grand Total:								<u>255,271.02</u>

ASD BILLS PAID

1/31/2015

VENDOR	REF	AWD G/L #	ASD G/L #	Amount
Androscoggin Cty Chamber	2015 membership dues	1142-300	2675-500	\$ 127.50
Affiliated Healthcare	yrly random sample fee	1142-300	2675-500	\$ 87.50
Auburn Water District	shared employees benefit allocation - Jan	1604-000	2604-000	\$ 927.04
Auburn Water District	shared employees wage allocation - Jan	1685-000	2601-600	\$ 2,060.09
Auburn Water District	petty cash-meals, ink, permit, distilled H2O	1142-300	2675-800	\$ 13.50
Auburn Water District	petty cash-meals, ink, permit, distilled H2O	1142-300	2675-800	\$ 52.00
Auburn Water District	petty cash - Jan- mileage	1142-300	2675-800	\$ 24.50
City of Auburn	gas for month of - Jan	1142-300	2650-120	\$ 85.00
City of Auburn	gas for month of - Jan	1142-300	2650-121	\$ 275.00
City of Auburn	gas for month of - Jan	1142-300	2650-124	\$ 325.00
Bell Simons	paid wrong amt inv-make up water fee	1142-300	2620-500	\$ 10.00
Beltone Answering Service	answering service - Jan	1142-300	2675-800	\$ 29.00
Beltone Answering Service	answering service - panic buttons - Jan	1142-300	2675-800	\$ 4.98
Bisson Enterprises, Inc.	office cleaning - Jan	1142-300	2675-500	\$ 282.50
Budget Document Technology	copier maint from 1/22/15 to 4/21/15	1142-300	2675-800	\$ 124.83
Central Maine Power	power @ 268 Court Street - Jan	1142-300	2615-500	\$ 120.70
Central Maine Power	power @ 268 Court Street - Jan	1142-300	2615-800	\$ 60.36
Constellation NewEnergy	energy charge @ 268 Court Street - Jan	1142-300	2615-500	\$ 219.95
Constellation NewEnergy	energy charge @ 268 Court Street - Jan	1142-300	2615-800	\$ 109.98
D&N Sales	soap	1142-300	2675-500	\$ 1.85
Dig Safe System, Inc.	estimated cost - Jan	1142-300	2675-600	\$ 323.18
DirigoNet	domain fee - email spam - Jan	1142-300	2675-800	\$ 25.00
Gilman Electric	barn - light fixture	1142-300	2620-500	\$ 63.97
Great American Financial	Konica Digital Copier - lease - Jan	1142-300	2675-800	\$ 107.61
Home Depot	rivets, tool	1142-300	2620-500	\$ 18.86
Home Depot	Washington St pump station	1142-300	2620-207	\$ 15.09
KL Jack	shop - shanks	1142-300	2620-500	\$ 11.88
City of Lewiston	wages and benes - Dan Rodrigue - Jan	1142-300	2601-600	\$ 1,325.00
City of Lewiston	wages and benes - Dan Rodrigue - Jan	1142-300	2604-000	\$ 570.00
City of Lewiston	wages and benes - Dan Rodrigue - Jan	1142-300	2658-000	\$ 30.00
Maine State Retirement System	retirement contribution - Jan	1142-300	2604-000	\$ 33.92
Maine State Retirement System	retirement contribution - Jan	1142-300	2604-000	\$ 1,333.02
Maine State Retirement System	retirement contribution - Jan - D Hamann	1241-050	2241-050	\$ 10.46
Maine State Retirement System	retirement contribution - Jan - D Hamann	1241-070	2241-070	\$ 40.94
Maine State Retirement System	retirement contribution - Jan - D Hamann	1241-065	2241-065	\$ 31.08
Maine Water Company	accounting services - Greg Leighton - Jan	1142-300	2632-800	\$ 1,760.00
WB Mason	5 cases of paper	1142-300	2620-800	\$ 69.98
WB Mason	clips, folders, bookends	1142-300	2620-800	\$ 44.79
WB Mason	24 of 2 inch binders	1142-300	2620-800	\$ 51.00
WB Mason	Farris monthly planner	1142-300	2620-800	\$ 17.42
WB Mason	return greenbar paper	1142-300	2620-800	\$ (43.75)
WB Mason	clips, pens, air cans	1142-300	2620-800	\$ 47.16
WB Mason	roller pens	1142-300	2620-800	\$ 6.98
WB Mason	return folders	1142-300	2620-800	\$ (25.15)
WB Mason	return binders	1142-300	2620-800	\$ (5.39)
WB Mason	return data binders	1142-300	2620-800	\$ (26.95)
WB Mason	return ink ribbon cartridge for old printer	1142-300	2620-800	\$ (26.50)
WB Mason	trash bags, toilet paper	1142-300	2620-500	\$ 55.05
WB Mason	multifold paper towels	1142-300	2620-500	\$ 33.99
McMaster-Carr	lock out tag out supplies	1142-300	2620-500	\$ 145.63
Naoa	hydraulic oil, screws, nuts	1142-300	2620-500	\$ 45.94
NEIWPPC	Farris-class	1142-300	2675-500	\$ 60.00
NEIWPPC	Hill & Martin -class	1142-300	2675-500	\$ 120.00
Northern Data Systems	customer billing - Jan	1142-300	2675-700	\$ 1,100.00
Oxford Networks	telephone service - Jan	1142-300	2676-800	\$ 117.56
Pembroke Occupational Health	drug testing	1142-300	2675-500	\$ 31.00
Pine Tree Waste	bulk waste - Jan	1142-300	2675-500	\$ 58.89
Pitney Bowes	rent 2/1 to 4/30	1142-300	2675-800	\$ 52.50
Pitney Bowes	ink for postage machine	1142-300	2675-800	\$ 32.72
Ralph Libby Chainsaws	ditch boots -Craig	1142-300	2604-000	\$ 79.00
Redlon & Johnson	Court St - water heater parts	1142-300	2620-500	\$ 8.97
Skelton, Taintor & Abbott	Oct & Nov legal consultants	1142-300	2633-800	\$ 483.00
Skelton, Taintor & Abbott	Nov legal consultants	1142-300	2633-800	\$ 1,071.10
Spiller's	Jalbert ink	1142-300	2620-500	\$ 105.00
Spiller's	Jalbert ink	1142-300	2620-500	\$ 35.00
John Storer	business mileage reimbursement - Jan	1142-300	2675-500	\$ 175.00
Thayer Corp	work on Court St boiler	1142-300	2675-500	\$ 252.57
United States Plastic	3 plastic containers for shop	1142-300	2620-500	\$ 28.37
U.S. Cellular	cell phones - Jan	1142-300	2676-500	\$ 297.44
Unitel Way	employee contribution - Jan	1142-300	2241-000	\$ 24.00
Unitel	268 Court Street - Jan	1142-300	2620-500	\$ 1,561.07
Zep	soap & hand lotion	1142-300	2620-500	\$ 86.94
Zep	hand lotion	1142-300	2620-500	\$ 32.09

\$16,843.71

SERVICES

Location	Ck'd	Comments	New	OK	Misc.	Cut
40 Ipswich St	1	Odor complaint - on owner			1	
64 Sheridan Av	1	Sewer complaint - manhole ok		1		
Monthly Totals	2		0	1	1	0
2014 Monthly Totals	8		0	3	4	1
YTD Totals	2		0	1	1	0

