

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, October 16, 2012, at 4:00 P.M.

**AGENDA**

1. Approve Minutes of Regular Meeting of September 18, 2012.
2. Financial Report Update - *Greg Leighton*.
3. Ratify Payment of Bills
4. Open Session
5. Activity Report - *Sid Hazelton*.
6. New Business
  - HR Assistance, Employee Manual & Salary Survey
  - 2013 Budget considerations
    - Staffing
    - Health Care
    - LAWPCA allocation
7. Old Business
  - Littlefield Bridge - relocation of sewer line.
  - Update - ongoing construction
8. Adjourn Meeting.

September 18, 2012

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, September 18, 2012.

Members present: Treasurer, Robert Cavanagh and President, Beverley Heath.  
Trustees: Heidi McCarthy and Joseph DeFilipp. Also present: John Storer, Superintendent, Tizz Crowley, Mayor's Representative, Sid Hazelton, District Engineer and Greg Leighton of Maine Water Company.

**PRESENTATION OF SMOKE TESTING RESULTS / INFLOW/INFILTRATION STUDY UPDATE – DAVID ELMER OF WESTON & SAMPSON** – The Smoke Testing was conducted to identify inflow into the sewer collection system in an effort to reduce flow to LAWPCA. Direct sources of inflow are driveway drains and roof drains. Indirect sources would be defects in two adjacent systems. Of the 535 manholes, 405 were inspected, 91 could not be located and 39 could not be opened. This provided a good update for the GIS. The next step would be dye testing. Another phase would be to identify improperly connected sump pumps. The estimated cost to eliminate all sources is \$2.6 million. The cost for sources identified to date is \$860,000. The estimated cost for dye testing is at \$270,000. The District could request another five years to complete the CSO Master Plan and ask the City to work with the District in getting this all done. David Elmer commended the District for all the work they have undertaken to make this happen.

On motion of Joseph DeFilipp, seconded by Robert Cavanagh, it was unanimously voted: **To approve the minutes of the Regular Meeting of August 21, 2012.**

**FINANCIAL REPORT UPDATE** – The District is anticipating a rate increase in January, 2014. An 8% increase would generate \$300,000 in additional revenues. A 16% rate increase would generate \$600,000 in additional revenues.

On motion of Joseph DeFilipp, seconded by Robert Cavanagh, it was unanimously voted: **To ratify the payment of bills in the amount of \$ 469,762.21 as shown on the printout dated August 18, 2012 –September 14, 2012.**

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

**ACTIVITY REPORT** – The August Activity Report was presented by Sid Hazelton.

### **NEW BUSINESS**

**DRAFT VERSION OF "FLUSHABLES" INSERT** - The tri-fold will go out with each billing cycle. The hand-out was designed in an attempt to appeal to all commercial customers. They could be posted in the restroom area. The Trustees approved the bill insert with two minor revisions.

**AUTHORIZE SUPERINTENDENT STORER TO SUBMIT EDITORIAL SUPPORT LETTER FOR SRF BOND** – The Trustees gave their approval for the letter supporting the SRF Bond which is funded at very low interest rates to cover the cost of Capital projects.

September 18, 2012

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**MMA INSURANCE REBATE CHECK/WORKER'S COMPENSATION  
COVERAGE** – For information only.

**REVIEW DISTRICT FOAA POLICY FOR NEW TRUSTEE** – Superintendent Storer asked Heidi McCarthy to read the Policy and sign the last page for the District record.

**WASHINGTON ST/WORK BY THE ROTARY** – The project was delayed but expected to be completed this fall.

**2013 BUDGET CONSIDERATIONS** - Tabled

**OLD BUSINESS**

**LITTLEFIELD BRIDGE –RELOCATION OF SEWER LINE-** MDOT will grant the waiver. Everything has been cleared except for the historical value of the old trolley bridge.

**ADJOURN THE MEETING**

On motion of Tizz Crowley, seconded by Robert Cavanagh, it was unanimously voted: **To adjourn the meeting.**

