

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, February 18, 2015 at 4:00 P.M.

AGENDA

1. Approve Minutes of Regular Meeting of January 21, 2015.
2. Financial Report Update - *Greg Leighton*.
3. Ratify Payment of Bills.
4. Open session.
5. Brackett House Mortgage (tabled from last month) - Presentation by Scott Williams of VLMP.
6. Activity Report - Sid Hazelton.
7. New Business
 - Lake Auburn Water Quality - graphed data.
 - Trustee Appointments.
 - Utility Truck Bids - approval to proceed.
 - Mayor's Request for LAWPC Presentation - FYI only.
 - FOAA waiver request.
 - Professional Development update.
8. Old Business
 - Bill Stuffer - review DRAFT version.
 - Policy Workgroups
 - Purchasing & Procurement.
 - Code of Conduct.
 - Compensation.
 - FOAA.
 - Appointments to LAWPC.
9. Adjourn Regular Meeting.

Upcoming - March Trustee Meeting, March 18. April Meeting, election of officers (pending appointment of new Trustees by Auburn City Council)

January 21, 2015

The regular monthly meeting of the Trustees of the Auburn Water District was held at the office of the Auburn Water District on Wednesday, January 21, 2015 at 4:00pm.

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

On motion of Tizz Crowley, seconded by Preston Chapman, it was unanimously voted: **To approve the minutes of the Regular Meeting of November 19, 2014.**

On motion of Tizz Crowley, seconded by Preston Chapman, it was unanimously voted: **To approve the minutes of the Regular Meeting of December 17, 2014 as amended.**

On motion of Tizz Crowley, seconded by Preston Chapman, it was unanimously voted: **To approve the minutes of the Special Joint Meeting of December 17, 2014 as amended.**

On motion of Tizz Crowley, seconded by Preston Chapman, it was unanimously voted; **To approve the minutes of the Public Hearing of December 17, 2014 as amended.**

FINANCIAL REPORT UPDATE – The auditors are scheduled to complete the financial audit on February 17 and 18. The projection is for a positive budget variance of \$157,556.

RATIFY PAYMENT OF BILLS

On motion of Robert Cavanagh, seconded by Preston Chapman, it was unanimously voted: **To ratify the payment of bills in the amount of \$ 366,849.32 as shown on the printout dated December 13, 2014-January 14, 2015.**

OPEN SESSION - Bethel Shields and Dan Bilodeau were in attendance. Bethel Shields asked how far south the sewer system goes. She was told that there are some isolated pockets. The sewer does go to the Kittyhawk Plaza and by the Irving Station. Dan Bilodeau was in attendance to discuss a FOAA waiver request as president of the Lake Auburn Watershed Neighborhood Association. The request is for a waiver of fees for the standard processing of weekly FOAA email requests and a refund of fees paid in the amount of \$210. Superintendent Storer explained that there are repetitive requests and the fee is to recover the time spent to answer the requests. LAWNA member, Doug Stone had previously made separate requests. Whether or not there is a charge for the requests, the redaction piece is very time consuming.

FOAA WAIVER REQUEST

On motion of Tizz Crowley, second by Preston Chapman, it was unanimously voted: **To make no adjustments to fees or refunds on any FOAA requests.**

Tizz Crowley prepared a detailed motion that read as follows: **“no adjustment or waivers of fees for any service will be given to anyone, for profit or non-profit organizations or individual; and that the AWD form a workgroup, similar to other policy workgroups to address FOAA policy and procedures.**

The work group:

- **Will present a draft recommendation for an FOAA Policy.**
- **Will provide a draft procedure(s) for complying with FOAA policy and laws.**
- **The anticipated deadline would be to have a draft to the Trustees at the May meetings.**

The workgroup:

Will have at least one person from AWD and one person from ASD Boards of Trustees

The workgroup meeting times, dates, and locations will be determined by the work group.

All workgroup communications-emails, agendas, sample materials etc will be distributed to all trustees.

Any trustee will be welcome to submit materials to the work group.

Any trustee will be welcome to attend the meetings, but may only participate during an open session or when invited by the work-group. We can observe but not speak except in an open session segment or when invited to speak.

Staff support will be provided as needed and at the request of the workgroup.

It will be okay to share draft documents through email as long as decisions are not made by email.

ACTIVITY REPORT : The December Activity Report was presented by Sid Hazelton. Superintendent Storer and Sid met with the City of Auburn to see about coordinating projects for the upcoming construction season. James Wilkins would like to see a comparison of data on the activity report that shows where we

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have been and where we are going. Sid Hazelton said he would work on a revised activity report to point out highlights of the month.

NEW BUSINESS

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

AGENDA ITEMS FOR 2015 - If the Trustees have anything that they would like to see as items for discussion, they were asked to let Superintendent Storer know. The District is currently working on the Personnel Policy update. The District will be soliciting truck bids and looking for an update on Groundwater Exploration. Another topic for discussion could be the impact to the Districts of a City merger.