LIFT STATIONS

Location	No.	Comments
River Station, Moosebrook	1	Regular station checks
Worthley Brook, Washington St	1	Regular station checks
E-1	1	Pull pump #2 - plugging up with wet wipes
E-1	1	Replace overload thermal units in both motor starters
E-1	1	Install new pump
Lewiston Junction Rd	1	Troubleshoot pump failure
E-1	1	Communication failure - troubleshoot SCADA
Monthly Totals	7	
2014 Monthly Totals	16	
YTD Totals	7	

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	47.6	3.62	1504	3.26	11	46	-13	17	-2.5
February									
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
YTD Totals	47.60	3.62							

* From www.wunderground.com

DIG SAFE

Month	Total	Contractors	MDOT	AHD	School Dept.	Lewiston Water	Fairpoint	AWD	CMP	ASD	GAS	MTA
January	36	20	0	0	0	0	0	4	12	0	0	0
February												
March												
April												
May												
June												
July												
August												
September												
October												
November												
December												
YTD Totals	36	20	0	0	0	0	0	4	12	0	0	0
2014 Totals	60	21	1	15	0	0	0	12	10	0	1	0

DUTY FOREMAN CALLS

(Overtime)

Districts	Total	High/Low Pressure	Water Quality	Alarms	Sewer Service	Leak	Misc.	Locates	Hydrants	Meter	Fire Calls
Sewerage District	3			3	0	0	0	0	0	0	0
Water District	9	0	0	2		1	4	2	0	0	0
Monthly Totals	12	0	0	5	0	1	4	2	0	0	0
2014 Monthly Totals	22	0	3	8	3	4	4	0	0	0	0
YTD Totals	12	0	0	5		1	4	2	0	0	0

OTHER ACTIVITIES

1. Respirator fit testing
- 2.
- 3.
- 4.
- 5.
- 6.

Memo

To: Water & Sewerage District Trustees
From: John Storer
CC: Files
Date: February 13, 2015
Re: Discussion of February Agenda Items



Trustee Reappointments

Auburn City Clerk Sue Clements-Dallaire sent out a reminder this week that applications to serve on City Committees must be submitted to her by this Friday, February 13. The Water District had one pending reappointment, which was Charlie Chapman. Apparently Charlie already submitted his reappointment application. The Sewer District had two pending reappointments; Bob Cavanagh and Jeff Preble. I believe Bob is working on his application with the intention to reapply. But sadly, Jeff Preble decided not to seek another term. Jeff has been a Sewer Trustee since April 18, 1995 and is wrapping up his 5th, 4-year term. He has been a great resource and has seen the Sewer District tackle numerous projects over the years, especially with the CSO Master Plan. He will be especially missed on the wastewater treatment plant board, where his insight as a professional engineer helps with all the technical issues that are discussed.

Jeff's departure from the Sewer Trustee Board will create a vacancy on the board at the wastewater plant. Per LAWPCA's Charter, the Trustee President has a position on the Board, but may elect to appoint another Sewer Trustee to serve in his/her place. Per the Charter language, "*If the president of the Auburn Sewerage District Trustees declines to serve or resigns as a member of the board of the authority, the president shall select another trustee to serve for the remainder of the term.*" Jeff will continue to serve until the City Council appoints a replacement for him on the Sewer Trustee Board.

For reference, attached are rosters for the current trustees.

Water – Brackett House, Mortgage to Volunteer Lake Monitoring Program

This item was tabled last month with the request to have Scott Williams attend February's meeting on behalf of the VLMP in order to provide some detailed financial information as to why they are seeking mortgage relief. Scott Williams is the Executive Director of the VLMP and he is planning to attend, along with Bill Monagle, who serves as the President of the VLMP Board.

I offered to meet with Scott this coming Tuesday, February 17, to review and comment on his proposed presentation. I hoped to include some financial information in your Trustee Packets, but Scott is frantically working on 3 separate presentations for next week. We will forward you his presentation materials as soon as they are available.

Water District Activity Report – Lake Auburn Information

Last month, each District discussed some possible changes or amendments to the monthly Activity Reports. One suggestion was to provide some type of Lake Auburn water quality snapshot, such that we could easily notice any significant changes in water quality. Our Water Quality Manager monitors

the Lake consistently and she prepared a couple of graphs that compare recent data to prior years. There will be a graph for turbidity and also for levels of the nutrient phosphorus. These two parameters are decent indicators of lake water quality and whether anything appears to be trending "out-of-balance".

Fortunately, everything seems to be in very good shape. Lake water quality continues to trend towards what we would term as a "historically normal" year.

We can continue to edit the regular monthly information and activity reports to provide information that is of interest to each Board.

Sewer Questions from Last Month

In January, someone questioned the coincidence of 2 separate sewer backups that occurred at 43 and 44 Fern Street. Sid Hazelton followed up and they occurred at two separate times, and both times were traced back to the master sewer trap within each home. Inspections of the "public" sewer main in the street indicated it was flowing freely without any obstructions. Certainly it seemed like an odd coincidence, but it does appear to be just a coincidence.

Ray Fortier also questioned how storm drainage catch basins were connected (or separated) from the sewer system at Miller Street and Festival Plaza. Sid subsequently met onsite with Ray and reviewed all the separation work that has occurred in that area over the last 10 years. It appears everything is properly isolated between the storm drainage system and the sanitary sewer.

Mayor LaBonte's Request for a Presentation by LAWPC

Auburn Mayor Jonathan LaBonte sent me an inquiry as to whether LAWPC would be willing to conduct a presentation for the Auburn City Council. The timeframe would likely be in March. The Mayor's email request, dated February 10, 2015, is attached. The LAWPC Commissioners discussed the request at their most recent meeting (February 11) and I need to respond back to the Mayor and Auburn City Manager. The LAWPC Commissioners are happy to meet with the Auburn Council. I expect that Auburn & Lewiston water staff will conduct a presentation, with LAWPC Commissioners in attendance to answer any questions.

The LAWPC Commissioners wanted to make sure the Lewiston Councilors were either alerted and/or invited to the Auburn Council Meeting. If the presentation was not able to occur at a joint meeting of both Councils, then staff would offer to do a similar presentation for the Lewiston Council at a separate time.

Simply wanted to keep the Trustees updated on the request and that there will likely be a future meeting.

FOAA Waiver Request

At last month's meetings we discussed some ongoing FOAA requests. Specifically there was a request to waive any FOAA related fees for a specific non-profit group. Then there was a separate request to refund \$210 for what a requesting party believed was an overcharging for FOAA efforts, or for a misapplication of the FOAA fee allowances.

Each Trustee Board subsequently voted to deny any fee waivers but did commit to developing an updated FOAA Policy. We now have a request (see email attached dated February 3, 2015) that the Trustees provide a written denial of the specific refund request. I did not feel comfortable issuing anything on behalf of the Trustee Boards. The Trustee Boards should discuss what follow-up they would like to take, if any. I believe the minutes of last month's meetings will accurately capture the outcome of what was discussed at each Trustee Meeting.

Professional Development Update

We are issuing a Request for Qualifications for consultants to conduct a "Team Building and Leadership Development Program" for the AWSD employees. The Trustee Boards graciously approved an amount of \$20,000 in the combined 2015 Budgets for a placeholder for professional development. Internally, we've formed a management team consisting of our Office Manager, Lab

Manager, Plant Manager, Engineer, and Superintendent. We've been meeting regularly to discuss ongoing personnel and operational issues, while discussing steps to improve communication, team building, and overall efficiency. We've decided to proceed with an RFQ for consulting services. Sid contacted Deb Grimmig, the Human Resources Director for the City of Auburn, and she is going to sit-in and participate as we review SOQ's and work on selecting a consultant.

