

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, March 17, 2015 at 4:00 P.M.**

**AGENDA**

1. Approve Minutes of Regular Meeting of February 17, 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, City Council scheduled to review committee appointments 3/16/15.
  - LAWPCA Apportionment - FYI only.
  - Professional Development update.
  - Staffing update - suggest Executive Session per 1 M.R.S.A. § 405 (6) (A) to discuss staffing and work assignments.
  - 2015 Project Recommendation.
  - Residential Sewer Service Inspections.
7. Old Business
  - Sewer Lining Project - update on progress.
  - Policy Workgroups - assignments and updates.
  - CSO Master Plan - 5yr Update, tabled from February.
8. Adjourn Regular Meeting.

Upcoming - April Trustee Meeting - April 21, election of officers (assuming appointment of new Trustees by Auburn City Council)

February 17, 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, February 17, 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 Tizz Crowley, seconded by Jeffrey Preble, it was voted: **To approve the minutes of the Regular Meeting of January 20, 2015.**

**FINANCIAL REPORT** –Cascades Auburn Fiber is down in January. Superintendent Storer will be meeting with their operators. There is nothing to worry about unless this downward trend continues.

#### **RATIFY PAYMENT OF BILLS**

On motion of Jeffrey Preble, seconded by Heidi McCarthy, it was unanimously voted: **To ratify the payment of bills in the amount of \$ 255,271.02 as shown on the printout dated January 15, 2015 – February 6, 2015.**

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

**ACTIVITY REPORT** –The January Activity Report was presented by Sid Hazelton. The vector truck litigation is behind us. C N Wood will look the truck over to insure that everything is in working order. The District may qualify for federal relief for the overtime hours spent on clearing the snow around the hydrants. The District has documented overtime hours totaling about \$5300.

#### **NEW BUSINESS**

**TRUSTEE APPOINTMENTS** - Preston Chapman has submitted his application for another term on the Water District Board. The Sewer District is looking for two trustees to replace Jeffrey Preble and Robert Cavanagh whose terms have expired. Robert Cavanagh has submitted his application for another term. Jeffrey Preble will remain on the Board until replaced unless he officially resigns from the Board.

#### **LAWPCA APPORTIONMENT** - FYI only

**CSO MASTER PLAN – 5 YEAR UPDATE** – This a three party report: Auburn Sewer District, Lewiston Water & Sewer Division and LAWPCA. The City of Lewiston has selected CDM Smith Inc. to develop a presentation of the proposed implementation plan for years 2015-2020.

On motion of Tizz Crowley, seconded by Raymond Fortier, it was unanimously voted: **To table the vote to proceed with an agreement with CDM Smith Inc. for the CSO Master Plan 5 year Update.**

Trustee Robert Cavanagh asked if the District would gain anything by putting the vote off to March. Superintendent John Storer said there would be no financial gain, however, an explanation from the Lewiston Water and Sewer Division as to how they came to select CDM Smith Inc. will have an effect on how to proceed.

**FOAA WAIVER REQUEST** – The pending FOAA waiver request is water related, but Superintendent Storer wanted to keep the Sewer District in the loop.

On motion of Tizz Crowley, seconded by Joseph DeFilipp, it was unanimously voted: **The pending FOAA request does not apply to the Sewer District.**

**PROFESSIONAL DEVELOPMENT UPDATE** - The District has formed an internal management team ( Tanya, John, Sid, Mary Jane and Mike) to discuss steps to improve communication, team building and overall efficiency. With assistance from Debbie Grimmig, City of Auburn Human Resource Manager , RFQ's have been sent to a limited number of local consultant firms. It was suggested that the Request for Qualifications for consultants to a conduct a "Team Building and Leadership Development Program" be posted on the District's website, the City of Auburn's website and the MMA website. The internal management team will meet with Debbie Grimmig to select a qualified consultant.

### **OLD BUSINESS**

**SEWER LINING PROJECT** - It has been a constant struggle with Insituform to get this work completed. There has been a change in the Scope of Work and a Remobilization Fee which still makes them the low bidder. It is hoped that the work will be completed as soon as there is a break in the weather

### **BILL STUFFER – REVIEW DRAFT**

On motion of Tizz Crowley, seconded by Jeffrey Preble, it was unanimously voted: **To give the Bill Stuffer Draft to the Sewer District workgroup for additional comments.**

Trustee Robert Cavanagh was concerned that we would be getting a lot of requests from non-profit organizations. Trustee Heidi McCarthy pointed out that there could only be one request per month.

### **POLICY WORK GROUPS –**

The volunteers are as follows: Bill Stuffers – Raymond Fortier  
Procurement – Robert Cavanagh  
Conduct – Raymond Fortier  
Compensation – Robert Cavanagh and Tizz Crowley  
FOAA – Tizz Crowley and Robert Cavanagh

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

**AUBURN SEWERAGE DISTRICT  
OPERATING STATEMENT - TRUSTEES' REPORT  
TWO MONTHS ENDED FEBRUARY 28, 2015**

	February	2015	Y-T-D THRU FEBRUARY 2015		
	YTD - 2014	BUDGET	ACTUAL	BUDGET	VARIANCE
<b><u>REVENUES:</u></b>					
Metered Income	\$537,702	\$3,422,154	568,281	\$570,359	(\$2,078)
Industrial Surcharge	92,716	562,205	70,847	93,701	(22,853)
Public Basins	0	53,892	0	8,982	(8,982)
Jobbing & Mdse.	8,760	18,352	2,595	3,059	(464)
Sewer Assessments	275	22,302	2,190	3,717	(1,527)
Finance Charges	4,487	16,742	2,648	2,790	(142)
Interest Income	291	1,985	200	331	(131)
Industrial Treatment Sampling	0	46,200	7,700	7,700	0
Capacity Fees (SDS)	750	8,625	1,875	1,438	438
<b>TOTAL REVENUES</b>	<b>644,981</b>	<b>4,152,457</b>	<b>656,337</b>	<b>692,076</b>	<b>(35,740)</b>
			<b>15.81%</b>	<b>16.67%</b>	<b>&lt; Standard</b>
<b><u>EXPENSES:</u></b>					
Payroll	52,028	389,647	53,036	64,941	(11,905)
Employee Benefits	30,043	191,598	27,280	31,933	(4,653)
Maint. of Sewers	2,805	61,015	2,068	10,169	(8,101)
Lift Stations	19,364	113,137	16,467	18,856	(2,389)
Maint. of Buildings	9,113	37,467	7,561	6,245	1,317
Maint. of Trucks	4,183	19,320	3,170	3,220	(50)
Office Expense	8,025	31,265	7,696	5,211	2,485
Collection Expense	(5,863)	(7,000)	(537)	(1,167)	630
General Expense	531	11,714	6	1,952	(1,946)
Insurance	11,901	54,714	11,640	9,119	2,521
Legal & Accounting Fees	5,803	33,530	4,776	5,588	(812)
Billing Expense	1,824	65,090	1,809	10,848	(9,040)
L.A.W.P.C.A.	216,993	2,195,623	165,564	365,937	(200,374)
<b>SUB-TOTAL</b>	<b>356,750</b>	<b>3,197,120</b>	<b>300,536</b>	<b>532,853</b>	<b>(232,317)</b>
Interest	22,884	87,256	20,133	14,543	5,591
<b>TOTAL EXPENSES</b>	<b>379,634</b>	<b>3,284,376</b>	<b>320,669</b>	<b>547,396</b>	<b>(226,727)</b>
			<b>9.76%</b>	<b>16.67%</b>	<b>&lt; Standard</b>
Bonds - Principal Payments	0	472,746	0	78,791	(78,791)
<b>SURPLUS FROM OPERATIONS</b>	<b>265,347</b>	<b>395,335</b>	<b>335,667</b>	<b>65,889</b>	<b>269,778</b>