2016 BUDGET DISCUSSION – It was suggested that a work group be established to discuss compensation by June and that the draft budget be ready no later than October.

BRACKETT HOUSE PROPERTY – REQUEST BY VOLUNTEER LAKE MONITORING PROGRAM - The house was willed to the District for educational purposes and training.

On motion of James Wilkins, seconded by Preston Chapman , it was unanimously voted: **To table the discussion of the Brackett House mortgage pending detailed financial information and a presentation by Scott Williams at the February meeting.**

OLD BUSINESS

It was agreed to form work groups with members from each District next month and establish a time frame to discuss purchasing & procurement, code of conduct, compensation, FOAA and appointment of Watershed Commission members. K C Geiger thought that Superintendent Storer could draw up a Policy on bill stuffers and bring it to the board for approval.

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

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

	January	2015	Y-T-D JANUARY 2015		
	YTD - 2014	BUDGET	ACTUAL	BUDGET	VARIANCE
<u>REVENUES:</u>					
Water Sales	\$179,832	\$2,347,431	\$205,419	\$195,619	\$9,800
Rent income	4,689	61,018	4,361	5,085	(724)
Interest Income	2,036	14,593	1,049	1,216	(167)
Mdse. & Jobbing	8,686	35,347	3,971	2,946	1,026
Hydrant Rental	55,121	611,494	50,958	50,958	0
Private Fire Prot.	22,792	300,089	24,385	25,007	(622)
Misc. Op. Revenue	1,321	73,179	1,331	6,098	(4,767)
TOTAL REVENUES	274,477	3,443,151	291,475	286,929	4,546
			8.47%	8.33%	< Standard
<u>EXPENSES:</u>					
Payroll	63,737	715,184	60,742	59,599	1,143
Treatment:					
UV Treatment Plant	36,769	283,505	16,381	23,625	(7,245)
Chloramine Facility	63	5,590	643	466	177
Laboratory	4,272	55,890	2,513	4,658	(2,144)
Trans & Dist Maint:					
Maint of Mains	3,890	66,582	4,291	5,549	(1,258)
Dist System	14,932	89,069	9,124	7,422	1,701
Other	229	22,111	1,433	1,843	(410)
Administration	48,099	547,610	48,027	45,634	2,393
Vehicles	9,302	69,977	5,885	5,831	53
Gull Management	7,050	86,727	7,250	7,227	23
Lake Auburn Watershed	16,850	157,385	16,312	13,115	3,197
SUB-TOTAL	205,193	2,099,630	172,601	174,969	(2,368)
			8.22%	8.33%	< Standard
Interest	14,087	188,851	15,396	15,738	(342)
TOTAL EXPENSES	219,280	2,288,481	187,996	190,707	(2,710)
Bonds - Principal Payments	0	773,402	0	64,450	(64,450)
SURPLUS FROM OPERATIONS	55,197	381,268	103,479	31,772	71,707

**AUBURN WATER DISTRICT
BALANCE SHEET
PERIOD ENDING - JANUARY 31, 2015**

	<u>1/31/2015</u>	<u>12/31/2014</u>		<u>1/31/2015</u>	<u>12/31/2014</u>
Property, Plant and Equipment:			Capitalization:		
Plant in Service	34,810,951.32	34,810,951.32	Retained Earnings	10,653,024.71	10,037,167.16
Less: Accumulated Depreciation	(9,311,121.61)	(9,260,121.61)	Current Year Earnings	151,016.28	615,690.58
Construction Work in Progress	<u>25,499,829.71</u>	<u>25,550,829.71</u>		<u>10,804,040.99</u>	<u>10,652,857.74</u>
	93,412.62	57,871.76			
Net Utility Plant	25,593,242.33	25,608,701.47	Bonds	9,666,067.61	9,666,067.61
			Total Capitalization	<u>20,470,108.60</u>	<u>20,318,925.35</u>
Current Assets:			Current Liabilities:		
Cash & Working Funds	911,379.80	964,920.22	Accounts Payable	140,483.02	282,987.09
Temporary Cash Investments	113,133.67	113,117.33	Customer Deposits	9,941.39	11,085.00
Accounts Receivable - Net	618,791.02	538,055.03	Accrued Interest	50,798.11	35,402.52
Prepayments	24,594.41	9,395.58	Miscellaneous Liabilities	75,131.35	75,279.73
Other Current Assets	0.00	0.00	Total Current Liabilities	<u>276,353.87</u>	<u>404,754.34</u>
Total Current Assets	<u>1,667,898.90</u>	<u>1,625,488.16</u>			
			Other Deferred Credits	0.00	0.00
Deferred Debits:			Operating Reserves	70,147.00	70,147.00
Unamortized Debt Issuance	83,465.19	84,155.70			
Other Deferred Debits	132,563.24	136,041.55	Contributions in Aid	6,660,560.19	6,660,560.19
Total Deferred Debits	<u>216,028.43</u>	<u>220,197.25</u>	Total Equity Capital and Liabilities	<u>27,477,169.66</u>	<u>27,454,386.88</u>
Total Assets	<u>27,477,169.66</u>	<u>27,454,386.88</u>			