**AUBURN SEWERAGE DISTRICT  
OPERATING STATEMENT - TRUSTEES' REPORT  
NINE MONTHS ENDED SEPTEMBER 30, 2012**

	Sep-11	2012	Y-T-D THRU SEPTEMBER 2012		
	YTD	BUDGET	ACTUAL	BUDGET	VARIANCE
<b><u>REVENUES:</u></b>					
Metered Income	\$2,263,339	\$3,034,924	2,337,234	\$2,276,193	\$61,041
Industrial Surcharge	263,835	369,119	390,841	276,839	114,002
Public Basins	43,025	53,893	33,196	40,420	(7,223)
Jobbing & Mdse.	50,837	12,500	58,554	9,375	49,179
Sewer Assessments	130,559	139,026	129,940	104,270	25,670
Finance Charges	15,390	17,530	13,840	13,148	693
Interest Income	2,919	3,377	1,847	2,533	(685)
Industrial Treatment Sampling	48,200	48,200	46,200	36,150	10,050
Capacity Fees (SDS)	15,375	18,000	4,875	13,500	(8,625)
Other Revenue	0	0	0	0	0
<b>TOTAL REVENUES</b>	<b>2,833,479</b>	<b>3,696,569</b>	<b>3,016,528</b>	<b>2,772,427</b>	<b>244,101</b>
<b><u>EXPENSES:</u></b>					
Payroll	240,723	370,116	255,434	277,587	(22,153)
Employee Benefits	131,804	195,959	131,713	146,969	(15,257)
Maint. of Sewers	30,786	42,215	66,207	31,661	34,545
Lift Stations	54,068	85,623	80,656	64,217	16,439
Maint. of Buildings	26,515	35,667	25,033	26,750	(1,717)
Maint. of Trucks	7,024	9,432	7,420	7,074	346
Office Expense	19,580	27,967	21,492	20,975	517
Collection Expense	(2,386)	(5,219)	(5,473)	(3,914)	(1,559)
General Expense	43,926	10,600	10,004	7,950	2,054
Insurance	20,038	26,145	21,029	19,609	1,420
Legal & Accounting Fees	24,253	30,494	21,781	22,871	(1,090)
Billing Expense	64,443	71,297	58,641	53,473	5,169
L.A.W.P.C.A.	1,687,467	2,147,815	1,678,149	1,610,861	67,287
<b>SUB-TOTAL</b>	<b>2,348,241</b>	<b>3,048,111</b>	<b>2,372,085</b>	<b>2,286,083</b>	<b>86,001</b>
Interest	96,746	110,163	84,223	82,622	1,601
<b>TOTAL EXPENSES</b>	<b>2,444,987</b>	<b>3,158,274</b>	<b>2,456,308</b>	<b>2,368,706</b>	<b>87,602</b>
<b>SURPLUS FROM OPS</b>	<b>388,492</b>	<b>538,295</b>	<b>560,220</b>	<b>403,721</b>	<b>156,498</b>
Bonds - Principal Payments	528,055	575,945	534,552	431,959	102,593
Poland Contribution	0	100,000	100,000	75,000	25,000
Equipment	45,143	41,750	4,202	31,313	(27,111)
<b>TOTAL</b>	<b>(184,706)</b>	<b>20,600</b>	<b>121,466</b>	<b>15,450</b>	<b>106,016</b>