**Auburn Sewerage District  
Accounts Payable Alpha Check Register  
February 7, 2015 thru March 20, 2015**

3/6/2015

<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>
3802	2/20/2015	2	Al's Auto & Truck Garage	2/10/2015	4474	tk#27-fuel gauge, sticker	<u>1,747.09</u>
<b>Vendor Total:</b>							<b>1,747.09</b>
3807	2/27/2015	2	Andros. Registry Of Deeds	2/25/2015	1877	place lien	<u>22.00</u>
<b>Vendor Total:</b>							<b>22.00</b>
3796	2/13/2015	2	Androscoggin Bank	2/5/2015	1871	Loan pmt- vac truck #35	<u>64,627.58</u>
3796	2/13/2015	2	Androscoggin Bank	2/5/2015	1871	Loan pmt	<u>5,306.62</u>
<b>Vendor Total:</b>							<b>69,934.20</b>
3808	2/27/2015	1	Auburn Water District	2/11/2015	Bk26Pg	January	<u>15.09</u>
3808	2/27/2015	1	Auburn Water District	2/11/2015	Bk26Pg	January	<u>2,242.76</u>
3808	2/27/2015	1	Auburn Water District	2/11/2015	Bk26Pg	January	<u>109.59</u>
3808	2/27/2015	1	Auburn Water District	2/11/2015	Bk26Pg	January	<u>1,760.00</u>
3808	2/27/2015	1	Auburn Water District	2/11/2015	Bk26Pg	January	<u>1,554.10</u>
3808	2/27/2015	1	Auburn Water District	2/11/2015	Bk26Pg	January	<u>85.00</u>
3808	2/27/2015	1	Auburn Water District	2/11/2015	Bk26Pg	January	<u>275.00</u>
3808	2/27/2015	1	Auburn Water District	2/11/2015	Bk26Pg	January	<u>325.00</u>
3808	2/27/2015	1	Auburn Water District	2/11/2015	Bk26Pg	January	<u>30.00</u>
3808	2/27/2015	1	Auburn Water District	2/11/2015	Bk26Pg	January	<u>1,196.81</u>
3808	2/27/2015	1	Auburn Water District	2/11/2015	Bk26Pg	January	<u>24.00</u>
3808	2/27/2015	1	Auburn Water District	2/11/2015	Bk26Pg	January	<u>323.18</u>
3808	2/27/2015	1	Auburn Water District	2/11/2015	Bk26Pg	January	<u>1,100.00</u>
3808	2/27/2015	1	Auburn Water District	2/11/2015	Bk26Pg	January	<u>466.64</u>
3808	2/27/2015	1	Auburn Water District	2/11/2015	Bk26Pg	January	<u>297.44</u>
3808	2/27/2015	1	Auburn Water District	2/11/2015	Bk26Pg	January	<u>117.56</u>
3808	2/27/2015	1	Auburn Water District	2/11/2015	Bk26Pg	January	<u>10.46</u>
3808	2/27/2015	1	Auburn Water District	2/11/2015	Bk26Pg	January	<u>31.08</u>
3808	2/27/2015	1	Auburn Water District	2/11/2015	Bk26Pg	January	<u>40.94</u>
3808	2/27/2015	1	Auburn Water District	2/11/2015	Bk26Pg	January	<u>3,385.09</u>
3808	2/27/2015	1	Auburn Water District	2/11/2015	Bk26Pg	January	<u>2,942.98</u>
3808	2/27/2015	1	Auburn Water District	2/11/2015	Bk26Pg	January	<u>340.65</u>
3808	2/27/2015	1	Auburn Water District	2/11/2015	Bk26Pg	January	<u>170.34</u>
<b>Vendor Total:</b>							<b>16,843.71</b>
3797	2/13/2015	1	Constellation NewEnergy, Inc	1/27/2015	21516890	Bradman St	<u>112.56</u>
<b>Vendor Total:</b>							<b>112.56</b>
3810	2/27/2015	2	Constellation NewEnergy, Inc	2/5/2015	21741557	Wortley Brook	<u>334.05</u>
3810	2/27/2015	2	Constellation NewEnergy, Inc	2/11/2015	21902030	Moose Brook	<u>237.05</u>
3810	2/27/2015	2	Constellation NewEnergy, Inc	2/10/2015	21883864	Lewiston Jct	<u>162.30</u>
3810	2/27/2015	2	Constellation NewEnergy, Inc	2/10/2015	21883960	Merrow Rd	<u>14.38</u>
3810	2/27/2015	2	Constellation NewEnergy, Inc	2/10/2015	21883881	River Station	<u>379.57</u>
<b>Vendor Total:</b>							<b>1,127.35</b>
3814	3/6/2015	2	Constellation NewEnergy, Inc	2/18/2015	22114192	Washington St	<u>181.08</u>
<b>Vendor Total:</b>							<b>181.08</b>
3813	2/27/2015	1	E.J. Prescott, Inc.	1/29/2015	4903747	vas usage	<u>26.22</u>