We expect to bring recommendations to the Trustees at a future meeting, hopefully in March, for the selected consultant along with a negotiated scope of work. My hunch is that the scope of work will fall somewhere in the \$8,000 to \$12,000 range, depending on what is recommended by the consultants. It seems that the going rate for HR consultants is somewhere in the range of \$1,500 per day to conduct a workshop for large group. They also have legwork to conduct and interviews with staff. We are all curious to see what recommendations are proposed.

Concurrently, we are working to finalize all job descriptions and make remaining edits to the Personnel Policy. We hope to have an updated Personnel Policy for your review and approval within the next month or so.

As a general FYI – we hope to be adding a computer terminal in our lobby area to allow walk-in customers to have computer access to process credit card payments. It is a means to allow credit card payments without having to deal with a credit card swipe machine while also having to absorb the card fees for each transaction.

Additionally, we are working on a more aggressive policy to pursue delinquent accounts. This may include proceeding with foreclosure upon certain properties. Recommendations will be forthcoming for the Trustees to consider.

Bill Stuffer Policy

At last month's meetings, there was discussion about forming Trustee Workgroups to develop various policies for the Districts. However, during the Water Trustee Meeting there was a feeling that a workgroup would not be required to develop a Bill Stuffer Policy. It appeared to be a relatively minimal effort, so I was asked to prepare a DRAFT Bill Stuffer Policy to present at this month's meetings. Attached is a DRAFT version for review. The intent was to keep it simple, no more than 1-page. Objective was to allow governmental entities, City committees or non-profit organizations to potentially include bill stuffers in our utility bills. Trustees would review and approve all requests. No private entities would be allowed, nor any solicitation for funds, nor any religious or political notes. Lastly, there would be no cost to the Districts.

Policy Development – Trustee Workgroups

At last month's meetings, each Trustee Board embraced the idea of forming separate Trustee Workgroups to develop policies for Purchasing & Procurement, Code of Conduct (Ethics), Freedom of Access Act; and Compensation. Additionally, Water Trustees need to formalize a policy for appointing representatives to the Lake Auburn Watershed Protection Commission.

From my notes, the intention this month was to clarify which Trustees are willing to serve on any of the workgroups. It would be worthwhile to set the framework of how, when, where the workgroups will be able to meet. Two Trustees, Bob Cavanagh and Tizz Crowley, have already expressed an interest in serving on a couple of the workgroups.

Attached to this packet of information is an example of a potential FOAA Policy. In November of 2011, LAWPC's attorney Bryan Dench prepared a formal FOAA Policy for the Watershed Protection Commission and reviewed it with the Commissioners at one of their meetings. We simply changed all references to the "Lake Auburn Watershed Protection Commission" and substituted either the "Auburn Water District" or the "Auburn Sewerage District". This document might provide a good framework for instituting a revised and updated FOAA Policy.

Purchasing Issues/Items

Sid has bid results for two utility trucks that will require Trustee approval. Be budgeted a combined \$75,000 for the trucks (\$37,500 each). The bid results came in very favorably. We still have some items to add to the trucks within the budget allotments, such as emergency lights and two-way radios, but we will come in well under budget.

I authorized the purchase of a fairly heavy duty walk-behind snowblower. This was not a 2015 Budget Item, but the heavy amounts of snow were putting a strain on our personnel. We already have one Operator out on extended medical leave. The snowblower will be primarily limited to use at the UV Plant and at our sewer pump stations. These areas require a fair amount of hand-removal of snow that cant be removed by plowing or loaders. The purchase price was about \$2,200. We had allocated \$3,000 in the 2015 Budget for 2 small portable generators to be placed on 2 vehicles. The intent was to sacrifice those generators in lieu of the snowblower. One of our employees was bringing in his own personal snowblower for use at the UV Facility.

To offset the purchase cost, we may also recommend the sale of our zero-turn riding lawnmower. This past year in 2014 we had a very successful year in outsourcing our lawn care with a landscaping firm. Part of the reasoning behind outsourcing the lawn work was that we would not have to hire and supervise a crew of summer students. The contracted mowing also would allow us to abandon our mowing equipment, and the costs required to maintain the equipment each year.

We have a pending repair to the backhoe digging arm. The backhoe is equipped with a rotating knuckle that allows the digging bucket to be rotated almost up to 90 degrees from the vertical position, in either direction. This feature is extremely handy for digging near other buried utilities. The knuckle has become excessively worn and is becoming a safety issue. Our buckets are considered "quick-detachable" buckets, so we can quickly switch from an aggressive digging bucket, to a smooth-edged cleanup bucket. A new knuckle attachment will likely run in the vicinity of \$5,000.

AUBURN WATER DISTRICT	INITIAL	CURRENT	END OF		WARD
<u>TRUSTEES</u>	<u>APPOINTMENT</u>	<u>APPOINTMENT</u>	<u>APPOINT.</u>	<u>POSITION</u>	
Preston Chapman	1996	2011	2015	Treasurer	5
Robert Cavanagh	2009	2013	2017	Trustee	1
Lee Upton	2012	2012	2016	Trustee	2
Jim Wilkins	2012	2014	2018	Trustee	2
Rick Whiting	2013	2013	2017	Trustee	1
K. C. Geiger	1998	2014	2018	President	5
Tizz Crowley	Mayor's Representative	2012	2015	Trustee	1

AUBURN SEWERAGE	INITIAL	CURRENT	END OF		WARD
DISTRICT			CURRENT		
<u>TRUSTEES</u>	<u>APPOINTMENT</u>	<u>APPOINTMENT</u>	<u>APPOINT.</u>	<u>POSITION</u>	
Joseph DeFilipp	2003	2014	2018	Trustee	3
Jeffrey Preble	1995	2011	2015	Trustee	5
Stephen Ness	1990	2014	2018	Trustee	4
Robert Cavanagh	2006	2011	2015	President	1
*Raymond Fortier	2014	2014	2017	Trustee	4
Heidi McCarthy	2012	2012	2016	Treasurer	4
Tizz Crowley	Mayor's Representative	2012	2015	Trustee	1

*Appointed by Auburn City Council on 7/7/2014 to fill Beverley Heath's remaining term.

REVISED: 2/12/2015

Lewiston - Auburn Water Pollution Control Authority

Cost Apportionment Summary - First Half of 2015

Month	Lewiston Sewer Division		Op Data		Difference \$	Initial %	Auburn Sewerage District		Difference \$			
	Initial %	Initial \$	Op Data	Op Data \$			Initial %	Initial \$		Op Data	Op Data \$	
January	53.50%	\$134,209.21	51.20%	\$128,439.46	\$5,769.74	0.0	46.50%	\$116,649.12	48.80%	\$122,418.87	(\$5,769.74)	0
February	53.50%	\$134,209.21	55.09%	\$138,197.85	(\$3,988.65)	0.0	46.50%	\$116,649.12	44.91%	\$112,660.48	\$3,988.65	0
March	53.50%	\$134,209.21	58.83%	\$147,579.96	(\$13,370.75)	0.0	46.50%	\$116,649.12	41.17%	\$103,278.37	\$13,370.75	0
April	56.00%	\$140,480.66	54.79%	\$137,445.28	\$3,035.39	0.0	44.00%	\$110,377.67	45.21%	\$113,413.05	(\$3,035.39)	0
May	56.00%	\$140,480.66	55.89%	\$140,204.72	\$275.94	0.0	44.00%	\$110,377.67	44.11%	\$110,653.61	(\$275.94)	0
June	56.00%	\$140,480.66	50.40%	\$126,432.60	\$14,048.07	0.0	44.00%	\$110,377.67	49.60%	\$124,425.73	(\$14,048.07)	0
Six Month Adjustment			54.37%		\$5,769.74				45.63%		(\$5,769.74)	0

