

Office of

AUBURN WATER DISTRICT

Office Telephone # 784-6469

The regular monthly meeting of the Trustees of the Auburn Water District will be held at the office of the Auburn Water District, 268 Court Street, on Wednesday, March 19, 2014 at 4:00 P.M.

AGENDA

1. Approve Minutes of Regular Meeting of February 19, 2014.
2. Monthly Financial Report Update - *Greg Leighton*.
3. Ratify Payment of Bills.
4. Open session.
5. Activity Report - *Sid Hazelton*
 - SCADA Tasks.
6. New Business
 - Lake Auburn Update.
 - Update on Bond Process.
 - Update on projects - Hotel Road is underway.
 - Lake Auburn - Collaboration on Operations.
 - Lake Auburn Annual Report on Gull Activity.
 - Customer Service Manager Position.
7. Old Business
 - Town of New Gloucester - discuss Draft Contract.
 - Update on groundwater exploration - grant opportunity.
8. Adjourn Regular Meeting.

February 19,2014

The regular monthly meeting of the Trustees of the Auburn Water District was held on Wednesday, February 19, 2014 at the office of the Auburn Water District, 268 Court Street at 4:00PM.

Members present: President, K.C. Geiger and Treasurer, Preston Chapman. Trustees: Rick Whiting, Robert Cavanagh and Lee Upton. Also present: Tizz Crowley, Mayor's Representative, John Storer, Superintendent, Sid Hazelton, District Engineer and Greg Leighton of Maine Water Company.

On motion of Robert Cavanagh, seconded by Tizz Crowley, it was unanimously voted: **To approve the minutes of the Regular Meeting of January 22, 2014 as amended.**

FINANCIAL REPORT UPDATE – There are some timing items. The District has a cash balance of \$485,000.

RATIFY PAYMENT OF BILLS

On motion of Tizz Crowley, seconded by Robert Cavanagh, it was unanimously voted: **To ratify the payment of bills in the amount of \$ 277,757.18 as shown on the printout dated January 17, 2014-February 14, 2014.**

Trustee Robert Cavanagh asked if the District might possibly get better pricing for vehicle and equipment repairs.

OPEN SESSION : City Councilor Leroy Walker was in attendance. He said that Walton School's private hydrant is broken and the District has allowed them to use its public hydrant for flooding the ice arena. He feels that they should not be allowed to use the District's hydrant as it could create a hazard on cold winter days. The School needs to repair its hydrant. Councilor Walker asked about the abandoned park and ride located by the Landmark restaurant in Turner. Sid Hazelton indicated that this is MDOT property. The District has no control over that park. Superintendent Storer thought that the District could call MDOT to inquire about re-opening the park. Councilor Walker thought it could be opened to the public after clearing the land and removing some trees. The dam by Barker Arms is up for re-licensing, but the penstock continues to leak. The District always gets calls from people thinking the leak belongs to the District. The leak eventually will undermine the water and sewer lines and the road. They should be required to repair the leak.

ACTIVITY REPORT : The January Activity Report was presented by Sid Hazelton.

NEW BUSINESS

UPDATE ON CITY COUNCIL WORKSHOP OF 2/18/2014 IN REGARDS TO BOND APPROVAL-

The workshop was cancelled. Superintendent Storer is ready to do a presentation to the City Council. The Bond Issue is not a City debt and should require only one vote.

APPROVE FORMAL BOND AUTHORIZATION –as prepared by Bond Counsel

On motion of Tizz Crowley, seconded by Preston Chapman, it was unanimously voted: **To approve the Board of Trustees Resolution prepared by Bond Counsel authorizing the borrowing of an amount not to exceed \$1,000,000. (see attached Resolution)**

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DISCUSSION OF POTENTIAL MPUC DEREGULATION- Superintendent Storer is looking for potential limited exemption, not complete exemption.

On motion of Rick Whiting, seconded by Preston Chapman, it was unanimously voted: **To support Superintendent Storer's testimony at the MPUC Deregulation Hearing.**

LAKE AUBURN UPDATE – The District has two plans in place for treatment. The final report on the lake is expected in a couple of weeks. The lake is holding steady and hopefully will not require any treatment in 2014. The Bond Issue funds could then be used for the installation of new pipe.

FUTURE AGENDA ITEMS – None

OLD BUSINESS

STATUS OF CUSTOMER SERVICE MANAGER POSITION – Superintendent Storer is hoping to make a decision by the end of the week.

POLAND SPRING INN – No updates

TOWN OF NEW GLOUCESTER – The Agreement will be available for approval at the March meeting.

UPDATE ON GROUNDWATER EXPLORATION –The District needs to convince Lewiston to come on board with the groundwater exploration. The District will proceed with the RFP and seek support from the Lewiston Public Works Director to help with the funding. Research is needed to assess feasibility.

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

**AUBURN WATER DISTRICT
OPERATING STATEMENT -TRUSTEES' REPORT
TWO MONTHS ENDED FEBRUARY 28, 2014**

	February	2014	Y-T-D FEBRUARY 2014		
	YTD - 2013	BUDGET	ACTUAL	BUDGET	VARIANCE
<u>REVENUES:</u>					
Water Sales	\$341,154	\$2,296,409	\$362,591	\$382,735	(\$20,144)
Rent income	9,054	54,466	9,378	9,078	300
Interest Income	2,299	13,000	2,911	2,167	744
Mdse. & Jobbing	3,684	42,500	13,758	7,083	6,674
Hydrant Rental	90,154	611,494	103,997	101,916	2,082
Private Fire Prot.	45,043	302,066	48,365	50,344	(1,979)
Misc. Op. Revenue	0	51,000	4,299	8,500	(4,201)
TOTAL REVENUES	491,388	3,370,935	545,299	561,823	(16,523)
			16.18%	16.67%	< Standard
<u>EXPENSES:</u>					
Payroll	124,906	713,082	122,850	118,847	4,003
Treatment:					
UV Treatment Plant	70,037	258,841	73,529	43,140	30,389
Chloramine Facility	0	8,075	439	1,346	(906)
Laboratory	(2,984)	36,000	5,393	6,000	(607)
Trans & Dist Maint:					
Maint of Mains	8,220	67,496	6,387	11,249	(4,862)
Dist System	14,623	80,269	21,629	13,378	8,251
Other	12,552	12,120	459	2,020	(1,561)
Administration	84,788	516,775	88,864	86,129	2,735
Vehicles	9,555	88,925	13,934	14,821	(886)
Gull Management	15,400	84,377	11,334	14,063	(2,729)
Lake Auburn Watershed	35,318	212,500	35,465	35,417	48
SUB-TOTAL	372,415	2,078,460	380,284	346,410	33,874
			18.30%	16.67%	< Standard
Interest	30,131	204,734	28,174	34,122	(5,949)
TOTAL EXPENSES	402,546	2,283,194	408,458	380,532	27,925
Bonds - Principal Payments	0	831,494	0	138,582	(138,582)
SURPLUS FROM OPERATIONS	88,842	256,247	136,842	42,708	94,134