**Auburn Sewerage District  
Accounts Payable Alpha Check Register  
February 7, 2015 thru March 20, 2015**

3/6/2015

<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>
						<b>Vendor Total:</b>	<b>26.22</b>
3820	3/6/2015	2	E.J. Prescott, Inc.	2/12/2015	4905457	vas usage	<u>30.34</u>
						<b>Vendor Total:</b>	<b>30.34</b>
3803	2/20/2015	1	Gagne & Sons	1/30/2015	50379	Broad St manhole	<u>124.72</u>
						<b>Vendor Total:</b>	<b>124.72</b>
3798	2/13/2015	1	Group Dynamic, Inc.	2/6/2015	1867	Jan	<u>33.00</u>
3798	2/13/2015	2	Group Dynamic, Inc.	2/6/2015	1869	February	<u>33.00</u>
						<b>Vendor Total:</b>	<b>66.00</b>
3804	2/20/2015	3	Group Dynamic, Inc.	2/11/2015	1875	March	<u>33.00</u>
						<b>Vendor Total:</b>	<b>33.00</b>
3825	3/20/2015	3	Heidi McCarthy	2/10/2015	1874	2015	<u>150.00</u>
						<b>Vendor Total:</b>	<b>150.00</b>
3818	3/6/2015	2	Maine Municipal Assoc.	2/15/2015	81304	unemployment	<u>359.25</u>
						<b>Vendor Total:</b>	<b>359.25</b>
3819	3/6/2015	3	Maine Municipal Bond Bank	2/17/2015	4/1/15-12	Dist -2009FS	<u>3,876.29</u>
3819	3/6/2015	3	Maine Municipal Bond Bank	2/17/2015	4/1/15-12	Dist -2009FS	<u>28,625.00</u>
3819	3/6/2015	3	Maine Municipal Bond Bank	2/17/2015	4/1/15-21	Dist -2004FS	<u>5,332.25</u>
3819	3/6/2015	3	Maine Municipal Bond Bank	2/17/2015	4/1/15-26	Dist -2001FSFR	<u>6,772.08</u>
						<b>Vendor Total:</b>	<b>44,605.62</b>
3812	2/27/2015	3	Maine Municipal Emp.Hlth.	2/10/2015	1878	March District premium	<u>7,149.72</u>
3812	2/27/2015	3	Maine Municipal Emp.Hlth.	2/10/2015	1878	March Employee/Life	<u>112.50</u>
3812	2/27/2015	3	Maine Municipal Emp.Hlth.	2/10/2015	1878	March Employee/IPP	<u>268.57</u>
3812	2/27/2015	3	Maine Municipal Emp.Hlth.	2/10/2015	1878	March Employee/Dental	<u>579.51</u>
3812	2/27/2015	3	Maine Municipal Emp.Hlth.	2/10/2015	1878	March Employee Premium	<u>1,261.70</u>
						<b>Vendor Total:</b>	<b>9,372.00</b>
3800	2/13/2015	2	Paul's Clothing Store	2/5/2015	2515	Desjardins	<u>120.00</u>
						<b>Vendor Total:</b>	<b>120.00</b>
3823	3/20/2015	3	Robert Cavanagh	2/10/2015	1873	2015	<u>150.00</u>
						<b>Vendor Total:</b>	<b>150.00</b>
3799	2/13/2015	2	Treasurer, State of Maine	2/9/2015	1870	Desjardins w/e 2/8	<u>82.00</u>
						<b>Vendor Total:</b>	<b>82.00</b>
3805	2/20/2015	2	Treasurer, State of Maine	2/16/2015	1872	Desjardins w/e 2/15	<u>82.00</u>
						<b>Vendor Total:</b>	<b>82.00</b>
3811	2/27/2015	2	Treasurer, State of Maine	2/23/2015	1876	Desjardins w/e 2/22	<u>82.00</u>
						<b>Vendor Total:</b>	<b>82.00</b>
3817	3/6/2015	3	Treasurer, State of Maine	3/2/2015	1881	Desjardins w/e 3/1	<u>82.00</u>
						<b>Vendor Total:</b>	<b>82.00</b>
3821	3/13/2015	3	Treasurer, State of Maine	3/9/2015	1882	Desjardins w/e 3/8	<u>82.00</u>

**Auburn Sewerage District  
Accounts Payable Alpha Check Register  
February 7, 2015 thru March 20, 2015**

3/6/2015

<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>
						<b>Vendor Total:</b>	<b>82.00</b>
3824	3/20/2015	3	Treasurer, State of Maine	3/16/2015	1884	Desjardins w/e 3/15	<u>82.00</u>
						<b>Vendor Total:</b>	<b>82.00</b>
3801	2/13/2015	1	UNITIL ME	1/30/2015	1866	Green Turtle	<u>62.63</u>
						<b>Vendor Total:</b>	<b>62.63</b>
3806	2/20/2015	2	UPS	2/7/2015	173A7V	Moose Brook radio freight	<u>89.18</u>
						<b>Vendor Total:</b>	<b>89.18</b>
3822	3/13/2015	3	US Bank Corporate Trust Boston	3/12/2015	1883	2003A & 2003C	<u>5,307.72</u>
						<b>Vendor Total:</b>	<b>5,307.72</b>
3816	3/6/2015	2	Vantagepoint Transfer Agent-2028/2015	2/28/2015	1879	ICMA 401	<u>1,269.76</u>
						<b>Vendor Total:</b>	<b>1,269.76</b>
3815	3/6/2015	2	Vantagepoint Transfer Agent-2028/2015	2/28/2015	1880	ICMA 457	<u>726.30</u>
						<b>Vendor Total:</b>	<b>726.30</b>
<b><u>Grand Total:</u></b>							<b><u>152,952.73</u></b>