**Auburn Sewerage District  
Accounts Payable Alpha Check Register  
September 15, 2012 thru October 12, 2012**

10/11/2012

<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>
2582	9/21/2012	9	Andros. Registry Of Deeds	9/20/2012	1363	release liens	<u>48.00</u>
<b>Vendor Total:</b>							<b>48.00</b>
2595	9/28/2012	9	Andros. Registry Of Deeds	9/27/2012	1367	place liens	<u>32.00</u>
<b>Vendor Total:</b>							<b>32.00</b>
2605	10/5/2012	10	Andros. Registry Of Deeds	10/4/2012	1368	release liens	<u>80.00</u>
<b>Vendor Total:</b>							<b>80.00</b>
2583	9/21/2012	9	Auburn Sewerage District	9/19/2012	1364	petty cash-Aug/IT study	<u>9.44</u>
2583	9/21/2012	9	Auburn Sewerage District	9/19/2012	1364	petty cash-Aug/IT study	<u>51.62</u>
<b>Vendor Total:</b>							<b>61.06</b>
2606	10/5/2012	9	Auburn Sewerage District	10/4/2012	1369	Petty cash-Sept	<u>69.48</u>
<b>Vendor Total:</b>							<b>69.48</b>
2596	9/28/2012	9	Auburn Water District	9/4/2012	Bk25Pg	meter read fee	<u>25,000.00</u>
2596	9/28/2012	8	Auburn Water District	9/13/2012	BK25P	August	<u>127.97</u>
2596	9/28/2012	8	Auburn Water District	9/13/2012	BK25P	August	<u>24.00</u>
2596	9/28/2012	8	Auburn Water District	9/13/2012	BK25P	August	<u>292.47</u>
2596	9/28/2012	8	Auburn Water District	9/13/2012	BK25P	August	<u>60.32</u>
2596	9/28/2012	8	Auburn Water District	9/13/2012	BK25P	August	<u>372.88</u>
2596	9/28/2012	8	Auburn Water District	9/13/2012	BK25P	August	<u>1,096.67</u>
2596	9/28/2012	8	Auburn Water District	9/13/2012	BK25P	August	<u>1,926.00</u>
2596	9/28/2012	8	Auburn Water District	9/13/2012	BK25P	August	<u>42.75</u>
2596	9/28/2012	8	Auburn Water District	9/13/2012	BK25P	August	<u>200.00</u>
2596	9/28/2012	8	Auburn Water District	9/13/2012	BK25P	August	<u>200.00</u>
2596	9/28/2012	8	Auburn Water District	9/13/2012	BK25P	August	<u>100.00</u>
2596	9/28/2012	8	Auburn Water District	9/13/2012	BK25P	August	<u>52.54</u>
2596	9/28/2012	8	Auburn Water District	9/13/2012	BK25P	August	<u>-90.36</u>
2596	9/28/2012	8	Auburn Water District	9/13/2012	BK25P	August	<u>1,933.60</u>
2596	9/28/2012	8	Auburn Water District	9/13/2012	BK25P	August	<u>1,307.36</u>
2596	9/28/2012	8	Auburn Water District	9/13/2012	BK25P	August	<u>707.49</u>
2596	9/28/2012	8	Auburn Water District	9/13/2012	BK25P	August	<u>215.60</u>
2596	9/28/2012	8	Auburn Water District	9/13/2012	BK25P	August	<u>183.13</u>
2596	9/28/2012	8	Auburn Water District	9/13/2012	BK25P	August	<u>365.52</u>
2596	9/28/2012	8	Auburn Water District	9/13/2012	BK25P	August	<u>117.22</u>
2596	9/28/2012	8	Auburn Water District	9/13/2012	BK25P	August	<u>27.27</u>
2596	9/28/2012	8	Auburn Water District	9/13/2012	BK25P	August	<u>9.38</u>
2596	9/28/2012	8	Auburn Water District	9/13/2012	BK25P	August	<u>27.10</u>
2596	9/28/2012	8	Auburn Water District	9/13/2012	BK25P	August	<u>33.60</u>
2596	9/28/2012	8	Auburn Water District	9/13/2012	BK25P	August	<u>4,558.00</u>
2596	9/28/2012	8	Auburn Water District	9/13/2012	BK25P	August	<u>2,162.75</u>
2596	9/28/2012	8	Auburn Water District	9/13/2012	BK25P	August	<u>584.93</u>
<b>Vendor Total:</b>							<b>41,638.19</b>
2584	9/21/2012	9	Central Maine Power Co	9/13/2012	990168	E-1	<u>150.00</u>
<b>Vendor Total:</b>							<b>150.00</b>
2599	9/28/2012	9	Constellation NewEnergy, Inc	9/11/2012	727778	Worthley Brook	<u>559.47</u>

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							<b>Vendor Total:</b>	<b>559.47</b>
2607	10/5/2012	9	Constellation NewEnergy, Inc	9/13/2012	729767	Merrow Rd	<u>16.58</u>	
2607	10/5/2012	9	Constellation NewEnergy, Inc	9/13/2012	729783	Lewiston Jct	<u>339.99</u>	
2607	10/5/2012	9	Constellation NewEnergy, Inc	9/13/2012	729767	River Station	<u>432.10</u>	
2607	10/5/2012	9	Constellation NewEnergy, Inc	9/17/2012	735000	Moose Brook	<u>329.15</u>	
							<b>Vendor Total:</b>	<b>1,117.82</b>
2614	10/12/2012	9	Constellation NewEnergy, Inc	9/21/2012	739574	Washington St	<u>231.26</u>	
2614	10/12/2012	9	Constellation NewEnergy, Inc	9/26/2012	743408	Bradman St	<u>157.61</u>	
							<b>Vendor Total:</b>	<b>388.87</b>
2585	9/21/2012	8	Curry Printing #4317	8/31/2012	60006	salmon cards	<u>114.44</u>	
							<b>Vendor Total:</b>	<b>114.44</b>
2615	10/12/2012	9	Curry Printing #4317	9/25/2012	60068	insert mailings	<u>1,209.09</u>	
							<b>Vendor Total:</b>	<b>1,209.09</b>
2593	9/21/2012	8	E.J. Prescott, Inc.	8/28/2012	457940	vas usage	<u>668.88</u>	
2593	9/21/2012	8	E.J. Prescott, Inc.	8/28/2012	457940	vas usage	<u>892.94</u>	
2593	9/21/2012	8	E.J. Prescott, Inc.	8/28/2012	457941	vas usage	<u>446.47</u>	
							<b>Vendor Total:</b>	<b>2,008.29</b>
2604	9/28/2012	9	E.J. Prescott, Inc.	9/7/2012	458459	vas usage	<u>892.94</u>	
2604	9/28/2012	9	E.J. Prescott, Inc.	9/7/2012	458459	vas usage	<u>24.54</u>	
2604	9/28/2012	9	E.J. Prescott, Inc.	7/25/2012	456315	vas usage	<u>446.47</u>	
							<b>Vendor Total:</b>	<b>1,363.95</b>
2586	9/21/2012	9	Gagne & Sons	9/10/2012	201698	2" grade ring	<u>30.00</u>	
							<b>Vendor Total:</b>	<b>30.00</b>
2600	9/28/2012	9	Gagne & Sons	9/11/2012	201703	mortar mix-manholes	<u>67.44</u>	
							<b>Vendor Total:</b>	<b>67.44</b>
2601	9/28/2012	9	Goodwin Design Associates	9/23/2012	702	Brochure	<u>350.00</u>	
							<b>Vendor Total:</b>	<b>350.00</b>
2608	10/5/2012	9	Grainger	9/18/2012	993024	meter-sewer pumps	<u>131.49</u>	
							<b>Vendor Total:</b>	<b>131.49</b>
2587	9/21/2012	10	Group Dynamic, Inc.	9/11/2012	1362	Oct	<u>33.00</u>	
							<b>Vendor Total:</b>	<b>33.00</b>
2588	9/21/2012	8	K & K Excavation, Inc.	8/31/2012	11579	Poland	<u>448.00</u>	
							<b>Vendor Total:</b>	<b>448.00</b>
2602	9/28/2012	9	L.A.W.P.C.A.	9/4/2012	363	Sept	<u>119,775.33</u>	
							<b>Vendor Total:</b>	<b>119,775.33</b>
2612	10/5/2012	9	L.A.W.P.C.A.	9/20/2012	366	2003 A LTD	<u>88,390.74</u>	
2612	10/5/2012	9	L.A.W.P.C.A.	9/20/2012	365	1992 A LTD	<u>232,920.32</u>	
							<b>Vendor Total:</b>	<b>321,311.06</b>