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6652	2/21/2014	2	Lori Meeks	2/14/2014	3421	customer refund	12.84
							12.84
6653	2/21/2014	2	Bell/Simons Companies	2/4/2014	S93971	UV-actuator	110.32
6653	2/21/2014	2	Bell/Simons Companies	2/4/2014	S93971	UV-actuator	110.33
							220.65
6654	2/21/2014	2	Black Bear Ladder	2/10/2014	33345	gloves, safety glasses	78.05
							78.05
6655	2/21/2014	2	DirigoNet	2/18/2014	1590	UV, Norma's computer	127.50
6655	2/21/2014	2	DirigoNet	2/18/2014	1590	UV, Norma's computer	127.50
6655	2/21/2014	2	DirigoNet	2/18/2014	1590	UV, Norma's computer	63.75
6655	2/21/2014	2	DirigoNet	2/18/2014	1590	UV, Norma's computer	63.75
							382.50
6656	2/21/2014	2	Firesafe Equipment, Inc.	2/18/2014	112229	Poland pump station extinguish	413.20
							413.20
6657	2/21/2014	2	Fortier's Security Center	2/12/2014	1956602	keys & lock lube	5.99
6657	2/21/2014	2	Fortier's Security Center	2/12/2014	1956602	keys & lock lube	6.00
							11.99
6658	2/21/2014	2	Gilman Electrical Dist.	2/18/2014	799435	Court St- sp 240 volt	90.50
6658	2/21/2014	2	Gilman Electrical Dist.	2/18/2014	799435	Court St- sp 240 volt	90.50
							181.00
6659	2/21/2014	2	IAS	2/3/2014	501276	IV-timing relay	109.77
6659	2/21/2014	2	IAS	2/3/2014	501276	IV-timing relay	109.78
							219.55
6660	2/21/2014	2	Northern Data Systems, Inc	2/3/2014	804024	License 3/1/14 to 3/1/15	4,212.00
6660	2/21/2014	2	Northern Data Systems, Inc	2/3/2014	804024	License 3/1/14 to 3/1/15	4,212.00
							8,424.00
6661	2/21/2014	2	Oxford Networks	2/7/2014	3420	Feb	134.09
6661	2/21/2014	2	Oxford Networks	2/7/2014	3420	Feb	62.50
6661	2/21/2014	2	Oxford Networks	2/7/2014	3420	Feb	62.50
6661	2/21/2014	2	Oxford Networks	2/7/2014	3420	Feb	137.52
6661	2/21/2014	2	Oxford Networks	2/7/2014	3420	Feb	121.57
							518.18
6662	2/21/2014	2	Petro's	2/19/2014	78480	shovel, scoop	28.49
6662	2/21/2014	2	Petro's	2/19/2014	78480	shovel, scoop	28.49
6662	2/21/2014	2	Petro's	2/13/2014	78425	shovel	17.99
6662	2/21/2014	2	Petro's	2/13/2014	78425	shovel	18.00
							92.97
6663	2/21/2014	2	Pitney Bowes, Inc.	2/3/2014	434005	rent 3/1 to 5/31	30.00
6663	2/21/2014	2	Pitney Bowes, Inc.	2/3/2014	434005	rent 3/1 to 5/31	30.00
6663	2/21/2014	2	Pitney Bowes, Inc.	2/3/2014	434006	postage rent 3/1 to 5/31	200.00
6663	2/21/2014	2	Pitney Bowes, Inc.	2/3/2014	434006	postage rent 3/1 to 5/31	200.00
							460.00
6664	2/21/2014	1	E.J. Prescott, Inc.	1/28/2014	476695	labor & mileage for Turner St	265.00
6664	2/21/2014	1	E.J. Prescott, Inc.	1/28/2014	476702	tower stem & nut	275.80
							540.80

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6665	2/21/2014	2	Thayer Corporation	2/6/2014	704488	contract 2/1 to 4/30	377.43
6665	2/21/2014	2	Thayer Corporation	2/6/2014	704488	contract 2/1 to 4/30	377.43
							754.86
6666	2/21/2014	2	U.S. Postal Service	2/14/2014	3419	yrly rent-big po box #3500	219.00
6666	2/21/2014	2	U.S. Postal Service	2/14/2014	3419	yrly rent-big po box #3500	219.00
							438.00
6667	2/21/2014	2	UPS	2/15/2014	173A7	ship batteries	5.87
6667	2/21/2014	2	UPS	2/15/2014	173A7	ship batteries	5.88
							11.75
6668	2/21/2014	1	V W R Scientific	1/29/2014	805655	supplies	25.76
6668	2/21/2014	1	V W R Scientific	1/29/2014	805655	supplies	25.75
6668	2/21/2014	1	V W R Scientific	1/29/2014	805655	supplies	25.18
6668	2/21/2014	1	V W R Scientific	1/29/2014	805655	supplies	25.17
							101.86
6669	2/28/2014	2	Stars Speedy Title	2/27/2014	3424	customer refund	185.00
							185.00
6670	2/28/2014	2	Al's Auto & Truck Garage	2/13/2014	3577	tk#34-brakes,inspect, ti-rods	1,324.18
							1,324.18
6671	2/28/2014	2	Androscoggin Registry Of	2/27/2014	3425	place/release liens	66.00
							66.00
6672	2/28/2014	2	Coastal T-Shirts	2/17/2014	12275	Hill -embroidery	13.50
							13.50
6673	2/28/2014	2	Constellation NewEnergy, Inc	2/13/2014	135283	Emburt St	793.92
							793.92
6674	2/28/2014	2	Dead River Company	2/20/2014	79755	tank #5	535.31
6674	2/28/2014	2	Dead River Company	2/20/2014	79755	tank #5	535.32
6674	2/28/2014	2	Dead River Company	2/13/2014	44588	tank #3 & 5	1,018.15
6674	2/28/2014	2	Dead River Company	2/13/2014	44588	tank #3 & 5	1,018.16
							3,106.94
6675	2/28/2014	2	Jeanne Fifield	2/7/2014	001	labor & materials	696.19
							696.19
6676	2/28/2014	3	Group Dynamic Inc	2/13/2014	3422	March	88.00
							88.00
6677	2/28/2014	2	Hach Company	2/11/2014	869124	lab supplies	520.83
6677	2/28/2014	2	Hach Company	2/11/2014	869124	lab supplies	520.84
6677	2/28/2014	2	Hach Company	2/11/2014	869124	lab supplies	98.16
6677	2/28/2014	2	Hach Company	2/11/2014	869124	lab supplies	98.16
							1,237.99
6678	2/28/2014	2	Harcros Chemicals, Inc.	2/6/2014	300120	pp-Lake	2,558.03
							2,558.03
6679	2/28/2014	2	Horizon Solutions, LLC	2/7/2014	415603	tech support contract-UV	700.00
6679	2/28/2014	2	Horizon Solutions, LLC	2/7/2014	415603	tech support contract-UV	700.00
							1,400.00
6680	2/28/2014	1	City of Lewiston	2/7/2014	600-409	5V-copier Jan & Feb	117.60
6680	2/28/2014	1	City of Lewiston	2/7/2014	600-409	Rodrigue-Jan	1,423.04

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6680	2/28/2014	1	City of Lewiston	2/7/2014	600-4096	Rodrigue-Jan	162.18
6680	2/28/2014	1	City of Lewiston	2/7/2014	600-4096	Rodrigue-Jan	627.84
6680	2/28/2014	1	City of Lewiston	2/7/2014	600-4096	Rodrigue-Jan	33.69
6680	2/28/2014	1	City of Lewiston	2/7/2014	600-4096	SDA-outside gear	15,233.81
6680	2/28/2014	1	City of Lewiston	2/7/2014	600-4096	Rodrigue-Jan	2,084.57
6680	2/28/2014	1	City of Lewiston	2/7/2014	600-4096	Fouride-Jan & Feb	679.38
6680	2/28/2014	1	City of Lewiston	2/7/2014	600-4096	Fouride-Jan & Feb	706.12
6680	2/28/2014	1	City of Lewiston	2/7/2014	600-4096	SDA-outside gear	45.00
6680	2/28/2014	1	City of Lewiston	2/7/2014	600-4096	SDA-outside gear	129.23
							21,242.46
6681	2/28/2014	2	Lowe's Business Account	2/17/2014	3423	Feb-Court St& tk#28	49.67
6681	2/28/2014	2	Lowe's Business Account	2/17/2014	3423	Feb-Court St& tk#28	-28.47
6681	2/28/2014	2	Lowe's Business Account	2/17/2014	3423	Feb-Court St& tk#28	14.23
6681	2/28/2014	2	Lowe's Business Account	2/17/2014	3423	Feb-Court St& tk#28	49.68
							85.11
6682	2/28/2014	2	Maine Municipal Assoc.	2/15/2014	68356	unemployment	1,048.25
							1,048.25
6683	2/28/2014	2	Maine Water Company	2/12/2014	17021	Leighton-January	4,290.00
							4,290.00
6684	2/28/2014	1	W. B. Mason Co., Inc.	1/30/2014	116201858	tabletop easel	9.50
6684	2/28/2014	1	W. B. Mason Co., Inc.	1/30/2014	116201858	tabletop easel	9.49
							18.99
6685	2/28/2014	1	Northern Data Systems, Inc	2/7/2014	8100	Jan billing	1,023.34
6685	2/28/2014	1	Northern Data Systems, Inc	2/7/2014	8100	Jan billing	1,023.34
							2,046.68
6686	2/28/2014	2	E.J. Prescott, Inc.	2/6/2014	4768756	pump tk #28	559.00
							559.00
6687	2/28/2014	2	Royal Flooring Co, Inc.	2/25/2014	14467	Court-office rug repair	159.25
6687	2/28/2014	2	Royal Flooring Co, Inc.	2/25/2014	14467	Court-office rug repair	159.25
							318.50
6688	2/28/2014	2	Spiller's	2/11/2014	1292899	plotter-printer head, ink	459.50
6688	2/28/2014	2	Spiller's	2/11/2014	1292899	plotter-printer head, ink	459.50
							919.00
6689	2/28/2014	2	City of Lewiston	12/9/2013	600-4046	V-dock construction	954.29
							954.29
6690	3/7/2014	2	Kim-John Taylor	2/27/2014	3429	customer refund	41.93
							41.93
6691	3/7/2014	2	Stephen-Pamela Hart	2/27/2014	3427	customer refund	45.54
							45.54
6692	3/7/2014	2	Darren Applegate	2/27/2014	3428	customer refund	189.38
							189.38
6693	3/7/2014	2	Al's Auto & Truck Garage	2/21/2014	3596	tk#19-get ready for inspect	1,076.02
							1,076.02
6694	3/7/2014	1	City of Auburn	2/12/2014	110041	January gas	78.54
6694	3/7/2014	1	City of Auburn	2/12/2014	110041	January gas	29.29