*Net Payroll + Taxes*

21,167.47

\$ 174,120.20

2/28/2015

VENDOR	REF	AWD G/L #	ASD G/L #	Amount
Ann's Flower Shop	fruit basket - Tanya	1142-300	2675-800	\$ 40.00
Auburn Water District	shared employees benefit allocation - Feb	1604-000	2604-000	\$ 751.01
Auburn Water District	shared employees wage allocation - Feb	1685-000	2601-600	\$ 1,668.91
City of Auburn	gas for month of - Feb	1142-300	2650-120	\$ 85.00
City of Auburn	gas for month of - Feb	1142-300	2650-121	\$ 275.00
City of Auburn	gas for month of - Feb	1142-300	2650-124	\$ 325.00
City of Auburn	gas for month of - Jan	1142-300	2650-120	\$ (27.01)
City of Auburn	gas for month of - Jan	1142-300	2650-121	\$ 49.88
City of Auburn	gas for month of - Jan	1142-300	2650-124	\$ (72.38)
Beltone Answering Service	answering service - Feb	1142-300	2675-800	\$ 41.00
Beltone Answering Service	answering service - panic buttons - Feb	1142-300	2675-800	\$ 4.98
Bisson Enterprises, Inc.	office cleaning - Feb	1142-300	2675-500	\$ 282.50
Central Maine Power	power @ 268 Court Street - Feb	1142-300	2615-500	\$ 120.70
Central Maine Power	power @ 268 Court Street - Feb	1142-300	2615-800	\$ 60.36
Constellation NewEnergy	energy charge @ 268 Court Street - Feb	1142-300	2615-500	\$ 235.26
Constellation NewEnergy	energy charge @ 268 Court Street - Feb	1142-300	2615-800	\$ 117.63
Critical Alert	shipping for new pager	1142-300	2675-500	\$ 3.00
Dig Safe System, Inc.	estimated cost - Feb	1142-300	2675-600	\$ 323.18
DirigoNet	domain fee - email spam - Feb & server work	1142-300	2675-800	\$ 152.50
Efficiency Maine	incentive check for new office lights project	1142-300	2304-500	\$ (5,906.50)
Gilman Electric	Court St panel board	1142-300	2620-500	\$ 192.31
Gilman Electric	Ipswich generator parts	1142-300	2620-223	\$ 1,023.12
Gilman Electric	generator parts	1142-300	2620-223	\$ 295.27
Great American Financial	Konica Digital Copier - lease - Feb	1142-300	2675-800	\$ 107.61
Home Depot	boot goop	1142-300	2604-000	\$ 9.73
K&K Excavation	salt sand	1142-300	2620-500	\$ 52.00
City of Lewiston	wages and benes - Dan Rodrigue - Feb	1142-300	2601-600	\$ 1,325.00
City of Lewiston	wages and benes - Dan Rodrigue - Feb	1142-300	2604-000	\$ 570.00
City of Lewiston	wages and benes - Dan Rodrigue - Feb	1142-300	2658-000	\$ 30.00
City of Lewiston	wages and benes - Dan Rodrigue - Jan	1142-300	2601-600	\$ (47.60)
City of Lewiston	wages and benes - Dan Rodrigue - Jan	1142-300	2604-000	\$ (25.01)
City of Lewiston	wages and benes - Dan Rodrigue - Jan	1142-300	2658-000	\$ 11.30
Maine Oxy	propane for shop	1142-300	2620-500	\$ 40.83
Maine State Retirement System	retirement contribution - Feb	1142-300	2604-000	\$ 1,386.95
Maine State Retirement System	retirement contribution - Feb	1142-300	2241-030	\$ 33.92
Maine State Retirement System	retirement contribution - Dave & Craig	1241-050	2241-050	\$ 10.81
Maine State Retirement System	retirement contribution - Dave & Craig	1241-065	2241-065	\$ 93.24
Maine State Retirement System	retirement contribution - Dave & Craig	1241-070	2241-070	\$ 138.16
Maine Water Company	accounting services - Greg Leighton - Feb	1142-300	2632-800	\$ 1,650.00
WB Mason	toner & legal paper reams	1142-300	2620-800	\$ 167.98
Napa	power wash	1142-300	2620-500	\$ 13.72
Ness Oil	January diesel	1142-300	2620-600	\$ 50.67
Northern Data Systems	customer billing - Jan	1142-300	2675-700	\$ (80.97)
Northern Data Systems	customer billing - Feb	1142-300	2675-700	\$ 789.64
Northern Data Systems	annual software fees	1142-300	2675-800	\$ 4,247.00
Oxford Networks	telephone service - Feb	1142-300	2676-800	\$ 122.84
Petro's Hardware	2 diesel gas cans	1142-300	2620-500	\$ 33.99
Petro's Hardware	snow scoop	1142-300	2620-500	\$ 18.00
Pine Tree Waste	bulk waste - Feb	1142-300	2675-500	\$ 60.07
Pitney Bowes	rental 3/1 to 5/31	1142-300	2675-800	\$ 30.00
Pitney Bowes	rental 3/1 to 5/31	1142-300	2675-800	\$ 200.00
EJ Prescott	thermal gloves	1142-300	2604-000	\$ 119.23
Redlon & Johnson	torch for tk #37	1142-300	2650-124	\$ 102.29
Spillers	latex gloves	1142-300	2620-500	\$ 6.62
John Storer	business mileage reimbursement - Feb	1142-300	2675-500	\$ 175.00
Super Shoes	Kevin & Dave	1142-300	2604-000	\$ 135.86
Thayer Corporation	quarterly maintenance contract	1142-300	2675-500	\$ 388.75
Traction	filer wrench -shop	1142-300	2620-500	\$ 11.00
U.S. Cellular	cell phones - Feb	1142-300	2676-500	\$ 249.71
United Way	employee contribution - Feb	1142-300	2241-000	\$ 21.00
Unitil	268 Court Street - Feb	1142-300	2620-500	\$ 1,600.00

\$13,890.06



## SERVICES

Location	Ck'd	Comments	New	OK	Misc.	Cut
105 Taywood Rd	1	Frozen service on owner		1		
35 Grandview Av	1	Plugged line - No sign of backup in MH		1		
Union St - Rite-Aid	1	Sewer issue - on owner		1		
308 Center St	1	Frozen service on owner		1		
<b>Monthly Totals</b>	4		0	4	0	0
<b>2014 Monthly Totals</b>	6		0	2	4	0
<b>YTD Totals</b>	6		0	5	1	0

## LIFT STATIONS

Location	No.	Comments
Lewiston Junction Rd	1	Reset faulted pump
E-2	1	Troubleshoot level controls
E-2	1	Low wet well alarm - reset pump #1
Lewiston Junction Rd	1	High wet well - pump fail
E-2	1	Clogged with wet wipes
<b>Monthly Totals</b>	5	
<b>2014 Monthly Totals</b>	6	
<b>YTD Totals</b>	12	

## OVERFLOWS

Item		Comments
<b>Monthly Totals</b>		
<b>YTD Totals</b>	0	

## 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	28.6	1.65	1550	2.55	9	33	-18	10	-12.9
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
<b>YTD Totals</b>	76.20	5.27							

\* From [www.wunderground.com](http://www.wunderground.com)

## DIG SAFE

Month	Total	Contractors	MDOT	AHD	School Dept.	Lewisiston Water	Fairpoint	AWD	CMP	ASD	GAS	MTA
January	36	20	0	0	0	0	0	4	12	0	0	0
February	32	5	0	0	0	1	1	16	7	0	2	0
March												
April												
May												
June												
July												
August												
September												
October												
November												
December												
<b>YTD Totals</b>	68	25	0	0	0	1	1	20	19	0	2	0
<b>2014 Totals</b>	98	34	2	17	0	0	0	21	22	0	2	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			1	2	0	0	0	0	0	0
Water District	13	1	0	1		4	7	0	0	0	0
<b>Monthly Totals</b>	16	1	0	2	2	4	7	0	0	0	0
<b>2014 Monthly Totals</b>	12	1	0	0	2	2	7	0	0	0	0
<b>YTD Totals</b>	28	1	0	7	2	5	11	2	0	0	0

## OTHER ACTIVITIES

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

# Memo

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

---

## **Trustee Reappointments**

The Auburn City Council was slated to review committee appointments at their meeting of March 2, but it was tabled due to other pressing business. With Jeff Preble departing from the Sewer Trustee Board, we need to address representation at the LAWPCA Board. Per LAWPCA's Charter, the Auburn Sewer 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 agreed he will continue to serve until the City Council appoints a replacement for him on the Sewer Trustee Board.