Cost Apportionment Summary - Second Half of 2015

Month	Lewiston Sewer Division		Op Data		Difference \$	Initial %	Auburn Sewerage District		Difference \$			
	Initial %	Initial \$	Op Data	Op Data \$			Initial %	Initial \$		Op Data	Op Data \$	
July	56.00%	\$140,480.66	50.06%	\$125,579.68	\$14,900.98	0.0	44.00%	\$110,377.67	49.94%	\$125,278.65	(\$14,900.98)	0
August	56.00%	\$140,480.66	51.02%	\$127,987.92	\$12,492.74	0.0	44.00%	\$110,377.67	48.98%	\$122,870.41	(\$12,492.74)	0
September	56.00%	\$140,480.66	55.44%	\$139,075.86	\$8,404.81	0.0	44.00%	\$110,377.67	44.56%	\$111,782.47	(\$1,404.81)	0
October	57.00%	\$142,989.25	53.62%	\$134,510.24	\$8,479.01	0.0	43.00%	\$107,869.08	46.38%	\$116,348.09	(\$8,479.01)	0
November	57.00%	\$142,989.25	52.88%	\$132,653.88	\$10,335.36	0.0	43.00%	\$107,869.08	47.12%	\$118,204.45	(\$10,335.36)	0
December	57.00%	\$142,989.25	56.30%	\$141,233.24	\$1,756.01	0.0	43.00%	\$107,869.08	43.70%	\$109,625.09	(\$1,756.01)	0
Six Month Total Adj			53.22%		\$49,368.92				46.78%		(\$49,368.92)	0
Average to date			51.20%						48.80%			0
Adjustments to date					\$5,769.74						(\$5,769.74)	0
Average / Adjustments year end			53.79%		\$55,138.66				46.21%		(\$55,138.66)	0

All data in large font are 2015 data, *Data shown in smaller, italicized font are 2014 data used for estimation/illustration purposes only.*

Auburn Cost Apportionment for January 2015				Based upon	
Flow Ratio (A)	0.38532	100,632,000 gallons		January 2015	
BOD Ratio (B)	0.61742	395,268 pounds		operations data	
TSS Ratio (C)	0.58596	246,863 pounds			
Cost Center	Factor	Budget Amount	Auburn Share		
Labor	0.428594	\$1,572,500.00	\$673,964.07		
Power	0.586345	\$242,000.00	\$141,895.49		
Heat	0.38532	\$71,000.00	\$27,357.72		
Maintenance	0.480327	\$715,400.00	\$343,625.94		
Chemicals	0.539925	\$165,000.00	\$89,087.63		
Residuals	0.558416	\$1,050,400.00	\$586,560.17		
TOTAL OP COST		\$3,816,300.00	\$1,862,491.00	48.80%	
Bond and Interest	Factor	Princ & Interest	Auburn Share		
1998(2003A)	0.4636	\$200,024.10	\$92,731.17		
2001	0.4636	\$134,594.30	\$62,397.92		
2005	0.4636	\$123,646.39	\$57,322.47		
2008	0.4636	\$76,075.78	\$35,268.73	Percent B&I Share	
2010	0.4636	\$164,128.37	\$76,089.91		
2011	0.4636	\$913,647.00	\$423,566.75		
Bond+Int Totals		\$1,612,115.94	\$747,376.95	46.36%	
Total Expense		\$5,428,415.94			
Miscellaneous Revenue		\$806,000.00			
Total Cost After Miscl Rev		\$4,622,415.94			
Less Prev Year Carryover		\$0.00			
Yearly Ops Cost to Apportion		\$3,010,300.00	\$1,469,134.15	Ops Cost Share	
Monthly Ops Cost to Appor		\$250,858.33	\$122,427.85	48.80%	

**TASK ORDER NO. 3 TO
MASTER SERVICES AGREEMENT
BETWEEN OWNER AND ENGINEER
FOR MASTER SERVICES
(NON-HAZARDOUS WASTE SERVICES)**

This is Task Order No. 3 attached to and made part of the Agreement dated June 1, 2013, between CDM Smith, Inc. (ENGINEER) and The City of Lewiston, Maine (OWNER).

This Task describes the Scope of Services, Time Schedule, Charges, and Payment Conditions for the Task Order known as: Combined Sewer Overflow Clean Water Act Master Plan (CSO CWAMP) 2015 Five Year Update.

The City of Lewiston will engage the ENGINEER to provide professional engineering services for the development, alternatives evaluation, and preparation of the CSO CWAMP 2015 Five Year Update. This Agreement covers projects related to The CSO CWAMP completed in 1998 by the City of Lewiston, the Auburn Sewerage District (ASD) and The Lewiston Auburn Water Pollution Control Facility (LAWPCA).

In May 2000, the City of Lewiston, Lewiston-Auburn Water Pollution Control Authority (LAWPCA) and Auburn Sewerage District (ASD) finalized negotiations with the Maine Department of Environmental Protection (MDEP) to proceed with the recommendations made in the Clean Water Act Master Plan. The plan included a fifteen (15) year implementation period and a requirement to provide updates on the progress made at five (5) year intervals during the implementation period. Updates to the report were submitted in 2005 and 2010.

The first CSO CWAMP Five Year Update for Lewiston, ASD and LAWPCA was prepared by CDM Smith, submitted and commented on by the MDEP in 2005. MDEP provided final approval of the plan and amendment including the provision for Lewiston to modify the separation approach for the CSO 004, 012, 015 and 021 basins to storage.

In 2008, the consent agreement with LAWPCA was amended. In the correspondence, it was stated that "the goal of the amendment was to close out the consent agreement and move the focus of controlling storm flows at LAWPCA to the CSO Master Plan." The Consent Agreement committed LAWPCA to include an assessment of primary treatment needs at the treatment plant in the second 5-year update to the Master Plan.

The second CSO CWAMP Five Year Update for Lewiston, ASD and LAWPCA was prepared by CDM Smith in June of 2010, and was commented on by the MDEP in 2013. MDEP provided final approval of the plan in their 2013 correspondence and requested a Scope of Work for the Master Plan 2015 Five Year update by January 1, 2015.

This Task Order No. 3 will further develop the third CSO CWAMP Five Year Update report for Lewiston, ASD and LAWPCA. (Task Order No. 2 is already initiated and includes metering and calibration for the third update) This Task Order No. 3, along with the existing task order No. 2

outlines a comprehensive study integrating several objectives that will ultimately provide the City of Lewiston, the ASD and LAWPCA with a final CSO CWAMP. The plan will recommend appropriate, cost-effective solutions that maximize benefits to the receiving waters.

Given the limitations of the budget allocated for this assignment, the CSO CWAMP was split into more than one task order. The following task items were included in the previous Task Order No. 2 and are listed here to document existing authorized tasks for this project.

1. **Task 1** - Lewiston Flow Metering
2. **Task 2** - Model Calibration Update (Fall)
3. **Task 3** - Negotiations with DEP , Project Management And Meetings

1. Scope of Services

Task 4: Analysis

Task 4.1: CSO Master Plan Model Scenarios Update

This task will assess baseline CSO and project future conditions. CDM Smith will use the calibrated computer model to assess baseline conditions and inform schedule and scope development for the updated CSO Master Plan. The model will be used to identify storage, treatment, and sewer separation alternatives that achieve specified levels of CSO control. The focus will be on the 1-year design storm used to date for alternatives development and analysis. Findings from the analyses will be used to evaluate the CSO CWAMP 2015 Five Year Update to be submitted to MDEP in June 2015.