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6694	3/7/2014	1	City of Auburn	2/12/2014	110041	January gas	634.73
6694	3/7/2014	1	City of Auburn	2/12/2014	110041	January gas	261.23
6694	3/7/2014	1	City of Auburn	2/12/2014	110041	January gas	266.57
6694	3/7/2014	1	City of Auburn	2/12/2014	110041	January gas	146.44
6694	3/7/2014	1	City of Auburn	2/12/2014	110041	January gas	338.74
6694	3/7/2014	1	City of Auburn	2/12/2014	110041	January gas	187.27
6694	3/7/2014	1	City of Auburn	2/12/2014	110041	January gas	164.19
6694	3/7/2014	1	City of Auburn	2/12/2014	110041	January gas	433.36
6694	3/7/2014	1	City of Auburn	2/12/2014	110041	January gas	81.65
							2,622.01
6695	3/7/2014	2	Batteries Plus	2/19/2014	484-2583	air drill batteries	85.16
6695	3/7/2014	2	Batteries Plus	2/19/2014	484-2583	air drill batteries	85.16
							170.32
6696	3/7/2014	3	Rodney H. Bates	3/1/2014	3439	March cell	30.00
							30.00
6697	3/7/2014	3	Michael Broadbent	3/1/2014	3440	March cell	30.00
							30.00
6698	3/7/2014	2	Calgon Carbon Corp	1/9/2014	213550	EV-contract service-reactors	1,920.00
6698	3/7/2014	2	Calgon Carbon Corp	1/9/2014	213550	EV-contract-reactor services	1,920.00
							3,840.00
6699	3/7/2014	2	Dead River Company	2/27/2014	514080	UV-propane-tnk4 &5	603.70
6699	3/7/2014	2	Dead River Company	2/27/2014	514080	UV-propane-tnk4 &5	603.71
							1,207.41
6700	3/7/2014	2	Emerson Chevrolet	2/28/2014	163011	tk#29-tail gate handle	77.88
							77.88
6701	3/7/2014	3	John B. Storer	3/1/2014	3443	March mileage	175.00
6701	3/7/2014	3	John B. Storer	3/1/2014	3443	March mileage	175.00
							350.00
6702	3/7/2014	2	Home Depot Credit Service	2/23/2014	3433	tk#33 tools, II Study-foam	70.21
6702	3/7/2014	2	Home Depot Credit Service	2/23/2014	3433	tk#33 tools, II Study-foam	147.70
							217.91
6703	3/7/2014	3	Lake Auburn Watershed Comm	3/1/2014	3441	March	17,708.34
							17,708.34
6704	3/7/2014	2	Hetl Water Program	2/25/2014	225141	water test	20.00
							20.00
6705	3/7/2014	3	Maine Municipal Emp.Hlth	2/12/2014	3444	March	17,130.71
6705	3/7/2014	3	Maine Municipal Emp.Hlth	2/12/2014	3444	March	13.50
6705	3/7/2014	3	Maine Municipal Emp.Hlth	2/12/2014	3444	March	607.18
6705	3/7/2014	3	Maine Municipal Emp.Hlth	2/12/2014	3444	March	652.78
6705	3/7/2014	3	Maine Municipal Emp.Hlth	2/12/2014	3444	March	3,023.13
							21,427.30
6706	3/7/2014	2	Maine Oxy-Acetylene Co	2/18/2014	309783	pop-torch hose	14.82
6706	3/7/2014	2	Maine Oxy-Acetylene Co	2/18/2014	309783	pop-torch hose	14.82
							29.64
6707	3/7/2014	2	W. B. Mason Co., Inc.	2/13/2014	116456	scissors, tape, staples, ink	22.88

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6707	3/7/2014	2	W. B. Mason Co., Inc.	2/13/2014	116456294	Accessors, tape, staples, ink	22.89
6707	3/7/2014	2	W. B. Mason Co., Inc.	2/13/2014	116457187	toilet paper	41.94
6707	3/7/2014	2	W. B. Mason Co., Inc.	2/13/2014	116457187	toilet paper	41.95
							129.66
6708	3/7/2014	2	Napa Auto Parts	2/28/2014	3426	Feb-shop, tk34, skid steer	21.69
6708	3/7/2014	2	Napa Auto Parts	2/28/2014	3426	Feb-shop, tk34, skid steer	21.70
6708	3/7/2014	2	Napa Auto Parts	2/28/2014	3426	Feb-shop, tk34, skid steer	11.70
6708	3/7/2014	2	Napa Auto Parts	2/28/2014	3426	Feb-shop, tk34, skid steer	11.70
6708	3/7/2014	2	Napa Auto Parts	2/28/2014	3426	Feb-shop, tk34, skid steer	30.37
6708	3/7/2014	2	Napa Auto Parts	2/28/2014	3426	Feb-shop, tk34, skid steer	30.37
6708	3/7/2014	2	Napa Auto Parts	2/28/2014	3426	Feb-shop, tk34, skid steer	24.49
6708	3/7/2014	2	Napa Auto Parts	2/28/2014	3426	Feb-shop, tk34, skid steer	24.49
6708	3/7/2014	2	Napa Auto Parts	2/28/2014	3426	Feb-shop, tk34, skid steer	24.49
6708	3/7/2014	2	Napa Auto Parts	2/28/2014	3426	Feb-shop, tk34, skid steer	40.54
6708	3/7/2014	2	Napa Auto Parts	2/28/2014	3426	Feb-shop, tk34, skid steer	40.55
6708	3/7/2014	2	Napa Auto Parts	2/28/2014	3426	Feb-shop, tk34, skid steer	27.36
6708	3/7/2014	2	Napa Auto Parts	2/28/2014	3426	Feb-shop, tk34, skid steer	19.09
6708	3/7/2014	2	Napa Auto Parts	2/28/2014	3426	Feb-shop, tk34, skid steer	19.10
6708	3/7/2014	2	Napa Auto Parts	2/28/2014	3426	Feb-shop, tk34, skid steer	8.81
6708	3/7/2014	2	Napa Auto Parts	2/28/2014	3426	Feb-shop, tk34, skid steer	8.81
6708	3/7/2014	2	Napa Auto Parts	2/28/2014	3426	Feb-shop, tk34, skid steer	150.08
							515.34
6710	3/7/2014	2	Ness Oil Co.	2/28/2014	3434	Feb diesel	1,446.17
6710	3/7/2014	2	Ness Oil Co.	2/28/2014	3434	Feb diesel	136.16
6710	3/7/2014	2	Ness Oil Co.	2/28/2014	3434	Feb diesel	41.89
							1,624.22
6711	3/7/2014	2	Pitney Bowes, Inc.	2/18/2014	550241	postage machine tapes	19.54
6711	3/7/2014	2	Pitney Bowes, Inc.	2/18/2014	550241	postage machine tapes	19.55
							39.09
6712	3/7/2014	2	Rent-It Of Maine, Inc.	2/21/2014	36153	backhoe-snow removal for hydra	739.50
							739.50
6713	3/7/2014	3	Donald R. Stevens	3/1/2014	3442	March cell	30.00
							30.00
6714	3/7/2014	2	Super Shoe Stores, Inc.	2/28/2014	59579-1	Dane, Hill, Desjardins	323.95
6714	3/7/2014	2	Super Shoe Stores, Inc.	2/28/2014	59579-1	Dane, Hill, Desjardins	16.99
							340.94
6715	3/7/2014	3	Mary Sylvester	3/4/2014	3436	organizational sessions-UV	487.50
6715	3/7/2014	3	Mary Sylvester	3/4/2014	3436	organizational sessions-UV	487.50
							975.00
6716	3/7/2014	2	Unifirst Corp	1/17/2014	209714B	lv-rugs-January	48.87
6716	3/7/2014	2	Unifirst Corp	1/17/2014	209714B	lv-rugs-January	48.88
							97.75
6717	3/7/2014	2	U.S. Cellular	2/21/2014	3431	Feb cell phones	30.00
6717	3/7/2014	2	U.S. Cellular	2/21/2014	3431	Feb cell phones	203.02
6717	3/7/2014	2	U.S. Cellular	2/21/2014	3431	Feb cell phones	203.02
6717	3/7/2014	2	U.S. Cellular	2/21/2014	3431	Feb cell phones	30.00