If desired, the Sewer Trustees could initiate a legislative change to LAWPCA's Charter to allow a wider pool of candidates to serve on the LAWPC Board. The suggested edit could be something as simple as the following: "*.....the president shall select ~~another trustee~~ a representative to serve.....*"

If this option is desirable, we would need to act pretty quickly to see if the issue could be addressed by this current session of the 127<sup>th</sup> Legislature.

## **CSO Master Plan (tabled from February meeting)**

In regards to our ongoing CSO elimination efforts, the Maine DEP requires that we submit a Clean Water Act Master Plan (CWAMP) update that documents progress over the last 5 years, along with a plan of activity for the next 5 years (2015 thru 2019). The ASD agenda material for February included a copy of a Task Order between the City of Lewiston and CDM Smith, Inc. for conducting a CWAMP update, which included a partnership of Lewiston Sewer Division, LAWPCA, and ASD. ASD's share was only \$17,479 of a potentially \$262,000 project. LAWPCA approved proceeding with the effort at their February meeting. ASD tabled the issue at their February meeting pending concerns about Lewiston's procurement of engineering services.

I contacted one of Lewiston's Project Engineers, Jeff Beaulé. He prepared a short memo that outlined the selection process the City of Lewiston followed for selecting an engineering consultant. There was a detailed selection process whereby engineering firms were able to prepare a qualifications package for general assistance related to Clean Water Act projects.

My recommendation is that you authorize ASD to proceed with participating in the joint CWAMP update per the estimate of \$17,449.

On a CSO-related note, we reviewed our 2014 CSO data and recorded a total 2014 discharge of 1.29 million gallons. While this may seem like an extremely high number, please keep in mind that between the years 1999 to 2001 we averaged over 127 million gallons of discharge per year. Although we still have a ways to go – this is a major, major improvement.

### **LAWPCA Apportionment**

ASD's February apportionment total at LAWPCA was 47.95% to Lewiston's 52.05%. The 2015 Budget hoped to target 46.5% for the year. I have a small level of concern that our apportionment is above budget projections as Cascades Auburn Fiber has been having a very, very slow winter season this year. I will plan to check with LAWPCA's Pretreatment Coordinator to see if they are observing any significant changes in BOD or TSS from our industrial customers. Our billing structure has surcharge provisions for these parameters to make sure we capture revenue to cover the additional operational burdens.

### **Policy Workgroups**

Based on discussion at the February Meetings, volunteer assignments for the various workgroups included the following:

Compensation - Tizz Crowley & Bob Cavanagh

Bill Stuffers – Ray Fortier & KC Geiger

Purchasing & Procurement – Bob & KC

Conduct & Ethics – Ray & Rick Whiting

FOAA Policy – Tizz & Bob

LAWPC Appointments – Rick & Jim Wilkins (I will attempt initial draft)

At this stage, it is up to the various committees as to how they would like to proceed. Please note that Sid and I am more than happy to perform any legwork or help schedule meetings of the various committees. Our Trustee Room will be available for any of your meetings. To date, I think only Tizz and Bob have met in regards to Compensation.

### **Professional Development Update**

We expected to have a recommendation for an HR consultant along with a corresponding scope of work for your review and consideration this month, but it got pushed into April. We solicited a Request for Qualifications for consultants to conduct a "Team Building and Leadership Development Program" for the AWSD employees. Proposals were due March 5. We received 3 proposals. Our AWSD management team met with the City of Auburn's Human Resource Manager, Deb Grimmig, to review the proposals and discuss how we might best move forward. We decided to proceed with interviews to ensure we get the "best fit" with the consultant, and to discuss in detail what approach will work best to meet our expectations.

Short term goals of this effort are to focus on improved communication and cooperation amongst personnel, while focusing longer term on a review of management structure and staffing. Work duties have shifted substantially in the last few years with the UV Plant coming online, adding operational contracts, and purchasing the sewer vector truck.

In regards to staff – I'm including an Executive Session in order to discuss some personnel-related issues and staffing.

### **2015 Project Recommendations**

ASD's 2015 Capital Budget included a \$400,000 reserve for CSO related projects. The City of Auburn is repaving a section of Broad Street and we discovered a section of sewer pipe that should be addressed or replaced. I think the majority of the work could be considered CSO-related as part of the work would require the abandonment of an old combined sewer line. We just obtained a video inspection of the line this week and it needs attention. We are still evaluating whether some portion of the line can be salvaged and relined, or whether it all needs to be replaced. I'm guessing an effort here could easily approach \$100,000. We will continue to work on determining a solution and what it will cost. We should still have ample money to address CSO issues as we've identified only 10 remaining catch basins that are tied to the sanitary sewer.

In regards to AWD work, our initial 2015 Budget included a \$250,000 allowance to potentially replace the water main on Valview Drive. The City of Auburn is planning to reconstruct Valview this summer. In reviewing our infrastructure records and water main break history in more detail, we propose to tackle replacement of the water main on Broad Street, approximately from Mill Street to Seventh Street, as opposed to the Valview work. We just had a pretty significant main break on Broad Street this winter and when we cut and replaced the pipe, its condition was more deteriorated than expected. At Valview, we had a concerning main break a few years ago, but feel it was more of an isolated incident. The Valview break was on a cross-country section, well off the right-of-way of Valview, and was in an extremely wet area with soft clay. The remainder of Valview has not given us any problems.

The City of Auburn is grinding and repaving Broad Street this summer. It is more urgent to address Broad Street as opposed to Valview.

On another issue – we would like to address as many as 10 services that have chronic freezing problems. This winter has been a bit difficult with the extreme cold temperatures. We've had 11 main breaks and at least 2 private service leaks. We also initiated 71 service bleeders to have customers run water to avoid frozen services. In spite of the bleeders, we had 24 unique frozen services that triggered 28 calls for service. We hope to address as many as 10 of the services that tend to freeze the easiest. Please note that some bleeders are required due to our public portion of the service, while others are required due to the customer's private portion. There is an important distinction, because if it's on the customer's private portion, they must pay for the volume of water that runs through the bleeder. If it's on our portion, we charge a flat rate for wintertime use and waive whatever the volumetric meter read monitors for use.