The following Subtasks will be used for the CSO CWAMP 2015 Five Year Update:

- Identify and represent planned development and population projections
- Simulate average annual CSO and design storms
- Identify alternative analyses and conduct evaluations
- Simulate preliminary planning scenarios for CSO master plan
- Prepare CSO Master Plan Model update

Task 5: Review and Assess CSO Related Information

5.1 Data Collection/Review

Review the following materials:

- M&E CWA CSO Master Plan including project summaries for ASD, Lewiston and LAWPCA
- CDM Smith 5-yr and 10-yr CSO Master Plan Updates

- Annual CSO progress reports for 2000 through 2014 for ASD, Lewiston and LAWPCA
- LAWPCA wastewater treatment plant evaluation reports
- Correspondence with the MDEP

5.2 Review Progress in Collection Systems

Review the following information through discussions with ASD and Lewiston:

- Sewer separation capital projects completed, on-going and planned
- Private inflow removal projects
- CSO flow monitoring and overflow volume removals achieved
- Annual expenditures and anticipated available future funding for CSO program
- Nine minimum controls
- CMOM work in the system

5.3 Review Progress at LAWPCA

Review the following information through discussions with LAWPCA staff:

- CSO flow monitoring data at Structure B
- Wet weather WWTP hydraulic and treatment capacities with recent treatment improvements
- Capital improvements achieved and planned
- Evaluate current level of control at Structure B based on actual flow data and as part of the Lewiston SWMM modeling effort
- Evaluate LAWPCA wet weather treatment and storage options with a focus on the hydraulics at Structure B. This task will consider several options to minimize the occurrence of CSO's and optimize the overall function of Structure B

Task 6: Develop the CSO CWAMP 2015 Five Year Update Report

Review and consolidate information into a report including:

- Develop a presentation of the ASD, Lewiston and LAWPCA CSO abatement achievements from 2009 through 2014.
- Identify and evaluate alternatives and propose a schedule for implementing the preferred alternatives to address the remaining CSOs. Develop a presentation of the proposed implementation plan for years 2015 through 2020.

- Develop a long term financial model to project the future costs of providing reliable sewer service including the costs of anticipated capital improvements to assess the affordability of the proposed improvements in the CSO CWAMP.
- Submit draft report to ASD, Lewiston and LAWPCA for review. The draft report will include a comprehensive executive summary that details progress to date including updates to the Lewiston and Auburn collection systems, updates to the wastewater treatment facility and regulatory changes that have taken place since this project began.
- Revise draft and submit to DEP for review.
- Finalize the CSO CWAMP 2015 Five Year Update.
 - If the comments received by the Maine DEP significantly affect the scope of the CSO CWAMP 2015 Five Year Update, additional funding and scope items may be required to complete the final report.

Task 7: Project Management and Meetings

CDM Smith will assist the City of Lewiston with miscellaneous tasks as required developing the updated CSO Master Plan and implementation schedule.

Task 8: Recalibration including Spring and Fall Metering

Additional testing, verification and calibration will be conducted to ensure valid long-term model performance. The model will be run for one year to compare mean daily flows with measured WWTP values.

2. Owner's Responsibilities

The City of Lewiston, ASD and LAWPCA will make available all required information, reports, and correspondence to the MDEP and EPA, as necessary to complete the tasks identified in tasks 1 through 3.

3. Time Schedule

The project should begin immediately to take advantage of the fall of 2014 wet weather and obtaining critical data for use in analyses. Milestones are as follows:

- March 2015 - Begin spring flow metering program
- February 2015 - DEP approval on Scope
- June 1, 2015 - Submit draft Updated Master Plan/Implementation Schedule to DEP

4. Compensation and Invoicing

Compensation for services of ENGINEER described in this Exhibit will be on the following basis:

ENGINEER's Labor Costs. The ENGINEER shall be compensated for services of its personnel on the basis of the labor rates included in Exhibit A of the Agreement and the actual time that ENGINEER's personnel are directly utilized on the work. The labor rates included in Exhibit A are subject to escalation by the ENGINEER throughout the term of the Agreement as described in Exhibit A.

Travel Expenses and Subsistence. The ENGINEER shall be paid actual costs of travel expenses including air fare, automobile rental, if required, mileage charges, parking, tolls, and taxi, lodging, and sustenance where such expenses are directly related to the performance of the work.

Other Incidental Direct Costs. The cost of the other services as may be required hereunder, but which are not normally included as part of the overhead of the ENGINEER, shall be reimbursed to the ENGINEER. Such other services as required to complete this Agreement may include but are not limited to the following: computer/program and word processor charges, printing costs, reproduction costs, telephone, fax and telegraph costs, laboratory analysis charges, field equipment rental charges, mailing, shipping costs and special equipment procurement.

For work done by subcontractor or subconsultants, at the actual cost to the ENGINEER of such services plus a markup of 5 percent as compensation for the ENGINEER's general oversight and coordination of subcontractors and consultants.

For purposes of cost control by the OWNER, it is agreed that costs for this Task Order No. 2 shall not exceed \$122,000 without written prior approval by the OWNER.

The estimated breakdown for this total cost is summarized as follows:

Task 4 CSO Master Plan Model Scenarios Update	\$ 20,000
Task 5 Review CSO Related Information	\$ 9,000
Task 6 2015 Five Year MP Update Report	\$ 29,000
Affordability Analysis	\$ 47,000
Task 7 Project Management	\$ 5,000
<u>Task 8 Model Calibration / Refinement</u>	<u>\$ 12,000</u>

TOTAL	\$ 122,000
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When the costs approach 85 percent of the above figure, the ENGINEER will advise the OWNER as to whether additional funds are needed. If additional funds are needed and are not available, the scope of services shall be reduced to stay within the funds available. Attachment A presents a breakdown of the budget estimate by task.

5. Terms and Conditions

The terms and conditions of the Agreement referred to above shall apply to this Task Order except to the extent expressly modified herein. In the event of any such modification, the modification shall be set forth below and the Article of the Agreement to be modified shall be specifically referenced. Modifications included in this Exhibit are:

None

6. Terms or Provisions in Conflict

If the provisions set forth in the Agreement are in conflict with the provisions set forth in this Task Order, the provisions of this Task Order shall govern.

Acceptance of the terms of this Task Order is acknowledged by the following authorized signatures of the parties to the Agreement:

OWNER

ENGINEER

By: Ed Barrett

By: Daniel P. Bisson, P.E.