Auburn Water District
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6717	3/7/2014	2	U.S. Cellular	2/21/2014	3432	Feb-sm account	26.75
6717	3/7/2014	2	U.S. Cellular	2/21/2014	3432	Feb-sm account	26.75
							519.54
6718	3/7/2014	2	United Way Of Andr.County	2/28/2014	3435	Feb	235.00
6718	3/7/2014	2	United Way Of Andr.County	2/28/2014	3435	Feb	24.00
							259.00
6719	3/7/2014	2	V W R Scientific	2/14/2014	805673663	supplies	37.24
6719	3/7/2014	2	V W R Scientific	2/14/2014	805673663	supplies	81.58
6719	3/7/2014	2	V W R Scientific	2/14/2014	805673663	supplies	81.59
6719	3/7/2014	2	V W R Scientific	2/14/2014	805673663	supplies	37.24
							237.65
6720	3/7/2014	2	Waukesha-Pearce Industries	2/17/2014	24100140V	generator parts	9,877.83
6720	3/7/2014	2	Waukesha-Pearce Industries	2/17/2014	24100140V	generator parts	9,877.84
							19,755.67
6721	3/7/2014	3	Lucienne Hamel	3/7/2014	3445	customer refund	746.75
							746.75
6722	3/14/2014	2	Analytical Services, Inc.	2/26/2014	22024	water test-Feb	197.00
6722	3/14/2014	2	Analytical Services, Inc.	2/26/2014	22024	water test-Feb	197.00
							394.00
6723	3/14/2014	3	Bel-Tone Answering Service	3/5/2014	1613A16	plastic buttons-March	4.97
6723	3/14/2014	3	Bel-Tone Answering Service	3/5/2014	1613A16	plastic buttons-March	4.98
6723	3/14/2014	3	Bel-Tone Answering Service	3/5/2014	1607B7	answer srvc-March	32.75
6723	3/14/2014	3	Bel-Tone Answering Service	3/5/2014	1607B7	answer srvc-March	32.75
							75.45
6724	3/14/2014	3	Preston Chapman	3/5/2014	3438	trustee yearly	150.00
							150.00
6725	3/14/2014	3	Critical Alert	3/1/2014	1612207	baggers-March to May	96.92
6725	3/14/2014	3	Critical Alert	3/1/2014	1612207	baggers-March to May	96.92
							193.84
6726	3/14/2014	3	Computer Help, Inc.	3/6/2014	5377	njn's computer	112.50
6726	3/14/2014	3	Computer Help, Inc.	3/6/2014	5377	njn's computer	112.50
							225.00
6727	3/14/2014	3	Dead River Company	3/6/2014	48522/10V4	tnk#5	472.77
6727	3/14/2014	3	Dead River Company	3/6/2014	48522/10V4	tnk#5	472.77
6727	3/14/2014	3	Dead River Company	3/3/2014	28060	UV tnk#8	379.37
6727	3/14/2014	3	Dead River Company	3/3/2014	28060	UV tnk#8	379.38
							1,704.29
6728	3/14/2014	2	Eastern Fire Services, Inc	2/28/2014	732536	meter checked-Court St	55.00
6728	3/14/2014	2	Eastern Fire Services, Inc	2/28/2014	732536	meter checked	55.00
							110.00
6729	3/14/2014	3	Dig Safe System, Inc.	3/3/2014	49904	March	311.51
6729	3/14/2014	3	Dig Safe System, Inc.	3/3/2014	49904	March	311.51
							623.02
6730	3/14/2014	2	Evergreen Custom Printing, Inc	2/28/2014	36939	Watershed	123.44
							123.44

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6731	3/14/2014	2	FMC Corporation	2/13/2014	512479	hydrogen peroxide	150.00
							150.00
6732	3/14/2014	2	Firesafe Equipment, Inc.	2/26/2014	112490	UV-extinguishers	201.30
6732	3/14/2014	2	Firesafe Equipment, Inc.	2/26/2014	112490	UV-extinguishers	201.30
6732	3/14/2014	3	Firesafe Equipment, Inc.	3/3/2014	112624	extinguisher refills	50.50
6732	3/14/2014	3	Firesafe Equipment, Inc.	3/3/2014	112624	extinguisher refills	50.50
							503.60
6733	3/14/2014	3	FedEx	3/3/2014	28104	Feb ship	33.17
6733	3/14/2014	3	FedEx	3/3/2014	28104	Feb ship	33.17
							66.34
6734	3/14/2014	3	K. C. Geiger	3/5/2014	3437	trustee yearly	150.00
							150.00
6735	3/14/2014	3	Gilman Electrical Dist.	3/10/2014	401817	UV-gfi outlets	40.47
6735	3/14/2014	3	Gilman Electrical Dist.	3/10/2014	401817	UV-gfi outlets	40.47
							80.94
6736	3/14/2014	3	Great American Financial Svcs	2/25/2014	149698	March-copier lease	107.61
6736	3/14/2014	3	Great American Financial Svcs	2/25/2014	149698	March-copier lease	107.61
							215.22
6737	3/14/2014	2	Hach Company	2/21/2014	870842	lab supplies	88.27
6737	3/14/2014	2	Hach Company	2/21/2014	870842	lab supplies	88.28
							176.55
6738	3/14/2014	2	IAS	2/20/2014	501320	power at Goff Hill & Lewiston Jc	135.34
6738	3/14/2014	2	IAS	2/20/2014	501320	power at Goff Hill & Lewiston Jc	135.34
							270.68
6739	3/14/2014	2	Vantagepoint Transfer Agen	2/28/2014	3447	ICMA 457	2,062.12
							2,062.12
6740	3/14/2014	2	Vantagepoint Transfer Agen	2/28/2014	3446	ICMA 401	3,081.07
							3,081.07
6741	3/14/2014	2	Vantagepoint Transfer Agen	2/28/2014	3448	ICMA-Roth IRA	243.52
							243.52
6742	3/14/2014	3	Treasurer, State of Maine	3/10/2014	3451	Stevens-elec helper lic	96.00
							96.00
6743	3/14/2014	2	W. B. Mason Co., Inc.	2/20/2014	I165709	43 1/2 in bar,mfolders, stapler	55.27
6743	3/14/2014	2	W. B. Mason Co., Inc.	2/20/2014	I165709	43 1/2 in bar,mfolders, stapler	55.28
							110.55
6744	3/14/2014	2	Met Pro Corporation	2/25/2014	022921	phosphate	32,182.65
							32,182.65
6745	3/14/2014	2	N.E. Water Works Assoc.	3/7/2014	29191	Stevens class	60.00
6745	3/14/2014	2	N.E. Water Works Assoc.	3/7/2014	29190	Whitlock class	60.00
							120.00
6746	3/14/2014	2	Northern Data Systems, Inc	2/24/2014	8140	water shut off notices	261.23
							261.23
6747	3/14/2014	3	Pine Tree Waste	3/1/2014	134323	March waste	56.34
6747	3/14/2014	3	Pine Tree Waste	3/1/2014	134323	March waste	56.34