**Auburn Sewerage District  
Accounts Payable Alpha Check Register  
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10/11/2012

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2589	9/21/2012	8	Longchamps & Sons, Inc.	8/27/2012	10536	Turner St-customer	636.00
<b>Vendor Total:</b>							<b>636.00</b>
2613	10/5/2012	10	Maine Municipal Assoc.	10/1/2012	63241	w/comp 4th period	1,430.85
2613	10/5/2012	10	Maine Municipal Assoc.	9/15/2012	21145	4th period-unemployment	502.50
<b>Vendor Total:</b>							<b>1,933.35</b>
2590	9/21/2012	9	Maine Municipal Bond Bank	8/10/2012	2012-7	2009FS	91.47
2590	9/21/2012	9	Maine Municipal Bond Bank	8/10/2012	2012-7	2009FS	39.20
2590	9/21/2012	9	Maine Municipal Bond Bank	8/10/2012	1-2012-	2001FSFR	1,205.38
2590	9/21/2012	9	Maine Municipal Bond Bank	8/10/2012	1-2012-	2001FSFR	8,868.08
2590	9/21/2012	9	Maine Municipal Bond Bank	8/10/2012	1-2012-	2001FSFR	71,490.74
2590	9/21/2012	9	Maine Municipal Bond Bank	8/10/2012	2012-7	2009FS	2,613.40
2590	9/21/2012	9	Maine Municipal Bond Bank	8/10/2012	2012-10	2004FS	1,311.77
2590	9/21/2012	9	Maine Municipal Bond Bank	8/10/2012	2012-10	2004FS	983.83
2590	9/21/2012	9	Maine Municipal Bond Bank	8/10/2012	2012-10	2004FS	6,508.11
2590	9/21/2012	9	Maine Municipal Bond Bank	8/10/2012	2012-10	2004FS	59,080.53
2590	9/21/2012	9	Maine Municipal Bond Bank	8/10/2012	2012-20	2000FRSR	1,776.89
2590	9/21/2012	9	Maine Municipal Bond Bank	8/10/2012	2012-20	2000FRSR	589.35
2590	9/21/2012	9	Maine Municipal Bond Bank	8/10/2012	2012-20	2000FRSR	117,869.83
<b>Vendor Total:</b>							<b>272,428.58</b>
2603	9/28/2012	10	Maine Municipal Emp.Hlth.	9/12/2012	1366	Oct	6,495.63
2603	9/28/2012	10	Maine Municipal Emp.Hlth.	9/12/2012	1366	Oct	69.30
2603	9/28/2012	10	Maine Municipal Emp.Hlth.	9/12/2012	1366	Oct	192.89
2603	9/28/2012	10	Maine Municipal Emp.Hlth.	9/12/2012	1366	Oct	352.35
2603	9/28/2012	10	Maine Municipal Emp.Hlth.	9/12/2012	1366	Oct	1,146.29
<b>Vendor Total:</b>							<b>8,256.46</b>
2592	9/21/2012	9	Petro's Ace Hardware	9/19/2012	70901	Poland maint	13.61
2592	9/21/2012	9	Petro's Ace Hardware	9/19/2012	70909	Poland maint	25.46
2592	9/21/2012	9	Petro's Ace Hardware	8/10/2012	70663	Worthley Brook	47.98
<b>Vendor Total:</b>							<b>87.05</b>
2616	10/12/2012	9	Petro's Ace Hardware	8/23/2012	70776	Poland	89.98
<b>Vendor Total:</b>							<b>89.98</b>
2617	10/12/2012	9	UNITIL ME	10/1/2012	1373	Green Turtle	21.95
<b>Vendor Total:</b>							<b>21.95</b>
2594	9/21/2012	9	US Bank Corporate Trust Bos	8/31/2012	1360	Series 2003A & Series 2003C	2,952.33
2594	9/21/2012	9	US Bank Corporate Trust Bos	8/31/2012	1360	Series 2003A & Series 2003C	54,482.07
2594	9/21/2012	9	US Bank Corporate Trust Bos	8/31/2012	1360	Series 2003A & Series 2003C	5,395.54
2594	9/21/2012	9	US Bank Corporate Trust Bos	8/31/2012	1360	Series 2003A & Series 2003C	38,654.25
<b>Vendor Total:</b>							<b>101,484.19</b>
2610	10/5/2012	9	Vantagepoint Transfer Agent	9/30/2012	1372	Sept	1,174.47
<b>Vendor Total:</b>							<b>1,174.47</b>
2609	10/5/2012	9	Vantagepoint Transfer Agent	9/30/2012	1370	Sept	815.55