Title: City Administrator

Title: Associate

Date: _____

Date: _____

Task	TOTAL Estimated Hours				%				Check
	Lew	Aub	LAWPCA	LAWPCA	Lew	Aub	LAWPCA	LAWPCA	
Task 1: Lewiston Flow Metering (Fall and Spring)									
1.1 Planning and Implementation of Metering Program	50	0	0	0	100.0%	0.0%	0.0%	0.0%	Yes
1.2 Supplemental Data Collection	50	0	10	10	80.0%	0.0%	20.0%	20.0%	Yes
1.3 Data Review	50	0	10	10	80.0%	0.0%	20.0%	20.0%	Yes
Task 2: Hydraulic Model Calibration Update (Fall and Spring)									
2.1 Hydraulic Model Calibration (fall)	275	0	40	40	85.5%	0.0%	14.5%	14.5%	Yes
2.2 Hydraulic Model Calibration (spring)	112	0	22	22	80.4%	0.0%	19.6%	19.6%	Yes
Task 3: Negotiation With DEP, Project M and Meetings									
3.1 Negotiation with DEP	40	12	12	12	40.0%	30.0%	30.0%	30.0%	Yes
3.2 Project Management	40	4	4	4	80.0%	10.0%	10.0%	10.0%	Yes
3.3 Meetings	40	13	13	13	35.0%	32.5%	32.5%	32.5%	Yes
Task 4: CSO Master Plan Scenarios Update									
4.1 ID and represent planned development and population project	31	4	4	4	74.2%	12.9%	12.9%	12.9%	Yes
4.2 Simulate average annual CSO and design storms	31	5	5	5	67.7%	16.1%	16.1%	16.1%	Yes
4.3 Identify alternative analyses and conduct evaluations	31	0	0	0	100.0%	0.0%	0.0%	0.0%	Yes
4.4 Simulate preliminary planning scenarios for CSO master plan	32	0	0	0	100.0%	0.0%	0.0%	0.0%	Yes
4.5 Prepare CSO Master Plan Model update	31	5	5	5	67.7%	16.1%	16.1%	16.1%	Yes
Task 5: Review and Assess CSO Related Info									
5.1 Data Collection / Review	16	8	4	4	50.0%	25.0%	25.0%	25.0%	Yes
5.2 Review Progress in Collection Systems (Lewiston)	19	0	0	0	100.0%	0.0%	0.0%	0.0%	Yes
5.3 Review Progress in Collection Systems (Auburn)	19	0	19	0	0.0%	100.0%	0.0%	0.0%	Yes
5.4 Review Progress at LAWPCA	16	0	0	16	0.0%	0.0%	100.0%	100.0%	Yes
Task 6: CSO CWAMP Update Report									
6.1 present of abatement achievements 2009 through 2014.	24	8	8	8	33.3%	33.3%	33.3%	33.3%	Yes
6.2 Id and evaluate alternatives and propose schedule	24	16	4	4	66.7%	16.7%	16.7%	16.7%	Yes
6.3 Long Term Financial Model	370	0	0	0	100.0%	0.0%	0.0%	0.0%	Yes
6.4 Submit Draft Report	90	50	20	20	55.6%	22.2%	22.2%	22.2%	Yes
6.5 Revise Draft	20	8	6	6	40.0%	30.0%	30.0%	30.0%	Yes
6.6 Finalize	20	8	6	6	40.0%	30.0%	30.0%	30.0%	Yes
Task 7: Project Management and Meetings									
7.1 Project Management	19.4	15.4	2	2	79.4%	10.3%	10.3%	10.3%	Yes
7.2 Meetings	8	3	2.5	2.5	37.5%	31.3%	31.3%	31.3%	Yes
Task 8: Recalibration									
8.1 Recalibration	49.5	34.5	8	8	69.7%	15.2%	15.2%	15.2%	Yes
8.2 Report	42	28	7	7	66.7%	16.7%	16.7%	16.7%	Yes
TOTAL	1549.9	1212.9	129	208	78.3%	8.3%	8.3%	13.4%	Yes
Total \$ for Tasks 1, 2, 3, 4, 5, 6, 7 and 8 (not subcontractors) \$ 210,000 \$164,339 \$17,479 \$ 28,182									
Total \$ for Tasks 1, 2, 3, 4, 5, 6, 7 and 8 (with subcontractors) \$ 262,000 \$216,339 \$17,479 \$ 28,182									
Total Hours for Tasks 1, 2, 3, 4, 5, 6, 7 and 8 1549.9 1213 129 208									
Total \$ for Task Order 2 (tasks 1, 2 and 3) \$ 98,000 \$ 69,248 \$ 3,884 \$ 14,868									
Total \$ for Task Order 2 (tasks 1, 2 and 3) (With Subs) \$ 140,000									
Total Hours for Task Order 2 (tasks 1, 2 and 3) 657.0 29.0 111.0									
Total \$ for Task Order 3 (Tasks 4, 5, 6, 7 and 8) \$ 122,000 \$ 95,083 \$13,663 \$ 13,253									
Total Hours for Task Order 3 (Tasks 4, 5, 6, 7 and 8) 892.9 695.9 100.0 97.0									

John Storer

From: Dan Bilodeau <anotherdanbilodeau@gmail.com>
Sent: Tuesday, February 03, 2015 7:41 AM
To: John Storer
Cc: Kielty, Brenda
Subject: FOAA request

This weeks requests. As per FOAA & Brenda K. guidance these are two separate requests, not to be confused with TWO STANDING requests. This is a regular (weekly) Storer email request and a request for Richard's emails for last month.

I expect each request to be delivered in a timely manner. I appreciate the last few weeks have been an improvement and hope to work out the fee disagreement soon in accordance to FOAA law.

John, you indicated the Trustee's voted to deny a refund request and a waiver request for fees. Could I please get this in writing from the Trustee's? You meet once a month and I suspect official minutes won't be approved until the next meeting and an official answer would help the LAWNA decide further course of appeal.

Thank you!

Dan

President, LAWNA

AUBURN WATER & SEWERAGE DISTRICTS

POLICY: UTILITY BILL STUFFERS

DATE ISSUED: DRAFT for review at Trustee Meetings of 2/17/15 & 2/18/15

REVISION DATE(S):

POLICY

It is the policy of the Auburn Water & Sewerage Districts (AWSD) not to include any bill stuffers, advertising, or other promotional material provided by a private business to be sent out with its utility billings. However, at the discretion of the Trustees of the Water & Sewerage Districts, bill stuffers from units of government, school departments, City boards or committees, or similar agencies may be allowed as long as there is no additional cost or delay to the AWSD billing cycle.

BILL STUFFER QUALIFICATIONS

AWSD has the capability to include additional information within its regular utility billings. If time, space, and weight permits, AWSD may allow an entity or organization to provide informational flyers that may be included with its utility bills.

AWSD Trustees reserve the right to accept or reject any material placed in the billing inserts. Information contained in the inserts must be of general interest to AWSD customers or City residents. The inserts should meet the following criteria:

1. They must be from a non-profit organization, but cannot be a service club.
2. They must not advertise a medical, political, or religious standing.
3. The insert must have an educational or cultural value to the AWSD customers or City residents.
4. It can be information from the City of Auburn, or any of its various appointed Boards or Committees.
5. It cannot be a solicitation for a donation.
6. It must not exceed 2 ounces in weight in order to accommodate standard postage. Recommended paper stock shall be 20#, not to exceed 24#.
7. It must conform to one of the following sizes (in inches): 8.5x11, 8.5x14, or 11x17. Due to potential jamming problems with the processing machines, pre-supplied 1/3 page (buckslips) will not be allowed. Buckslips may be permitted provided they are printed and generated by AWSD's billing subcontractor.
8. Any request must be submitted to the AWSD Superintendent at least 45 days in advance of desired distribution. The Superintendent will present the proposed insert to the AWSD Trustees for consideration and approval.
9. Only one insert will be allowed each month. AWSD inserts will take precedence. All others will be considered on a first-come, first-served basis.
10. Inserts shall be at no cost to AWSD. The insert shall consist of only one page. Folding is allowed to accommodate a brochure type of format.
11. The entity providing inserts will be responsible for any related costs for inclusion in the utility billings. Current costs are approximately 5.5 cents per envelope. AWSD will verify pricing with its billing subcontractor and will provide an estimate of actual cost based on the anticipated number of bills/inserts.