Auburn Water District
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6748	3/14/2014	2	E.J. Prescott, Inc.	2/20/2014	477004	Hotel Rd	112.68
							21,076.87
							<u>21,076.87</u>
6749	3/14/2014	3	Pro-Tech Refrigeration	1/29/2014	2365	UV-maint of HVAC equip	400.54
6749	3/14/2014	3	Pro-Tech Refrigeration	1/29/2014	2365	UV-maint of HVAC equip	400.54
6749	3/14/2014	3	Pro-Tech Refrigeration	1/30/2014	2138	UV-blower assembly	229.16
6749	3/14/2014	3	Pro-Tech Refrigeration	1/30/2014	2138	UV-blower assembly	229.17
							<u>1,259.41</u>
6750	3/14/2014	3	R & B Services	3/10/2014	114	Hotel Rd w/e 3/8	382.50
							<u>382.50</u>
6751	3/14/2014	2	Staples Credit Plan	2/25/2014	3450	laptop cords-Marc, Don, Mike	72.78
6751	3/14/2014	2	Staples Credit Plan	2/25/2014	3450	laptop cords-Marc, Don, Mike	72.78
6751	3/14/2014	2	Staples Credit Plan	2/25/2014	3450	laptop cords-Marc, Don, Mike	36.39
6751	3/14/2014	2	Staples Credit Plan	2/25/2014	3450	laptop cords-Marc, Don, Mike	36.40
							<u>218.35</u>
6752	3/14/2014	3	UTC Spectrum Services	2/3/2014	86565	frequency co-ordinate	25.00
6752	3/14/2014	3	UTC Spectrum Services	2/3/2014	86565	frequency co-ordinate	25.00
							<u>50.00</u>
<u>Grand Total</u>							<u><u>197,377.34</u></u>

Net Payroll + taxes

65,160.27

\$ 262,537.61

AUBURN WATER DISTRICT

MONTHLY ACTIVITY REPORT

February 2014

MAINS

Location	Ck'd	Comments	Leak Check				OK	Misc.	New
			PT/Cl ₂	Leak	On	Owner			
Dana Av	1	Main leak		1					
584 Minot Av	1	Main leak		1					
Monthly Totals	2		0	2	0	0	0	0	
2013 Monthly Totals	1		0	1	0	0	0	0	
YTD Totals	6		0	6	0	0	0	0	

GATES

Location	Ck'd	Comments	Adjust	Leak	New	Misc.
No Activity						
Monthly Totals	0		0	0	0	0
2013 Monthly Totals	0		0	0	0	0
YTD Totals	0		0	0	0	0

SERVICES

Location	No.	Comments	Leak Check			Frozen	Box	Misc.
			OK	Leak	On Owner			
17 Xivray St	1	Repair service box					1	
99 Old Farm Hill	1	Repair service box					1	
262 Spring Water Rd	1	Thaw frozen service - set bleeder				1		
215 North River Road	1	Thaw frozen service - set bleeder				1		
32 Bradman St	1	Thaw frozen service - set bleeder				1		
117 Ninth St	1	Service repair		1				
1154 Minot Av	1	Service repair		1				
42 Aviation Av	1	Thaw frozen service				1		
Monthly Totals	8		0	2	0	4	2	0
2013 Monthly Totals	1		0	1	0	0	0	0
YTD Totals	15		1	2	1	5	5	1

METERS

Activity	Comments	Test/Repair	Charged	Misc.	Read Hours	Special Reads	Delinquent	
							Notify	Turn off
Test meters	5/8"							
Test meters	3/4"							
Test meters	1"							
Test meters	1 1/2"							
Test meters	2"							
Repair T.T.R.'s.								
Meters In/out	2							
Dead			0					
Frozen			0					
Terminate Service			9					
Activate Service			7					
Summer In			0					
Winter Out			0					
Temporary Meter				0				
Turn off & on for repairs				2				
Reading Meters					32.5			
Final Reads	Ownership Transfer					14		
Recheck Readings	High or low reading.					0		
Red Tags	Notify for non-payment.						69	
Turn off for non-payment								0
Monthly Totals		0	16	2	32.5	14	69	0
2013 Monthly Totals		0	16	1	31.5	16	106	2
YTD Totals		0	29	7	55.5	21	182	0

LABORATORY

Month	Dist. Sys. Tests	Temp (°C)		Avg. NaOH gal/MG	Avg. Cl mg/l	Avg. FI mg/l	Avg. Turb. (ntu)	SWTR Tests
		Air	Water					
January	56	7.1	19.5	20.46	2.41	0.70	0.44	31
February	48	7.1	3.0	20.02	2.44	0.62	0.43	28
March								
April								
May								
June								
July								
August								
September								
October								
November								
December								
YTD Avg				20.24	2.43	0.66	0.44	
2013 Avg				8.86	2.38	0.73	0.79	
YTD Totals	104							59

LAKE AUBURN

Month	No. Patrols	Withdrawals *			Elevations **					
		AWD	LWD	Total	1st	High	Yr.	Low	Yr.	2013
January	weekly	2.52	3.99	6.51	260.52	261.4	1974	257.20	1979	260.08
February	weekly	2.55	3.89	6.44	260.81	261.7	1996	257.10	2002	260.42
March										
April										
May										
June										
July										
August										
September										
October										
November										
December										
Avg. Daily	daily	2.52	3.99	6.51						
YTD Totals	0	5.07	7.88	12.95						

* Average Daily Withdrawals MGD ** Elevation Above Sea Level

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	8.0	3.53	1336	3.26	9	50	-18	19	-0.5
February	30.2	4.86	1261	2.55	14	48	-7	20	-2.9
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
YTD Totals	38.20	8.39							

* From www.wunderground.com

DIG SAFE

Month	Total	Contractors	M/DOT	AHD	School Dept.	Lewiston Water	Fairpoint	AWD	CMP	ASD	GAS	MTA
January	60	21	1	15	0	0	0	12	10	0	1	0
February	38	13	1	2	0	0	0	9	12	0	1	0
March												
April												
May												
June												
July												
August												
September												
October												
November												
December												
YTD Totals	98	34	2	17	0	0	0	21	22	0	2	0
2013 Totals	65	29	3	7	0	3	4	9	10	0	0	0

DUTY FOREMAN CALLS

(Overtime)

Districts	Total	High/Low Pressure	Water Quality	Alarms	Sewer Service	Leak	Misc.	Locates	Hydrants	Meter	Fire Calls
Sewerage District	4			0	2	0	2	0	0	0	0
Water District	8	1	0	0		2	5	0	0	0	0
Monthly Totals	12	1	0	0	2	2	7	0	0	0	0
2013 Monthly Totals	19	0	0	3	2	2	10	1	1	0	0
YTD Totals	34	1	3	8	5	6	11	0	0	0	0

OTHER ACTIVITIES

1. Shovel & check hydrants
2. Flush frozen drain line 6" PVC (roof drains backing up)
Jetted line to 350ft - roof drains let go
- 3.
- 4.
- 5.
- 6.

Lewiston/Auburn SCADA Team - Prioritized Tasks & Projects List
Revised: 3/12/2014