**Auburn Sewerage District**  
**Accounts Payable Alpha Check Register**  
**September 15, 2012 thru October 12, 2012**

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							<b>Vendor Total:</b>	<b>815.55</b>
2611	10/5/2012	9	Vantagepoint Transfer Agent-9/30/2012		1371	Sept		<u>40.00</u>
							<b>Vendor Total:</b>	<b>40.00</b>
<b>Grand Total:</b>								<b><u>877,954.56</u></b>

*Net Payroll + taxes*

21,177.09  
 \$ 899,131.65

## ASD BILLS PAID

9/30/2012

VENDOR	REF	AWD G/L #	ASD G/L #	Amount
Auburn Water District	shared employees benefit allocation -	1604-000	2604-000	1,334.37
Auburn Water District	shared employees wage allocation -	1685-000	2601-600	2,965.26
Auburn Water District	petty cash August	1231-010	2620-800	7.94
Auburn Water District	petty cash August	1231-010	2620-500	12.12
Auburn Water District	petty cash August	1231-010	2675-800	12.44
Auburn Water District	petty cash-Sept	1231-010	2675-500	21.19
Auburn Water District	petty cash-Sept	1231-010	2105-858	26.38
City of Auburn	gas for month of Sept	1231-010	2650-120	156.32
City of Auburn	gas for month of Sept	1231-010	2650-121	128.56
City of Auburn	gas for month of Sept	1231-010	2620-500	13.39
City of Auburn	street permits - bleeders	1231-010	2620-200	340.00
Beltone Answering Service	answering service - Sept	1231-010	2675-800	30.25
Bisson Enterprises, Inc.	office cleaning - Sept	1231-010	2675-500	282.50
Budget Document	contract - 9/3 to 12/2/2012	1231-010	2675-800	135.33
Central Maine Power	power @ 268 Court Street - Sept	1231-010	2615-500	174.04
Central Maine Power	power @ 268 Court Street - Sept	1231-010	2615-800	87.02
Constellation NewEnergy	energy charge @ 268 Court Street - Aug	1231-010	2615-500	402.05
Constellation NewEnergy	energy charge @ 268 Court Street - Aug	1231-010	2615-800	201.02
Dig Safe System, Inc.	estimated cost - Sept	1231-010	2675-600	296.30
DirigoNet	domain fee - email spam- Sept	1231-010	2675-800	25.00
DirigoNet	troubleshoot - Spet	1231-010	2675-800	85.00
DirigoNet	troubleshoot	1231-010	2620-800	85.00
Eastern Fire Service	Aug test	1231-010	2675-500	50.00
JL Hayes	shovel	1231-010	2620-500	7.99
John M Ellsworth Co	Fire Hose Reel for Shop	1231-010	2620-500	71.40
Home Depot	Poland	1231-010	2105-858	50.94
Home Depot	shop	1231-010	2620-500	111.56
LabCorp	drug test-Sept	1231-010	2675-600	30.22
LA Tent & Awning	tent for measuring of the Lake	1231-010	2675-500	175.00
MM Health Ins	health insurance premium adjustment for David Hamann -	1241-070	2241-070	33.60
MM Health Ins	health insurance premium adjustment for David Hamann -	1241-050	2241-050	9.38
MM Health Ins	health insurance premium adjustment for David Hamann -	1241-065	2241-065	27.10
City of Lewiston	wages and benes - Dan Rodrigue - Sept	1231-010	2601-600	1,406.50
City of Lewiston	wages and benes - Dan Rodrigue - Sept	1231-010	2604-000	860.39
City of Lewiston	wages and benes - Dan Rodrigue - Sept	1231-010	2658-000	44.72
Maine State Retirement System	retirement contribution - Sept	1231-010	2241-030	10.63
Maine State Retirement System	retirement contribution - Sept	1231-010	2241-040	27.27
Maine State Retirement System	retirement contribution - Sept	1231-010	2604-000	1,647.66
Maine Water Company	accounting services - Greg Leighton - Sept	1231-010	2632-800	1,605.00
WB Mason	cartridges, paper	1231-010	2620-800	148.47
WB Mason	return cartridges	1231-010	2620-800	(50.99)
WB Mason	ink, paper	1231-010	2620-800	75.46
WB Mason	paper towels	1231-010	2620-500	20.99
WB Mason	return dust cleaner	1231-010	2620-800	(12.49)
WB Mason	pencil sharpener & add tapes	1231-010	2620-800	22.49
Napa	sewer compressor parts	1231-010	2620-500	78.59
Napa	sewer compressor parts	1231-010	2620-500	(40.00)
Northeast Paging	paggers - Sept to Nov	1231-010	2675-600	72.69
Northern Data Systems	customer billing - Sept	1231-010	2675-700	719.14
Pitney Bowes	postage machine rental 9/1 to 11/30	1231-010	2675-800	200.00
Pitney Bowes	postage scale rental 9/1 to 11/30	1231-010	2675-800	30.00
Pitney Bowes	postage	1231-010	2675-700	600.00
Pitney Bowes	postage	1231-010	2675-800	400.00
Staples	River Station	1231-010	2620-204	119.99
Staples	pump station	1231-010	2620-200	119.99
John Storer	business mileage reimbursement - Sept	1231-010	2675-500	175.00
Super Shoes	D Hamann clothing	1231-010	2604-000	27.99
U.S. Cellular	cell phones - Sept	1231-010	2676-500	182.73
United Way	employee contribution - Sept	1231-010	2241-000	24.00
Unitil	268 Court Street - Sept	1231-010	2620-500	85.03
Wells Fargo Financial	Konica Digital Copier - lease - Sept	1231-010	2675-800	107.10
City of Auburn	gas for month of Aug	1231-010	2650-120	51.50
City of Auburn	gas for month of Aug	1231-010	2650-121	64.38
City of Auburn	gas for month of Aug	1231-010	2620-500	53.33
Zee Medical	first aid supplies	1231-010	2675-500	52.02
Zep Sales & Service	soap & cleaner	1231-010	2620-500	52.33
				<b>16,370.58</b>