AUBURN SEWERAGE DISTRICT

Policy On Maine's Freedom of Access Law: Its Requirements and Compliance

The Auburn Sewerage District ("ASD" or the "District") has established the following policies and procedures to assure compliance with the requirements of the Freedom of Access Law, 1 M.R.S.A. § 401 *et seq.*, by the District and ASD officials. The Law gives citizens important rights of access to records and to proceedings. However, the Law does not require public officials to create new records, perform legal research, or provide legal advice to members of the public.

The contact person for FOAA requests is:

John Storer, P.E.
Superintendent of ASD
Auburn Sewerage District
268 Court Street, P.O. Box 414
Auburn, Maine 04212-0414
(207) 784-6469

(A) **Freedom of Access to Public Records and Proceedings:** Since 1959 Maine people have had a legal right by statute of access to public records and proceedings. In 1975 the Maine Legislature rewrote the Freedom of Access Law to make it broader, to correct perceived problems in the way it worked, and to overcome perceived abuses. It added to the Law a statement of purpose that public business be conducted openly and that the right to know law should be "liberally construed" to achieve that. The courts look to that statement of purpose when resolving disputed cases, and give the law a broad interpretation.

(1) **It grants rights not to information, as such, but of access to (1) public records and (2) public proceedings.** 1 M.R.S.A. sections 403, 408. Any person "shall have the right to inspect and copy any public record during the regular business hours of the custodian" of such record provided that "such inspection may be scheduled to occur at such time as will not delay or inconvenience the regular activities of the agency or official having custody of the record sought." The law does not require the District to compile or analyze information. It only compels the District to grant access to "public records."

(2) **If the District or a District official denies a request for access, it must give written reasons for denial within five working days of the request.** The person making the request may appeal the denial to Superior Court, but must do so within five working days of the denial. 1 M.R.S.A. § 409(1).

(3) **Public Records** are all documents, records, written, printed or graphic matter "or any mechanical or electronic data compilations from which information can be obtained" which is in the possession or custody of a public official. 1 M.R.S.A. section 402(3). This includes computer data bases and electronic data compilations. This very broad definition is subject to certain exceptions. The most important is "records that have been designated **confidential by statute.**" For ASD, the most likely exceptions would be certain personnel records covered by Title 30-A (reproduced below), and records that would fall within the attorney-client privilege if the records or inspection is sought in connection with a court proceeding. The Legislature also maintains a helpful website for searching public records exceptions at <http://www.mainelegislature.org/legis/foa>.

(4) **Public Proceedings** means the "transactions of any functions affecting any or all citizens" by various government entities, in particular by "any board, commission, agency or authority of any county, municipality, school district or any regional or other political or administrative subdivision." 1 M.R.S.A. section 402(2)(C). Except authorized executive sessions, all public bodies must conduct their proceedings open to the public (and press) and with adequate notice to permit public attendance. 1 M.R.S.A. sections 403, 405, 406. Adequate notice does not require the preparation of a formal agenda. This right of access does not include meetings and work sessions of executive staff personnel, individual government officials, or members of an entity if no quorum is present. 1 M.R.S.A. Sections 402(3)(c), 406.

(5) Bodies shall give **Public Notice** in advance for all public proceedings (if the body consists of three or more persons and a quorum [usually a simple majority] is present). 1 M.R.S.A. section 406. The notice must be reasonably calculated to notify the public and must give ample time to allow public attendance. In case of an emergency meeting, whenever practical the body must notify local media representatives by the same or faster means used to notify its members.

(B) **Executive Sessions:** The Law only allows executive sessions (in private) subject to certain rigid conditions. Section 405 of Title 1 M.R.S.A. gives the following rules on executive sessions:

(1) They must not be used to defeat or circumvent the policy in favor of open meetings.

(2) No final action or approval can be taken in executive sessions.

(3) It takes a public vote of three-fifths of the body attending to approve an executive session.

(4) The motion to go into an executive session must state "the precise nature of the business" the body will discuss [which must be lawful business for an executive session].

(5) The body can discuss no other business.

(6) The body can legally take only the following matters up in an executive session:

a. Discussion or consideration of employment or discipline of public employees or officials, and then only if public discussion could damage his or her reputation or invade his or her privacy. The person being "charged or investigated" and any person bringing charges is allowed to be present. Any person being "charged or investigated" may request in writing that the meeting be conducted in an open session. Generally such a request must be honored. 1 M.R.S.A. § 405(6)(A).

b. School board proceedings regarding suspension or expulsion of students, provided that the student, legal counsel and the student's parents or guardians if that student is still an unemancipated minor, are permitted to attend. 1 M.R.S.A. § 405(6)(B).

c. Consideration of acquisition or use of real property or of "economic development," but only where premature disclosure would prejudice the position of the public body or agency. 1 M.R.S.A. § 405(6)(C).

d. Collective bargaining negotiations, unless both parties agree otherwise. 1 M.R.S.A. § 405(6)(D).

e. "Consultations between a body or agency and its attorney" regarding its legal rights or duties or litigation or other matters where public discussions "would clearly place [the government] at a substantial disadvantage." 1 M.R.S.A. § 405(6)(E).

f. Discussion of information in records made confidential by law, such as personnel records. 1 M.R.S.A. § 405(6)(F).

Remedies for Violations. If a body illegally takes a final action in an executive session, a court can declare the action null and void. 1 M.R.S.A. § 409(2). A willful violation is subject to a civil forfeiture of up to \$500 in an action brought by the Maine Attorney General. 1 M.R.S.A. § 410.

(C) **Municipal Personnel Records**: Pursuant to 30-A M.R.S.A. § 2702, certain personnel records are confidential and are not “public records” as defined in the Freedom of Access Law. The full section reads as follows:

§ 2702. Personnel records

1. Confidential records. The following records are confidential and not open to public inspection. They are not "public records" as defined in Title 1, section 402, subsection 3. These records include:

A. Except as provided in this paragraph, applications, resumes, letters and notes of reference, working papers, research materials, records, examinations and any other documents or records and the information they contain, solicited or prepared either by the applicant or the municipality for use in the examination or evaluation of applicants for positions as municipal employees.

(1) Notwithstanding any confidentiality provision other than this paragraph, applications, resumes and letters and notes of reference, other than those letters and notes of reference expressly submitted in confidence, pertaining to the applicant hired are public records after the applicant is hired.

(2) Telephone numbers are not public records if they are designated as "unlisted" or "unpublished" in an application, resume or letter or note of reference.

(3) This paragraph does not preclude union representatives from access to personnel records which may be necessary for the bargaining agent to carry out its collective bargaining responsibilities. Any records available to union representatives which are otherwise covered by this subsection shall remain confidential and are not open to public inspection;

B. Municipal records pertaining to an identifiable employee and containing the following:

(1) Medical information of any kind, including information pertaining to diagnosis or treatment of mental or emotional disorders;

(2) Performance evaluations and personal references submitted in confidence;

(3) Information pertaining to the creditworthiness of a named employee;

(4) Information pertaining to the personal history, general character or conduct of members of an employee's immediate family; and

(5) Complaints, charges or accusations of misconduct, replies to those complaints, charges or accusations and any other information or materials that may result in disciplinary action. If disciplinary action is taken, the final written decision relating to that action is no longer confidential after the decision is completed if it imposes or upholds discipline. The decision must state the conduct or other facts on the basis of which disciplinary action is being imposed and the conclusions of the acting authority as to the reasons for that action. If an arbitrator completely overturns or removes disciplinary action from an employee personnel file, the final written decision is public except that the employee's name must be deleted from the final written decision and kept confidential. If the employee whose name was deleted from the final written decision discloses that the employee is the person who is the subject of the final written decision, the entire final written report, with regard to that employee, is public.