*Priority Rankings: 1 - High, 2 - Medium, 3 - Low

Description	*Priority	Additional Comments or Timing	Origin Date	Sub Ranking	Est. days
CL-17 for Plant Water - troubleshoot, Mike to check warranty	1	Ops Issue - SCADA to tackle immediately	3/10/2014	1	immed
UV Reactor #2 - check dial-out alarms in conjunction w/ cleaning	1	Ops Issue - SCADA to tackle immediately	3/10/2014	1	immed
Lewiston Chloramines at Turner Street	1	Sched. Tues-Wed-Thur this week Mar 11, 12, 13	2/28/2014	1	
Main Street PRV	1	dependent on Lewiston moving chloramine mixer	2/28/2014	1	
Chloramines pH analyzers for AWD LWD	1	Very top priority for effective UV Operations	2/28/2014	2	
Montello Comm Fail	1	Need climber to inspect wiring & antenna	3/10/2014	2	
UV Win911 Alarming for Eye Wash/Safety Showers	1	Safety issue - top priority	2/28/2014	3	
AWSD - set-up new workstation	1	Established date - Rodrigue required, Fri March 14	3/10/2014	3	3/14/14
Auburn Sewer - assist with installation of new W-3 pumps	1	Schedule with AWSD Foreman Andy Farris	2/28/2014	3	3/14/14
H2O2 full test run	1	March 27 target date - SCADA required	3/4/2014	4	3/27/14
Lewiston finished water hypo pump - resolve signal issue	1	Perhaps tackle during H2O2 trial?	3/12/2014		0.5
Redundant UV SCADA Node at Chloramines Bldg.	1	Critical for operations, move up list	2/28/2014		
Rewire Turbidity alarms and flow loss switch	1	Code issue, comb w press washer & water heater	2/28/2014		
Run branch circuit for pressure washer	1	Code issue, comb w flow switch & water heater	2/28/2014		
Run branch circuit for hot water heater	1	Code issue, comb w flow switch & press washer	2/28/2014		
W6 Failing panel	1	Coordinate w/ ASD foreman Andy Farris	2/28/2014		
Foss Road #1 Conduit repairs	1	Simple verification, may already be done?	2/28/2014		
Main Street power conditioning for VFDs	1	Lewiston staff already working on this issue	2/28/2014		
Main Street Pump Station PC	1	in process, but need focus to wrap up & finish	2/28/2014		
UV plant - Auburn Hypo Day Tank Level troubleshooting	1	Mike's Ops folks already working on it	2/28/2014		
Central Ave Communication issue	1	Critical for reliable operations	2/28/2014		
AWSD rewire front office computers & terminals	2	Will become High Priority in mid-April	3/4/2014	1	4
Consolidate XCEL Compliance Reports	2	Contingent on resolution of Lew. Chloramines	3/4/2014	2	2
Rotate ammonia flow meter at Chloramines	2	Tackle during Lewiston chloramine transfer?	3/4/2014		0.5
Auburn CSO - calibrate Riverside level sensor	2	Seasonal issue - be ready for spring rain & runoff	2/28/2014		
Mary Jane's computer - create dial-in to SCADA	2	Minimal time - tackle in conjunction with other UV items	3/12/2014		0.25
UV GFCI Receptacles, In Use Covers, etc.	2	Mike to explore if Ops can tackle this	2/28/2014		
Create WAN for all SCADA systems	2	Other factors? Chips	2/28/2014		
Motor run times for ASD Stations	2	Medium - needed for "wetwipe" tracking	2/28/2014		
Test VFD Fault alarms at Lewiston single-phase sewer stations	2	Should already have alerts via Hi Wetwell alarms	2/28/2014		
Lewiston CSO PLC Comms	2	Seasonal priority, prior to Spring rains & runoff	2/28/2014		
UV Boiler temperature SCADA Alarm	2	Seasonal issue, resolve prior to next winter	2/28/2014		
UV SCADA Tablets	2	Waiting on new AWSD Office Manager	2/28/2014		
Hypo Transfer Pump Installation at UV	2	Tied to press wash, flow switch & water heater issues	2/28/2014		
Foss Road II Transfer Switch	2	D. Caron working on it, in process	2/28/2014		
Chloramine Exhaust Fan Control	2	Tackle during Lewiston chloramine transfer	2/28/2014		
Test all SCADA AWSD LWD, Create SOP's	2	Will include both Lew & Aub operations	2/28/2014		

Lewiston/Auburn SCADA Team - Prioritized Tasks & Projects List

Revised: 3/12/2014

*Priority Rankings: 1 - High, 2 - Medium, 3 - Low

Origin Date Sub Ranking Est. days

*Priority Additional Comments or Timing

Description	*Priority	Additional Comments or Timing	Origin Date	Sub Ranking	Est. days
Lewiston Landfill - flow monitoring	2	Already in the "queue" with staff	2/28/2014		
UV fiber network	3	Longer-term project	2/28/2014		
UV Basix Panels UPS Power	3	possibly combine with other projects?	2/28/2014		
Remove 120 transformer at Raw Water and abandoned wiring	3	Rainy Day type of project - Marc Bouyea?	2/28/2014		
Remote control of Poland Water Lift Station	3	Low priority, possible Fall 2014	2/28/2014		
End of pipe lighting	3	Could sub contract out	2/28/2014		
Additional lights in barn (reuse old T8 fixtures)	3	Possibly tackle with EOP lighting upgrade	2/28/2014		
Generator connection plugs at Route 122 and West Crestwood	3	Very low priority unless additional users connect	2/28/2014		
UV UPS Communication and data collection	3	Long-term project to track efficiency & elect use	2/28/2014		
Flood lights at ASD stations and LWD stations	3	Long-term projects for both AWSD & LWS	2/28/2014		
Relocate Goff Hill Repeater or run power circuit from city generator	3	Coordinate w/ City Electrician Charlie Deangelis	2/28/2014		
Randall Road Replace Emergency Lights	3	Others to tackle? Lewiston staff may tackle?	2/28/2014		
E2 Permission to pump from EI	3	Connected to bigger station upgrade project	2/28/2014		
Littlefield Bridge Heat Tape Controller	3	Seasonal issue, tackle next Fall	2/28/2014		
Fluoride Flowmeters at UV Plant	3	Storer & Gagne to coord. on long-term project	2/28/2014		
Ipswich Generator and Transfer Switch	3	Seasonal issue - Fall 2014 in prep of storm season	2/28/2014		
Lewiston Radio Upgrades	3	2 year capital item per budget funding	2/28/2014		
Update Schneider PLC's AWD LWD to current product version?	3	Long-term licensing issue	2/28/2014		
Add Fluoride levels to plant SCADA	3	Rainy day item - tackle during slow period	2/28/2014		
UV reactor alarms - bulb life timer	3	Rainy day item - tackle during slow period	2/28/2014		
Intake building Low Temp Alarm	3	Rainy day item - tackle during slow period	2/28/2014		
Lewiston - Foss generator "tipping"	3	Seasonal issue - ground must thaw for remediation	2/28/2014		
Adjust CO2 pacing	4	Was resolved week of 2/24/14	completed		

AGREEMENT FOR LICENSED CONTRACT WATER OPERATOR SERVICES
"New Gloucester Water District"

THIS AGREEMENT (the "Agreement") is entered into as of the ____ day of _____, 2014, by and between the **NEW GLOUCESTER WATER DISTRICT**, a Maine quasi-municipal corporation having its principal place of business in the Town of New Gloucester, Cumberland County, State of Maine (hereinafter "NGWD"), and **AUBURN WATER DISTRICT**, a Maine quasi-municipal corporation having its principal place of business in the City of Auburn, Androscoggin County, State of Maine (hereinafter "AWD").

Whereas, AWD is a public water utility engaged in the business of supplying water services to the public in the City of Auburn and certain portions of the Town of Poland;

Whereas, NGWD is a small public water utility engaged in the business of supplying water services to the public in the NGWD service area in the Town of New Gloucester and owns a complete water supply and distribution system which is under construction with its completion scheduled to allow an intended start date of July 1, 2014 for provision of potable water and fire protection to the service area which is more particularly described in Exhibit A, the Project Design Plans attached hereto (the "Water System"), and pursuant to the NGWD Terms and Conditions, dated _____, 2014, attached hereto as Exhibit B and as amended from time to time;

Whereas, under Chapter 19, P & S Laws of 2012 for the State of Maine, and every other legal authority, NGWD has been incorporated as a utility district to provide the above services to the service area, including the authority to enter into an agreement for the operation, maintenance, and repair of its Water System with a licensed operator;

Whereas, NGWD desires to engage AWD and AWD, pursuant to the authority granted by the Charter of AWD, Chapter 60, P&S Laws of 1923, as amended, and every other legal authority, desires to be engaged to operate, maintain, and make emergency repairs to the Water System on behalf of the NGWD in accordance with the terms herein;

NOW THEREFORE, in consideration of the promises and the mutual covenants contained herein, the NGWD and AWD agree as follows:

1. Recitals:

The above recitals and referenced exhibits set forth above are fully incorporated in this Agreement as if set forth in full herein.

2. **ENGAGEMENT SCOPE OF SERVICES**

Commencing on May 1, 2014, or on such other date as mutually acceptable to AWD and NGWD (the "effective date"), NGWD hereby engages AWD to provide, and

AGREEMENT FOR LICENSED CONTRACT WATER OPERATOR SERVICES
“New Gloucester Water District”

AWD agrees to provide in accordance with the terms hereof, routine and emergency operations and maintenance of the NGWD production and treatment facility and the distribution system as defined under the “New Gloucester Water District Request for Proposals for Licensed Contract Water Operator Services” dated _____, 2013 including associated Addenda numbered _____ through _____ and the AWD proposal for Licensed Contract Water Services dated September 30, 2013 (both attached hereto and incorporated herein as Exhibit C & D, respectively). The AWD also agrees to provide the following customer services specified in the District’s terms and conditions (attached hereto as Exhibit B):

- The physical turning-off and turning-on of services that require a site visit, and the associated removal of ice and snow
- Damaged and frozen meter repair
- Meter testing
- Main and service installation inspection
- Plan review
- Investigation of unauthorized water use

3. OWNERSHIP

The parties agree that, upon completion of construction of the project as defined by Exhibit A, the NGWD shall be the sole owner of all infrastructure within the NGWD boundaries. This shall include equipment provided by NGWD to AWD for execution of the services as provided in this agreement.