## SERVICES

Location	Ck'd	Comments	New	OK	Misc.	Cut
266 Manley Rd	1	Plugged service - on owner		1		
Center St - Enterprise Rental	1	Dye test - connects to MH on Center St			1	
28 Windmere Way	1	Sewer back up		1		
<b>Monthly Totals</b>	3		0	2	1	0
<b>2011 Monthly Totals</b>	2		1	0	1	0
<b>YTD Totals</b>	30		5	15	9	1

## LIFT STATIONS

Location	No.	Comments
E-1	1	Upgrade
W-3	1	Pull pump 1 - wet wipes and duct tape
Worthley Brook	1	Check station
Moose Brook	1	Check station
River Station	1	Check station
E-5	1	Transfer pump from E-1 to E-5
Merrow Rd	1	Check station
Washington St	1	Check station
Bradman St	1	Check station
River Station	1	Pumps not alternating - reset PLC
Merrow Rd	1	High wet well - pumps airbound - seal fail pump 2
W-3	1	Pull pumps 1 & 2 - pump 2 remove rock from impellar
Merrow Rd	1	Pump 1 airbound - bleed air
<b>Monthly Totals</b>	13	
<b>2011 Monthly Totals</b>	13	
<b>YTD Totals</b>	135	

## OVERFLOWS

Item		Comments
Miller St - CSO 005	1	Remove blocks to outfall
Download CSO's	1	
<b>Monthly Totals</b>	2	
<b>YTD Totals</b>	22	

## 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	14.7	1.91	1308	3.26	9	51	-11	23	3.5
February	5.5	1.03	975	2.55	7	48	0	28	5.1
March	0.0	1.08	783	3.64	6	82	12	40	7.5
April	0.0	4.31	593	3.78	7	82	21	45	1.3
May	0.0	5.21	286	3.9	11	82	33	56	0.6
June	0.0	11.73	148	3.58	11	93	44	62	-2.4
July	0.0	1.95	3	3.43	13	86	48	70	-0.1
August	0.0	3.72	13	3.25	10	86	46	69	0.3
September	0.0	3.28	287	3.60	9	80	32	55	-4.9
October									
November									
December									
<b>YTD Totals</b>	20.20	34.22							