For purposes of this subparagraph, "final written decision" means:

(a) The final written administrative decision that is not appealed pursuant to a grievance arbitration procedure; or

(b) If the final written administrative decision is appealed to arbitration, the final written decision of a neutral arbitrator.

A final written administrative decision that is appealed to arbitration is no longer confidential 120 days after a written request for the decision is made to the employer if the final written decision of the neutral arbitrator is not issued and released before the expiration of the 120 days; and [1997, c. 770, § 3 (AMD) .]

C. Other information to which access by the general public is prohibited by law.

2. Employee right to review. On written request from an employee or former employee, the municipal official with custody of the records shall provide the employee, former employee or the employee's authorized representative with an opportunity to review the employee's personnel file, if the municipal official has a personnel file for that employee. These reviews shall take place during normal office hours at the location where the personnel files are maintained. For the purposes of this subsection, a personnel file includes, but is not limited to, any formal or informal employee evaluations and reports relating to the employee's character, credit, work habits, compensation and benefits which the municipal official may possess. The records described in subsection 1, paragraph B, may also be examined by the employee to whom they relate, as provided in this subsection.

(2) Written records of any refusal by the ASD Trustees to renew the contract of an employee or appointee, or the record of any decision involving the dismissal of a public official, employee or appointee (e.g. written decisions on grievances involving discipline or on employee appeals under section 501) are not confidential. 1 M.R.S.A. S 407 (2).

(3) An employee or former employee has the right to review his or her personnel file, upon written request during normal business hours, and to make copies at his or her expense.

GUIDELINES FOR RESPONDING TO FREEDOM OF ACCESS REQUESTS

- Remember that all public records are normally accessible by any person upon request. This includes e-mail records, sound recordings, and computer files and databases.
- The wise thing to do is to draft every document and every written communication or record on the assumption that it will become public.
- However, if a document is confidential by law, consider stamping it or marking it "confidential" from the start. Then it will be less likely to be disclosed in error.
- If a person makes a vague or overly broad request, you can ask him or her to put the request in writing and to make it more specific so you can comply. The

reason is not to delay or obstruct the request. It is to make sure you respond properly and accurately without inefficient use of personnel.

- You should provide access as promptly as possible, but you do not have to disrupt the operation of the District to do so.
- If you can provide access to the records a person wants easily and quickly, then of course you should. But if it will take significant time to find the records or to put them aside, or if the request is so voluminous that it will disrupt operations, you can ask the person to wait a reasonable time. You can also ask the person to come back at a scheduled time when it will be more convenient.
- If a person requests copies, you can charge for them and can take the time you need to provide them without undue burdens on personnel. The right of access does not include the right to have copies made immediately. You can require payment in advance.
- Persons can copy computer data bases or sound recordings that contain public information. They can be asked to provide their own computer diskette or their own tapes. Right now it is unclear whether a person has a right to connect a computer hard drive or other electronic storage media to public infrastructure to copy records. If you receive such a request, promptly contact your legal counsel.
- If you are in doubt about whether records someone wants are "public records," you can consult with the Clerk or Superintendent, who can consult with legal counsel.
- If you are going to deny access to all or part of a record, you have a duty to notify the person making the request within five (5) working days after you received the request. The notice must be in writing and must state the reason(s) why you denied access.
- You have a duty to permit reasonable access to public records. You do not have a duty to provide information, as such. If it will take more than an hour to identify and make the records requested available, the person making the request should be billed \$10 an hour for time over one hour. If you estimate the charges will be more than \$20, notify the person making the request first.
- Therefore, the Freedom of Access law does not require public officials to answer questions, collect or analyze information not already contained in public records, or perform research for people.

- However, if you can help a citizen or the press by answering questions, or by compiling information, and if you have the time to do so, you may choose to go beyond what the law requires. This promotes public confidence in the operation of government and of quasi-governmental organizations.
- If a person objects to an executive session, you may want to consider postponing it long enough to be sure the law permits it, including obtaining legal advice when in doubt.

John Storer

From: Jonathan LaBonte <jlabonte@auburnmaine.gov>
Sent: Tuesday, February 10, 2015 11:10 AM
To: John Storer; Bethel Shields; Bob Thompson (thompson@avcog.org); Lee Upton; 'David Jones (djones@ci.lewiston.me.us)'; jbonneau@nhdlaw.com; Joe Grube; 'mcfalls1@roadrunner.com'; Richard Thibodeau (rpt@megalink.net); Michael R. Lachance
Cc: Bob Cavanagh (bobfrommainecentral@yahoo.com); Bruce Rioux; Charlie Chapman (pachappie@roadrunner.com); Jim Wilkins (jim.wilkins207@gmail.com); 'KC Geiger (kcgeiger@roadrunner.com)'; Tizz Crowley; heathbar@roadrunner.com; Heidi McCarthy; Jeffrey D. Preble; Joe Defilipp (josephdefilipp@gmail.com); Steve Ness (melness@roadrunner.com); Kathy Montejo (kmontejo@ci.lewiston.me.us); Susan Clements-Dallaire; Clint Deschene; Howard Kroll; Karen Veilleux; Eric Cousens; Sid Hazelton; Mary Jane Dillingham; 'Kevin Gagne' (KGagne@lewistonmaine.gov); Richard Burnham (RBurnham@lewistonmaine.gov); Heather Hunter (HHunter@lewistonmaine.gov); 'Scott Taylor' (STaylor@SunJournal.com); Rex Rhoades; Dan Bilodeau (anotherdanbilodeau@gmail.com); Scott Williams; Richard Whiting; Lynne Richard; Diane Drinkwater; Jason Pawlina; Mary Sylvester; Suzanne Boucher; Suzanna Field Boucher; Howard Kroll
Subject: RE: Lake Auburn Watershed Protection Commission Meeting - Wednesday February

John,

I would like to formally request that LAWPC attend an upcoming Auburn City Council meeting to present what its current workplan involves, how it is funded, and how the water quality protection needs are held up to economic opportunity and growth of tax base for the taxpayers of my city.

Howard Kroll, the City Manager, is copied on this thread and we can identify which of the March meetings would make the most sense for this to happen.

Jonathan

Jonathan P. LaBonte

Mayor - City of Auburn

60 Court Street

Auburn, Maine 04210

207-333-6600 Ext. 1216

From: John Storer [jstorer@awsd.org]
Sent: Friday, February 06, 2015 1:47 PM
To: Bethel Shields; Bob Thompson (thompson@avcog.org); Lee Upton; 'David Jones (djones@ci.lewiston.me.us)'; jbonneau@nhdlaw.com; Joe Grube; 'mcfalls1@roadrunner.com'; Richard Thibodeau (rpt@megalink.net); Michael R. Lachance
Cc: Bob Cavanagh (bobfrommainecentral@yahoo.com); Bruce Rioux; Charlie Chapman (pachappie@roadrunner.com); Jim Wilkins (jim.wilkins207@gmail.com); 'KC Geiger (kcgeiger@roadrunner.com)'; Tizz Crowley; heathbar@roadrunner.com; Heidi McCarthy; Jeffrey D. Preble; Joe Defilipp (josephdefilipp@gmail.com); Steve Ness