4. RIGHT TO REVIEW

AWD shall have the right to review the design, engineering, procurement, permitting, installation and construction of the NGWD infrastructure to ensure full compliance with NGWD rules, regulations and material specifications. To facilitate this review, NGWD shall provide AWD or its agent with a copy of all documents, plans, drawings, reports, calculations, or other information relevant to such purpose of review as AWD may reasonably request. NGWD shall respond promptly to all requests for review and shall not unreasonably withhold, condition or delay any approval requested.

5. PERMITS AND LICENSES

NGWD agrees to obtain, and AWD agrees to cooperate and participate in any way necessary to aid in the procurement of, any approvals, authorizations, certificates, licenses or permits from local, state and federal authorities required for the operation of the system infrastructure. This shall include, but not be limited to, the Maine Department of Environmental Protection (hereinafter “MDEP”), the Maine Drinking Water Program (hereinafter “MDWP”), Maine Public Utilities Commission (hereinafter “PUC”) and the Town of New Gloucester. AWD shall in good faith provide such assistance as NGWD may from time to time reasonable request in such a manner that will not delay or impact the delivery of services by the AWD under this contract.

AGREEMENT FOR LICENSED CONTRACT WATER OPERATOR SERVICES
"New Gloucester Water District"

6. OPERATION AND MAINTENANCE

Upon execution of this agreement, and its approval and acceptance by any regulating agencies, the AWD will be responsible for the operation, maintenance and repair as described under Article 2 – ENGAGEMENT SCOPE OF SERVICES of this agreement and shall maintain the infrastructure in accordance with the good water utility operating practice and state and federal drinking water regulations.

7. COMPENSATION

(A) (1) As compensation for all services rendered pursuant to Article 2 above during the first year of this Agreement, the AWD agrees to a fixed fee of \$12,500 for said first year (which under current conditions the parties agree \$12,500 per year is a reasonable estimate (as detailed in EXHIBIT E hereto) and shall invoice the NGWD monthly for \$1,041.67, commencing with the effective date, and for unanticipated emergency repairs in conformance with the AUBURN WATER DISTRICT Fee Worksheet for New Gloucester Water District Operations dated _____, 2013 attached hereto in EXHIBIT D, and for the NGWD customers in conformance with the Terms and Conditions Fee Worksheet dated _____, 2014 attached hereto in EXHIBIT E.

(2) As compensation for all services rendered during the second and subsequent years for all services rendered pursuant to Article 2, the AWD shall invoice the NGWD monthly in conformance with the AUBURN WATER DISTRICT Fee Worksheet for New Gloucester Water District Operations dated _____, 2013 attached hereto in EXHIBIT D, and for the NGWD customers in conformance with the Terms and Conditions Fee Worksheet dated _____, 2014 attached hereto in EXHIBIT E.

(B) Invoices for all such payments shall include supporting documentation for such fees and expenses as NGWD may reasonably request. NGWD also agrees to accrue a reserve fund for replacement of components of the infrastructure based on the depreciation regulations of the PUC.

(C) Materials, supplies and sub-contractor services provided by AWD pursuant to Article 6(A) above will be invoiced to NGWD at actual cost plus a 5% fee to reimburse AWD for administrative expenses relating to procurement. AWD agrees to pass on to NGWD discounts on materials, supplies and sub-contractors received by AWD.

(D) AWD agrees that it will not receive compensation for its review and assistance under Articles 4 and 5 above.

8. LIABILITY

AGREEMENT FOR LICENSED CONTRACT WATER OPERATOR SERVICES
"New Gloucester Water District"

Notwithstanding any other provision to the contrary, AWD and NGWD may be liable in suit for tort claims seeking recovery of damages only to the extent allowed under their tariff and provided for as to both by the Maine Tort Claims Act (14 M.R.S.A § 8101 *et seq.*). The terms of this Agreement shall not be deemed to constitute a waiver by either AWD or NGWD of their immunity from suit pursuant to their tariff and said Act, nor shall any party hereto be liable under any circumstances to any person or entity for any incidental, consequential or punitive damages resulting from any breach or claimed breach of this Agreement.

9. THIRD PARTIES

This Agreement is solely intended to provide rights and benefits to the parties hereto and is not intended to provide third party benefits or rights to any other party, without the express written consent of all parties hereto.

10. TERM OF AGREEMENT AND TERMINATION

- (A) Term – This agreement shall remain in force for three (3) years from the Effective date, and may be extended for two (2) additional years as mutually agreed upon by the AWD and NGWD.
- (B) Termination – Either party may terminate this Agreement due to the material breach of this Agreement by the other party in the event such breach is not cured within ninety (90) days after written notice to the breaching party.
- (C) NGWD shall have the right to terminate this Agreement upon ninety (90) days written notice to AWD after each anniversary date of this Agreement in the event the yearly operations expense beyond unanticipated emergency repairs for AWD causes a material variance in meeting NGWD's annual budget and the parties after mediation cannot reach an amended schedule for compensation to AWD.

11. ENTIRE AGREEMENT

This Agreement is the entire agreement of the parties with respect to the matters contained herein, and there is no other agreement or document pertaining to these matters that is not superseded and comprised within this Agreement and the referenced exhibits. This Agreement is binding on the parties and their respective successors and assigns and may not be assigned without the express written consent of the parties hereto.

12. AMENDMENTS

This Agreement may not be amended except by a written instrument validly entered into and executed by each party hereto.

13. DISPUTE RESOLUTION

AGREEMENT FOR LICENSED CONTRACT WATER OPERATOR SERVICES
"New Gloucester Water District"

- (A) Subject to paragraph (B) below, any and all disputes arising under or in connection with this Agreement or the subject matter hereof shall be resolved by good faith negotiations and discussions between the parties and thereafter in the courts of the State of Maine.
- (B) Notwithstanding the foregoing paragraph (A), the parties understand and agree that disputes arising under or in connection with this Agreement or the subject matter hereof that are within the jurisdiction of the PUC shall be referred to the PUC for resolution pursuant to the Maine Public Utilities Code, the PUC's Water Main Extension and Service Line Rules (65-407n CMR chapter 65), or other applicable PUC rules, as any of them may be amended from time to time. If the parties have already initiated the dispute resolution mechanism set forth in the immediately preceding paragraph (A) as to any issue that should have been referred to the PUC pursuant to this paragraph, then any party may refer that issue to the PUC and all proceedings initiated pursuant to paragraph (A) that are directly or indirectly related to the issue referred to the PUC shall be stayed pending a final, non-appealable decision of the PUC on the issue so referred. The PUC shall have sole authority to determine whether any issue referred to it is within its jurisdiction.

14. SEVERABILITY AND ENFORCEABILITY

If and to the extent that any term or provision of this Agreement is found to be void or unenforceable by a court of competent jurisdiction, then it is the intent of the parties that the Agreement be reformed, as closely as possible, to carry out its purposes and that any other provisions remain in full force and effect as severed from the void or unenforceable provision(s) hereof. This Agreement shall be interpreted and construed so as to achieve its purposes.

15. AUTHORITY

AWD and NGWD warrant and represent that each has the authority to enter into this Agreement.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives pursuant to due legal authorization and authority as of the day and year first above written.

WITNESS:

AUBURN WATER DISTRICT

By: _____
John B. Storer, P.E., Its
Superintendent and General Manager
Duly authorized

AGREEMENT FOR LICENSED CONTRACT WATER OPERATOR SERVICES
"New Gloucester Water District"

NEW GLOUCESTER WATER DISTRICT

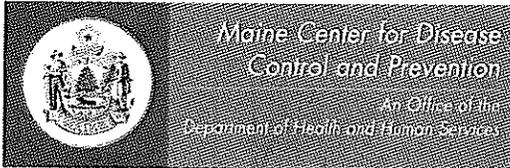
By: _____

Steven S. Johnson, P.E., Its
Chair, Board of Trustees
Duly authorized

**New Gloucester Water District
Ops Agreement - AWD & NGWD**

List of attachments

Exhibit	Description
A	Project Design Plans - Wright-Pierce
B	NGWD Terms & Conditions
C	NGWD Original RFP for Services dated 8/29/13
D	AWD Proposal of Services dated 9/30/13 <i>*Should we include revised pricing and services per AWD Memo of 11/5/13 and Budget of 11/4/13? These updates substantially changed the proposed scope of service and estimated effort.</i>
E	NGWD Terms & Conditions Fee Worksheet



Paul R. LePage, Governor

Mary C. Mayhew, Commissioner

Department of Health and Human Services
Maine Center for Disease Control and Prevention
286 Water Street
11 State House Station
Augusta, Maine 04333-0011
Tel.: (207) 287-8016; Fax: (207) 287-9058
TTY Users: Dial 711 (Maine Relay)

(207) 287-2070

Drinking Water Program

Fax (207) 287-4172

2014 CAPACITY DEVELOPMENT GRANT

Applications must be postmarked by April 30, 2014

Community and non-profit non-community public water systems are eligible for Capacity Development Grant awards. For-profit non-community water systems and Federally owned systems are not eligible.