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

## DIG SAFE

Month	Total	Contractors	MDOT	AHD	School Dept.	Lewiston Water	Fairpoint	AWD	CMP	ASD	GAS	MTA
January	34	19	0	3	0	0	1	6	4	0	1	0
February	32	13	0	8	0	0	3	2	5	1	0	0
March	91	36	6	31	0	0	0	4	4	2	8	0
April	119	71	0	18	0	0	1	6	8	2	12	1
May	142	74	2	27	0	0	2	12	17	1	7	0
June	138	70	9	26	0	0	0	8	5	1	16	3
July	153	74	1	44	0	0	0	7	5	1	21	0
August	168	83	3	45	1	0	0	7	5	0	22	2
September	139	61	1	49	0	0	0	2	10	0	16	0
October												
November												
December												
<b>YTD Totals</b>	<b>1016</b>	<b>501</b>	<b>22</b>	<b>251</b>	<b>1</b>	<b>0</b>	<b>7</b>	<b>54</b>	<b>63</b>	<b>8</b>	<b>103</b>	<b>6</b>
<b>2011 Totals</b>	<b>872</b>	<b>452</b>	<b>13</b>	<b>224</b>	<b>1</b>	<b>3</b>	<b>6</b>	<b>49</b>	<b>45</b>	<b>3</b>	<b>72</b>	<b>4</b>

## DUTY FOREMAN CALLS

(Overtime)

Districts	Total	High/Low Pressure	Water Quality	Alarms	Sewer Service	Leak	Misc.	Locates	Hydrants	Meter	Fire Calls
Sewerage District	6			2	4	0	0	0	0	0	0
Water District	9	0	0	3		2	3	0	0	0	1
<b>Monthly Totals</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>4</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>
<b>2011 Monthly Totals</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>
<b>YTD Totals</b>	<b>138</b>	<b>7</b>	<b>4</b>	<b>13</b>	<b>21</b>	<b>24</b>	<b>27</b>	<b>11</b>	<b>4</b>	<b>22</b>	<b>5</b>

## OTHER ACTIVITIES

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



October 4, 2012

John Storer  
General Manager  
Auburn Water & Sewerage Districts  
286 Court St.  
Auburn, ME 04210

Dear John:

I enjoyed speaking with you recently and am pleased to respond to your request for a proposal to conduct a Compensation Study and an update of the Districts' Employee Manual.

We believe Human Resource Partners, LLC is particularly well qualified to perform this project due to our:

- Extensive experience in the water utility industry, as well as with Maine municipalities. For more than twenty years, I have completed many consulting assignments in classification and pay studies, personnel/employee handbooks, performance management programs, retained searches, employee surveys, human resource audits, and other related projects. Studies such as this one have been a particular focus of mine during this period. We are a full-service human resources firm and can assist the Districts with any and all of its needs in the challenging environment of managing the human resources function.
- Expertise in the design of tailor-made compensation programs. It is our philosophy to develop all programs and services to meet the specific needs of the client.
- Fiscal Responsibility: We are committed to making recommendations which are fiscally sound and responsive to the client's short and long term goals and interests.
- Involvement of Senior Level Staff: This project for the Districts will be assigned to and managed by only experienced, senior level staff of Human Resource Partners, LLC. I would expect to serve as the Project Manager and be the primary participant in this study.
- Methodology: We are committed to and utilize a methodology and process which assumes a primary focus on the important concepts of:
  - Internal Equity
  - Process Equity
  - External Competitiveness

John, thank you for the opportunity to submit this proposal, and I look forward to responding to your questions and meeting with you to discuss the project in further detail.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Donald H. Tyler, Jr.', with a stylized flourish at the end.

Donald H. Tyler, Jr.  
Principal & Executive Vice President

# AUBURN WATER & SEWAGE DISTRICTS

## **Proposal to Update & Prepare New Employee Policy Manual**

A fair and consistently applied personnel policy manual contributes greatly to an organization's success. Good employee relations require clearly defined guidelines. Thus, even the smallest organization should have an employee policy manual that spells out organization policies.

An employee policy manual, distributed to all employees, can eliminate communication problems by establishing definite and authoritative answers to employee questions. The manual documents all organization rules and policies, and serves as a guide to expected behaviors and conduct. By knowing statutes on employment policies, promotion, pay increases, transfers, behavior, and other areas affecting employees, staff will better understand their roles in the organization. Properly updated, an employee policy manual is an effective two-way communication channel between management and staff.

I propose to facilitate the update and revision of the Districts' policy manual by working with the General Manager and selected staff. Human Resource Partners will review all policies and procedures to ensure they are in compliance with applicable federal and state mandates. We will also provide the new document in both electronic and hard copy formats.