#### **Groundwater Exploration – ongoing efforts**

Weston & Sampson wrapped up their seismic profiling of depth-to-bedrock for areas around Lake Auburn. Based on their preliminary work, they proposed test drilling 3 on-lake locations, and 11 land-based locations to examine the soil conditions above the bedrock. Our hope is that they can find thick deposits of coarse sand or gravel that might be hydraulically linked back to Lake Auburn. Early indications seem to indicate that there aren't sufficient aquifer deposits that could serve as independent, stand-alone well sources. There just isn't enough water volumetrically. Any type of productive well source is going to require a geological recharge or hydraulic connectivity back to Lake Auburn.

A test drilling crew arrived on-site Thursday, March 12 and will likely be in town for a week to 10 days.

I'm supposed to be co-presenting on our efforts at the New England Water Works Spring Conference that is coming up April 1 & 2 in Worcester, Massachusetts. The topic of the session is slated as "**Auburn, Maine, Radial Collector Well Feasibility in Deltaic Deposits**".

#### **Lake Auburn Water Quality**

Lake Auburn water quality continues to remain excellent through the cold winter months. Turbidity readings remain extremely low, which means high water clarity. Algae activity is also extremely low. We've included an ongoing Turbidity Chart, which highlights current monthly averages versus a prior 10-year history.

Also included in the agenda packets is a 1-page Executive Summary of the 2014 gull harassment activity. As part of the federal permitting requirements, our USDA Wildlife Biologist has to prepare an annual report of activities on a calendar year basis. I can forward the entire report for anyone that is interested, but it is rather mundane reading which remains relatively unchanged from year to year.

A point I try to stress is that we sample lake water quality daily and we did not have any exceedance of the bacteria threshold out on the Lake in 2014.

#### **Residential Sewer Service Inspections**

We are asking for trustee guidance as to whether you would support ASD conducting inspections of private sewer services under roadways that are slated for construction. We have a basic sewer line "push camera" that ought to provide a reasonable assessment as to the condition of private sewer service lines. We just need to access individual homes or businesses in order to get the camera

inserted into the piping. Under our ASD Policies, the sewer service line extending from the homes & businesses is considered private property all the way out to our public sewer mains.

When the City reconstructs a street, we try to assess the condition of our mains and whether they need to be replaced. I believe the City also sends out notices that once a street is repaved that there is a 5-year moratorium on excavation work. The intent is to make sure anyone planning any excavation work or utility work is aware of the pending excavation restriction. While we assess our infrastructure, there are limited options for a homeowner. If we initiated a mass-mailing to customers potentially impacted by City road projects, we could offer to conduct a video inspection of their service lines.

Our suggestion is that we consider offering this service free-of-charge. As we wrap up our CSO projects, all of the low-hanging fruit have been addressed, i.e. the drainage catch basins that had direct contributions to the sanitary system. The next phase of efforts will need to focus on relatively small volume sources such as leaking manholes, cracked pipes, roof gutters and sump pumps. The annual information we submit to Maine DEP asks if we have ever conducted a door-to-door survey to address private sources of I&I (inflow & infiltration). If we started going door-to-door where the City planned construction projects, we could access customer basements to inspect their sewer lines, and simultaneously ask about I&I sources. We could also provide educational information about wet wipes and insurance coverage for homeowner back-ups. So although we are suggesting the video at no cost to the homeowners, I think there is much value back to ASD. We could also update our service line records to more accurately detail where each service is installed.

With trustee support, we could try this approach for pending 2015 construction projects on Davis, Broad, Tyler, Valview and Seventh Streets. We are curious to see how many people would volunteer for the service, as well as to see whether there are many private sources of I&I.

#### **Water – Brackett House, Mortgage to Volunteer Lake Monitoring Program**

Per direction at last month's AWD meeting, we got a legal explanation of possible options from our attorney. A short Executive Session is scheduled so that the legal options can be discussed. Water Trustees only will receive a 2-page Executive Session memo in their mailed agenda packets that highlights the options.

Scott Williams from the VLMP is planning to attend the AWD meeting to address questions and to continue negotiations. He hopes to bring at least member of his Board of Trustees.

#### **Purchasing Issues/Items**

Only major item that comes to mind is that the rock drill on our large compressor failed. The expected replacement price is in the ballpark of \$2,500. This would be an unbudgeted purchase. We are soliciting for at least 3 price quotes. The drill can be critical for locating water main leaks as we will occasionally have to drill into the ground to locate a "geyser effect" for where water is originating from a broken main. The rock drill is also used periodically if we encounter any ledge during construction.

Also looking at a dump truck repair on what is labeled as Truck 23, which is the smaller of our two dump trucks. It had a problem with the hydraulic dump and coolant system. Expected repairs will be about \$1,000.

# AUBURN SEWERAGE DISTRICT

268 COURT ST. - P.O. BOX 414

AUBURN, MAINE 04212-0414

March 3, 2015

David P. Breau, P.E., CSO Coordinator  
Senior Environmental Engineer  
Department of Environmental Protection  
State House Station 17  
Augusta, ME 04333-0017

Subject: **Auburn Sewerage District - 2014 Annual CSO Progress Report**

Dear Dave:

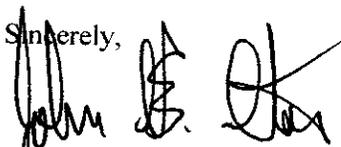
Please find enclosed one paper copy of the Auburn Sewerage District's Annual CSO Progress Report for the period ending December 31, 2014. The xcel spreadsheets for the "Annual CSO Progress Report" and the "CSO Flows" were emailed to your office. Some of the highlights from this past year include the following:

- ◆ With our new vactor truck we were able to jet and clean 46,150 feet of sewer main.
- ◆ We only experienced 5 active CSO events in 2014. Total discharge was only 1.29 million gallons. Looking back at the years of 1999, 2000, and 2001, we averaged over 127 million gallons of discharge each year. Discharges are obviously weather-dependent, but our 2014 discharge is only 1% of what it was about 15 years ago.
- ◆ Sewer Trustees adopted new sewer rates in December 2014 that provides \$500,000 per year over the next five years for CSO remediation projects.
- ◆ We discovered an older neighborhood development that had 6 private batch basins tied into the sanitary sewer system. We've already installed a new sewer extension in the neighborhood and will tie the house sanitary services to the new sewer main. The existing line will then be converted to a storm drain.
- ◆ We've identified only 10 remaining public catch basins that are connected to sanitary sewer. Those should be addressed in 2015.