Eligible public water systems can receive grant monies for the preparation of **documents** that will assist them in the maintenance or enhancement of water quality by identifying possible improvements in systems' technical, financial and managerial operations (capacity development). Grants are awarded on a matching basis after the document is submitted to the Drinking Water Program (DWP) for approval and acceptance. Individual matching grant amounts are for 50% of the document cost up to a maximum grant amount of \$10,000. A few grants are available up to \$15,000 for documents that clearly demonstrate a need for the higher grant amount. Grants are awarded on a reimbursement basis.

At the present time, each eligible water system may only receive one grant award per year. Any water system that has previously been awarded a Capacity Development Grant must complete that grant before applying for a new grant.

Contact Sara Flanagan at (207) 287-5678 or e-mail sara.m.flanagan@maine.gov with questions or comments.

What types of projects are eligible? Each eligible public water system must demonstrate a need for the document for which it is applying. No water system may receive a grant award for a document it has produced within the previous five years if it is the same or similar to any one listed below. Examples of eligible professionally prepared documents may include, but are not limited to:

- ◆ Comprehensive System Facilities Plans
- ◆ Capital Improvement Plans
- ◆ System Hydraulic Modeling Studies/Reports
- ◆ Hydrogeologic Investigation Reports for New or Supplemental Source Water¹
- ◆ Comprehensive Operations and Maintenance Manuals
- ◆ System Vulnerability Assessments
- ◆ Emergency Response Plans
- ◆ Management Review Studies/Reports
- ◆ System Consolidation Studies
- ◆ Asset Management Plans²
- ◆ GIS Infrastructure Mapping³
- ◆ Energy Audit Reports
- ◆ Water Storage Tank Upgrade/Replacement Evaluations

¹ Test wells must be installed in compliance with current guidance from The Maine Historic Preservation Commission for categorical exclusions from environmental review. Generally, small, track-mounted, drill rigs and wells of 2 inches or less diameter meet these criteria.

² The purchase of computer software is not a reimbursable expense.

³ The purchase of computer software or GPS devices are not reimbursable expenses.

- ◆ Comprehensive Community Planning Studies which include a public water infrastructure component. Consideration will be given for funding the “drinking water” portion of such studies.
- ◆ Other professionally prepared documents that enhance system capacity, as determined by the DWP.

Who can prepare the document?

A Capacity Development Grant recipient may negotiate with professional engineering or consulting services of their choice for a proposal to produce the document. A grant recipient may, but will not be required to, select professional engineering or consulting services through a Request for Qualification or Request for Proposals process. The scope of the study must be approved up front by the DWP through the application process.

Work performed by the water system’s personnel in support of a grant activity is not a reimbursable expense under the grant program.

Work performed prior to receiving grant approval does not qualify towards grant reimbursement.

Which water systems are eligible? All community and non-profit non-community public water systems are eligible for grant awards. Examples include water utilities, mobile home parks, apartment buildings, nursing homes, and schools.

How much money will be awarded? The DWP has set aside \$180,000 for the 2014 grant program. Individual matching grant amounts are for 50% of the document cost up to a maximum grant amount of \$10,000. A few grants are available up to \$15,000 for documents that clearly demonstrate a need for the higher grant amount. Grants are awarded on a reimbursement basis.

What types of projects are not eligible? For-profit non-community water systems and Federally owned systems are not eligible. Construction projects will not be funded.

What is the deadline for applications? Applications must be postmarked no later than **April 30, 2014**. In the event that not all funds are awarded during the normal grant cycle, the DWP may accept applications from qualified public water systems for eligible grant projects after April 30, 2014. Please contact the Sara Flanagan if you wish to explore this possibility.

When will the grant awards be announced? Grant recipients will be announced by **June 2, 2014**.

How will the DWP determine which proposals will be awarded grants? Three reviewers will score eligible projects on eight categories. Projects are ranked by total points and grants are awarded beginning with the highest scoring project until all funds are assigned. Eligible projects that cannot be funded may be resubmitted in future years.

What are the scoring criteria?

- 0 - 5 points **Demonstrated need for the document.** *How will the document help your system increase technical, managerial and/or financial capacity?*
- 0 or 1 point **Address an identified health risk.** *Will the document address a public health risk?*
- 0 or 1 point **Address deficiencies.** *Will the document address deficiencies identified in a sanitary survey?*
- 0 or 1 point **Promote efficiency.** *Will the document help promote energy efficiency or water conservation?*
- 0 – 2 points **Asset management.** *Will the document detail your system’s infrastructure age, location, condition, estimated replacement date, and estimated replacement cost?*

- 0 - 3 points **System sustainability.** *Do you have comprehensive planning processes to deliver projects that are cost effective over their life cycle, resource efficient, conserve natural resources, and consider alternative approaches such as natural or “green” systems and potential climate change impacts?*
- 0 - 4 points **Commitment to increasing capacity.** *Has your system demonstrated a commitment to increasing capacity by completing projects that have increased your technical, managerial and/or financial capacity?*
- 0 or 1 point **Previous grant awards.** *Systems which have never received a Capacity Development Grant will receive 1 point.*

Total possible points: 18

If I am awarded a grant, how do I get reimbursed? First, complete your project. Then, by **May 1, 2015**, submit a completed *2014 Capacity Development Grant Reimbursement Form* (available on the Drinking Water Program website) with the following:

1. A copy of meeting minutes where the water system officials have discussed the need for the document and a grant award.
2. A written explanation of how the professional engineering services were selected. (Work performed by the water system’s personnel in support of a grant activity is not a reimbursable expense under the grant program).
3. A copy of the letter of agreement or contract between the water system and selected firm.
4. The completed document for Drinking Water Program review and approval. Copies of all reports and studies shall be provided to the DWP in an **electronic (.pdf) format**; and
5. Copies of all **paid** invoices for reimbursable costs.

Can I get a project extension? A water system may apply for one project extension, for up to 6 months, using the Drinking Water Program Grant Project Extension Form, available on the Drinking Water Program website or by calling 287-5678. If a project is not completed by the date approved in the grant or extension, the water system forfeits the grant award. ***Additionally, a water system may request an extension up front, if it is anticipated the project will take longer than the time allotted. Please indicate this on your application.***

How can I get more information? Contact Sara Flanagan at (207) 287-5678 or e-mail sara.m.flanagan@maine.gov

2014 CAPACITY DEVELOPMENT GRANT APPLICATION

Please complete this form and return to the DWP no later than April 30, 2014. The application scoring criteria can help you design your project to maximize the likelihood of approval. Contact Sara Flanagan at (207) 287-5678 or e-mail sara.m.flanagan@maine.gov with questions.

PWS NAME: _____ PWSID#: _____

CONTACT: _____ TELEPHONE: _____

ADDRESS: _____ TOWN/CITY: _____

STATE: _____ ZIP CODE: _____ E-MAIL ADDRESS _____

1. **Provide a brief description of the project; please include the estimated project cost.**

2. **Demonstrated need for the document.** *How will the document help your system increase technical, managerial and/or financial capacity?*

3. **Address an identified health risk.** *Will the document address a public health risk?*

8. **Commitment to increasing capacity.** *Has your system demonstrated a commitment to increasing capacity by completing projects that have increased your technical, managerial and/or financial capacity?*

9. **Previous grant awards.** *Systems which have never received a Capacity Development Grant will receive 1 point.*

Additional information supporting your application is welcome but not required.

Signature: _____ **Title:** _____

Print Name: _____ **Date:** _____

*****RETURN TO THE DRINKING WATER PROGRAM BY APRIL 30, 2014*****

MAIL APPLICATION TO: DRINKING WATER PROGRAM
11 STATE HOUSE STATION
286 WATER STREET, 3RD FLOOR
AUGUSTA, ME 04333-0011
ATTN: SARA FLANAGAN

EMAIL: sara.m.flanagan@maine.gov