**I estimate the cost to update Auburn Water & Sewerage Districts' policy manual to be in the \$1,400 - \$1,900 range, depending upon the degree of involvement.**

**AUBURN WATER & SEWERAGE DISTRICTS**

**Proposal for a Compensation Study**

**The Process and Proposed Sequence of Events**

**Phase I: Position Analysis Questionnaires**

A Position Analysis Questionnaire (PAQ) will be distributed to all employees included in the study. The PAQ asks for only relevant, essential data related to position responsibilities and duties, education and experience requirements, working conditions, physical demands, supervisory responsibilities, and internal and external contacts.

Existing position documentation (provided by Auburn Water & Sewerage Districts) will also be reviewed if the information presented is current and accurately reflects the essential functions of each job.

**Phase II: Individual Staff Interviews (optional and priced separately)**

Upon receipt of completed PAQs and the current position descriptions, interviews with a representative incumbent of each position classification will be conducted. The purpose of the interviews is to seek clarification or expand upon the information obtained from the questionnaires. Interviews generally require about one-half hour and provision in the budget is made for up to twenty-three (23) interviews.

**Phase III: Job Descriptions (optional and priced separately)**

Up to 23 position descriptions will be prepared in accordance with the Americans with Disabilities Act (ADA) and other regulations. There will be an opportunity to review the draft descriptions and make necessary changes to them. Final copies of all descriptions will be prepared and submitted to the Districts, along with a diskette, if desired.

**Phase IV: Position Evaluation/Internal Equity (optional and priced separately)**

Using an easily understood point factor system of job evaluation, Human Resource Partners, LLC will evaluate each of the distinct positions and establish its ranking (grade level) in relation to all other positions studied. The factors typically used to evaluate positions and establish internal equity within the organization are as follows:

- Knowledge/Education
- Experience
- Scope of Activities
- Decision Making
- Accountability
- Internal and External Contacts
- Supervision
- Working Conditions

### Phase V: Market Salary Survey and Development of New Salary Ranges

A customized salary survey of comparable water utilities and other organizations in the market area will be conducted. Other published surveys may also be consulted. Results of the salary survey(s) will be used as a guide in developing competitive salary ranges for these positions.

### Phase VI: Project Report

A final written report will be prepared and presented to appropriate officials and to employees at the conclusion of the study. Our report will describe the methodology used, the findings, and recommended steps to implement the programs. Included in the final report may be the following deliverables, depending upon the scope of work selected by the Districts:

- Job descriptions.
- Job evaluation level of each position.
- Salary survey/market data used as a guide in constructing the salary structure.
- A formalized salary structure.
- Guidelines for implementing the programs, including the solutions to any problems uncovered during the course of the study.

In addition, we will also provide written guidelines to address the following:

- Placement in ranges at time of hire.
- Promotional increases.
- Performance increases.
- Re-evaluation process and on-going administration of the pay program.
- Other relevant guidelines including those required to update the salary program on a regular basis to ensure the salary ranges stay competitive.

**AUBURN WATER & SEWERAGE DISTRICTS****Cost Proposal**

<b>Activity</b>	<b>Cost</b>
<b>Phases I: Position Analysis Questionnaires</b>  Distribution of position analysis questionnaires. Completion of questionnaires by employees and submission to Human Resource Partners, LLC	N/A
<b>Phase II: Employee Interviews (Optional)</b>  Interviews with up to twenty-three (23) employees to review position responsibilities.	\$1,200
<b>Phase III: Preparation of New Descriptions (Optional)</b>  Prepare up to twenty-three (23) new position descriptions to ensure compliance with ADA.	\$1,500
<b>Phase IV: Position Evaluations (Optional)</b>  Evaluation of up to twenty-three (23) distinct position classifications using designated point factor evaluation system.	\$600
<b>Phase V: Market Survey and Salary Structure</b> <ul style="list-style-type: none"> <li>◆ Conduct Customized Salary Survey</li> <li>◆ Review and Analysis of Published Salary Survey Data</li> <li>◆ Develop Competitive Salary Ranges</li> <li>◆ Develop Recommendations to Place Employees in the New Structure</li> </ul>	\$2,900
<b>Phase VI: Project Report - Program Guidelines</b>  Preparation and presentation of final report to the Districts' Officials including assessment of its financial impact.	\$400

**Total Project Cost (Phases I, V, & VI): \$ 3,300**

**Total Project Cost (Phases I - VI): \$ 6,600**

**AUBURN WATER & SEWERAGE DISTRICTS****Estimated Project Schedule for Compensation Study**

<i>Week</i>	<i>Activity</i>
1	Distribution of employee Position Analysis Questionnaires (PAQ's)
2	Completion of PAQ's by employees
3	Preparation and distribution of project surveys
3	Interviews with employees ( <i>optional</i> )
4	Preparation of draft position descriptions ( <i>optional</i> )
4	Determination of initial position evaluations and grade level recommendations ( <i>optional</i> )
5	Meeting with client
6	Analysis of salary survey data and construction of new salary ranges
7	Preparation of project report
8	Presentation of final report