Auburn remains well on track to be able to control CSO discharges to a 1-year storm level. We are currently partnering on a CSO Master Plan Update that will be submitted this coming summer of 2015. Although we have achieved theoretical separation of the combined system, we will continue to focus efforts on the elimination of I&I (inflow & infiltration). To date, Auburn has spent just under \$18 million on CSO control projects. We expect to spend another \$2.3 million over the next 5 years to address I&I sources.

As always, please feel free to call if you need further information.

Sincerely,



John B. Storer, P.E., Superintendent  
Auburn Sewerage District

Lewiston - Auburn Water Pollution Control Authority											
Cost Apportionment Summary - First Half of 2015											
Lewiston Sewer Division		Auburn Sewerage District		Difference \$		Op Data		Op Data		Difference \$	
Initial %	Initial \$	Initial %	Initial \$	Op Data	Op Data \$	Op Data	Op Data \$	Op Data	Op Data \$	Op Data	Difference \$
53.50%	\$134,209.21	46.50%	\$116,649.12	0.0	\$128,439.46	48.80%	\$122,418.87	0	\$122,418.87	48.80%	(\$5,769.74)
53.50%	\$134,209.21	46.50%	\$116,649.12	0.0	\$130,571.76	47.95%	\$120,286.57	0	\$120,286.57	47.95%	(\$3,637.45)
53.50%	\$134,209.21	46.50%	\$116,649.12	0.0	\$147,579.96	41.17%	\$103,278.37	0	\$103,278.37	41.17%	\$13,370.75
56.00%	\$140,480.66	44.00%	\$110,377.67	0.0	\$137,445.28	45.21%	\$113,413.05	0	\$113,413.05	45.21%	(\$3,035.39)
56.00%	\$140,480.66	44.00%	\$110,377.67	0.0	\$140,204.72	44.11%	\$110,653.61	0	\$110,653.61	44.11%	(\$275.94)
56.00%	\$140,480.66	44.00%	\$110,377.67	0.0	\$126,432.60	49.60%	\$124,425.73	0	\$124,425.73	49.60%	(\$14,048.07)
Six Month Adjustment											(\$13,395.83)
Cost Apportionment Summary - Second Half of 2015											
Lewiston Sewer Division		Auburn Sewerage District		Difference \$		Op Data		Op Data		Difference \$	
Initial %	Initial \$	Initial %	Initial \$	Op Data	Op Data \$	Op Data	Op Data \$	Op Data	Op Data \$	Op Data	Difference \$
56.00%	\$140,480.66	44.00%	\$110,377.67	0.0	\$125,579.68	49.94%	\$125,278.65	0	\$125,278.65	49.94%	(\$14,900.98)
56.00%	\$140,480.66	44.00%	\$110,377.67	0.0	\$127,987.92	48.98%	\$122,870.41	0	\$122,870.41	48.98%	(\$12,492.74)
56.00%	\$140,480.66	44.00%	\$110,377.67	0.0	\$139,075.96	44.56%	\$111,782.47	0	\$111,782.47	44.56%	(\$1,404.81)
57.00%	\$142,989.25	43.00%	\$107,869.08	0.0	\$134,510.24	46.38%	\$116,348.09	0	\$116,348.09	46.38%	(\$8,479.01)
57.00%	\$142,989.25	43.00%	\$107,869.08	0.0	\$132,653.88	47.12%	\$118,204.45	0	\$118,204.45	47.12%	(\$10,335.36)
57.00%	\$142,989.25	43.00%	\$107,869.08	0.0	\$141,233.24	43.70%	\$109,625.09	0	\$109,625.09	43.70%	(\$1,756.01)
Six Month Total Adj											(\$49,368.92)
Average to date											0
Adjustments to date											(\$5,769.74)
Average / Adjustments year end											(\$62,764.75)

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 February 2015				Based upon	
Flow Ratio (A)	0.40431	74,652,000 gallons		February 2015	
BOD Ratio (B)	0.58234	314,263 pounds		operations data	
TSS Ratio (C)	0.54299	205,828 pounds			
Cost Center	Factor	Budget Amount	Auburn Share		
Labor	0.435981	\$1,572,500.00	\$685,580.12		
Power	0.5547	\$242,000.00	\$134,237.28		
Heat	0.40431	\$71,000.00	\$28,706.01		
Maintenance	0.472619	\$715,400.00	\$338,111.27		
Chemicals	0.519094	\$165,000.00	\$85,650.43		
Residuals	0.530994	\$1,050,400.00	\$557,756.10		
<b>TOTAL OP COST</b>		<b>\$3,816,300.00</b>	<b>\$1,830,041.21</b>	<b>47.95%</b>	
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		
<b>Bond+Int Totals</b>		<b>\$1,612,115.94</b>	<b>\$747,376.95</b>	<b>46.36%</b>	
Total Expense		\$5,428,415.94			
Miscellaneous Revenue		\$806,000.00			
Total Cost After Misc Rev		\$4,622,415.94			
Less Prev Year Carryover		\$0.00			
Yearly Ops Cost to Apportion		\$3,010,300.00	\$1,443,537.74	Ops Cost Share	
Monthly Ops Cost to Appor		\$250,858.33	\$120,294.81	<b>47.95%</b>	



Department of Public Works  
David A. Jones, P.E.  
Director



**TO: John Storer, Auburn Sewerage District**  
**FROM: Jeff Beaulé, Project Engineer**  
**DATE: 2/24/15**

**SUBJECT: CDM Smith- RFQ/Procurement Process**

Here is some information to follow up on your request regarding the process the City of Lewiston used to select CDM Smith as a consultant for CSO related services.

- A request for qualifications for "Safe Drinking Water Act and Clean Water Act Consulting Services" was advertised on March 13, 2013.
- The RFQ listed the following as selection criteria-  
The SRC will use the following criteria in evaluating the qualifications to shortlist firms for the selection process:
  1. The quality and depth of the consultant team's applicable experience and expertise
  2. Demonstrated ability to work with State and Federal Regulatory Agencies
  3. The qualifications of the people available for the work
  4. References from related past projects
  5. The firm's ability to maintain an appropriate relationship with the City, including working on the project with in-house personnel.
- Three Qualifications packages were received (CDM Smith, Woodard & Curran/CH2M Hill, and Sebago Technics/AECOM). These were reviewed by the selection committee and discussed at length with the Finance Committee, who voted in favor of the recommendation on May 20, 2013, for a period of three years.
- Between 1999 and 2010, CDM Smith successfully completed 20 different task orders related to the Clean Water Act, including five year and ten year CSO Master Plan Updates for Lewiston, Auburn and LAWPCA.

CDM Smith's in-depth knowledge and experience with Lewiston's sewer system and Master Plan, national leadership in SWMM modeling, experience working with regulatory agencies nationwide, relevant project experience and personnel qualifications were all major factors in selecting them to continue our Clean Water Act consulting services.

AN EQUAL OPPORTUNITY EMPLOYER

The City of Lewiston is an EOE. For more information, please visit our website @ [www.lewistonmaine.gov](http://www.lewistonmaine.gov) and click on the Non-Discrimination Policy.

Department of Public Works • 103 Adams Ave • Lewiston, ME • 04240 • Voice Tel. 207-513-3003 • Fax 207-784-5647 •  
TTY/TDD 207-513-3007 – [www.lewistonmaine.gov](http://www.lewistonmaine.gov)



City of Lewiston  
Finance Department

Norman Beauparlant, Director of Budget/Purchasing



RFQ 2013-014  
Safe Drinking Water Act & Clean Water Act Consulting Services  
March 13, 2013

Sir/Madam:

Sealed Requests for Qualifications will be received in the office of the Director of Budget/Purchasing on **Thursday, April 4, 2013 until 4:00 p.m.** at which time they will be publicly opened and read aloud on the enclosed specifications for **Safe Drinking Water Act & Clean Water Act Consulting Services** for the Public Works Department.

The Finance Committee reserves the right to accept or reject any and all proposals.

The consultant shall **submit six (6) hard copies and one (1) electronic copy** of the qualifications. Qualifications will not be opened until after the submittal deadline. **Only sealed RFQ's will be accepted. Faxed RFQ's will not be considered.**

Sincerely,

Norman J. Beauparlant  
Director of Budget/Purchasing

NJB/syt

**City of Lewiston, Maine**  
**Department of Public Works**  
**Request for Qualifications**  
**Safe Drinking Water Act (SDWA) and Clean Water Act (CWA) Consulting Services**  
**RFQ: 2013-014**  
**Due: Thursday, April 4, 2013 by 4:00 p.m.**

The City of Lewiston is soliciting qualifications from engineering consulting firms to assist the City with implementing various SDWA and/or CWA requirements. The successful consultant shall enter into a three (3) year contract with the City to provide special engineering and scientific services as requested by the City. The contract may be extended for a two (2) year period with City and consultant approval. Projects that develop will be reviewed by the consultant and a scope, schedule and budget developed and approved by the City. A task order agreement shall be executed for the work to commence. Two (2) upcoming projects are:

**Alternative Water Transmission Main Location Evaluation:**

- Evaluate up to three (3) routes between Lake Auburn and the Main Street Pumping Station;
- Evaluate options for a river crossing;
- Evaluate and select the size and pipe material;
- Evaluate the hydraulics of the new transmission main; and
- Evaluate the impact of the additional transmission main volume on the development of disinfection by-products.

**Jepson Brook Sewer System FY 2014 Assessment:**

- Evaluate the existing brook and sewer system;
- Assess existing data and plan additional flow and rainfall data collection;
- Expand and update Lewiston's existing SWMM sewer system model; and
- Assess the adequacy of existing structures to handle future storms.

The process for selection of a consultant will consist of interested consultants submitting qualifications. The Selection Review Committee (SRC), which will be comprised of the Public Works Director, City Engineer, Water and Sewer Superintendent, Director of Purchasing and two (2) members of the Lewiston Finance Committee. The selection process may or may not include an interview. The SRC will recommend a consultant to be approved by the City of Lewiston Finance Committee.

The qualifications submittal shall address the following as a minimum:

1. A description of the firm, including the number of employees and their discipline, philosophy on serving clients, location, years in business, etc.;
2. The firm's relevant experience with the SDWA and CWA;
3. Information that demonstrates the consultant's knowledge of Federal and State SDWA and CWA;

4. A list of at least three (3) relevant projects with the name, address and telephone number of a contact person;
5. Resumes of the personnel who may be assigned to this project, including relevant experience; and
6. The firm's ability to work with a client, who is using in-house personnel to do work on a project of this type.

The consultant shall **not** include a fee statement with the qualifications. The consultant shall include a current rate schedule for 2013. A fee statement shall be developed as part of each task assignment. Rate schedules may be revised each year.

The SRC will use the following criteria in evaluating the qualifications to shortlist firms for the selection process:

1. The quality and depth of the consultant team's applicable experience and expertise;
2. Demonstrated ability to work with State and Federal Regulatory Agencies;
3. The qualifications of the people available for the work;
4. References from related past projects; and
5. The firm's ability to maintain an appropriate relationship with the City, including working on the project with in-house personnel.

The City reserves the right to solicit information about the consultant from all sources available to the City and to request additional information from the consultant.

Qualifications will be received at the Office of the Director of Budget/Purchasing, City Hall, 27 Pine Street, Lewiston, Maine 04240 until **4:00 p.m. on Thursday, April 4, 2013**. The consultant shall **submit six (6) hard copies and one (1) electronic copy** of the qualifications. Qualifications will not be opened until after the submittal deadline.

If you are interested in being considered for this work and wish to discuss the work in more detail or have questions, you may contact Norman Beauparlant, Director of Budget/Purchasing at (207) 513-3040; e-mail [nbeauparlant@lewistonmaine.gov](mailto:nbeauparlant@lewistonmaine.gov) or Richard Burnham, P.E., City Engineer at (207) 513-3077; e-mail [rburnham@lewistonmaine.gov](mailto:rburnham@lewistonmaine.gov).

# Safe Drinking Water Act & Clean Water Act Consulting Services

RFQ: 2013-014

April 4, 2013

## Respondents

- CDM Smith  
50 Hampshire Street  
Cambridge MA 02139  
Tel: 617-452-6000  
Fax: 617-452-8000  
[cdmsmith.com](http://cdmsmith.com)
  
- Woodard and Curran  
41 Hutchin Drive  
Portland ME 04101  
Tel: 207-774-2112  
Fax: 207-774-6635  
[sgarrison@woodardcurran.com](mailto:sgarrison@woodardcurran.com)

and

CH2M Hill  
18 Tremont Street  
Boston MA  
Tel: 617-626-7014  
[tony.omobono@ch2m.com](mailto:tony.omobono@ch2m.com)

- Sebago Technics  
75 John Roberts Road Suite 1A  
South Portland ME 04106  
Tel: 207-200-2100  
[sebagotechnics.com](http://sebagotechnics.com)

and

AECOM  
500 Southborough Drive  
South Portland ME 04106  
Tel: 207-775-4820