**Auburn Water District
Accounts Payable Numeric Check Register
January 15, 2015 thru February 06, 2015**

<u>Check #</u>	<u>Date</u>	<u>Per</u>	<u>Vendor</u>	<u>Inv</u>	<u>Inv #</u>	<u>Description</u>	<u>Amount</u>
7982	1/16/2015	1	Al's Auto & Truck Garage	12/31/2014	4369	tk#31-inspect, front end work	211.10
							211.10
7983	1/16/2015	12	City of Auburn	12/17/2014	110631	fire alarm #19-Court St	212.50
7983	1/16/2015	12	City of Auburn	12/17/2014	110631	fire alarm #19-Court St	212.50
							425.00
7984	1/16/2015	1	Petty Cash	1/15/2015	3808	meals, ink, permit, distill h2	11.63
7984	1/16/2015	1	Petty Cash	1/15/2015	3808	meals, ink, permit, distill h2	51.90
7984	1/16/2015	1	Petty Cash	1/15/2015	3808	meals, ink, permit, distill h2	42.00
7984	1/16/2015	1	Petty Cash	1/15/2015	3808	meals, ink, permit, distill h2	65.50
7984	1/16/2015	1	Petty Cash	1/15/2015	3808	meals, ink, permit, distill h2	16.93
7984	1/16/2015	1	Petty Cash	1/15/2015	3808	meals, ink, permit, distill h2	13.50
7984	1/16/2015	1	Petty Cash	1/15/2015	3808	meals, ink, permit, distill h2	20.00
							221.55
7985	1/16/2015	1	Bel-Tone Answering Serv	1/7/2015	1607B82	Jan	29.00
7985	1/16/2015	1	Bel-Tone Answering Serv	1/7/2015	1607B82	Jan	29.00
7985	1/16/2015	1	Bel-Tone Answering Serv	1/7/2015	1613A152	Jan panic buttons	4.97
7985	1/16/2015	1	Bel-Tone Answering Serv	1/7/2015	1613A152	Jan panic buttons	4.98
							67.95
7986	1/16/2015	12	Bell/Simons Companies	12/30/2014	9774645-1	make up for water	167.89
7986	1/16/2015	12	Bell/Simons Companies	12/30/2014	9774645-1	make up for water	167.89
							335.78
7987	1/16/2015	1	Sullivan Associates	1/6/2015	30756	chloramine membrane kit-analyz	80.55
							80.55
7988	1/16/2015	1	Coastal T-Shirts	1/5/2015	15044	Broadbent	30.00
							30.00
7989	1/16/2015	12	Constellation NewEnergy,	12/30/2014	208720749	UV	9,571.91
							9,571.91
7990	1/16/2015	1	D & N Sales and Service	1/12/2015	41897	soap	1.85
7990	1/16/2015	1	D & N Sales and Service	1/12/2015	41897	soap	1.85
							3.70
7991	1/16/2015	1	Dead River Company	1/6/2015	514422	UV-tank#4	89.44
7991	1/16/2015	1	Dead River Company	1/6/2015	514422	UV-tank#4	89.45
							178.89
7992	1/16/2015	1	Dig Safe System, Inc.	1/6/2015	51623	Jan	323.17
7992	1/16/2015	1	Dig Safe System, Inc.	1/6/2015	51623	Jan	323.18
							646.35
7993	1/16/2015	12	FedEx	1/5/2015	56152	Dec	18.28
7993	1/16/2015	12	FedEx	1/5/2015	56152	Dec	18.29
							36.57
7994	1/16/2015	1	Gilman Electrical Dist.	1/8/2015	437968	tk#28 - fish tape	77.71
							77.71
7995	1/16/2015	12	Hach Company	12/24/2014	9173498	lab supplies	18.88
7995	1/16/2015	12	Hach Company	12/24/2014	9173498	lab supplies	18.89
7995	1/16/2015	1	Hach Company	12/30/2014	9176424	flouride adj	149.57

8010	1/16/2015	12	Unifirst Corp	11/21/2014	2188153	Nov rugs @ UV	101.47
8010	1/16/2015	12	Unifirst Corp	11/21/2014	2188153	Nov rugs @ UV	101.48
							202.95
8011	1/16/2015	12	UNITIL ME	12/31/2014	3795	Court St	1,313.44
8011	1/16/2015	12	UNITIL ME	12/31/2014	3795	Court St	1,313.45
							2,626.89
8012	1/16/2015	12	Univar, USA Inc	12/26/2014	BS803584	sodium hypo	2,209.55
							2,209.55
8013	1/16/2015	1	F. W. Webb Co.	1/8/2015	45322787	meter parts	17.44
8013	1/16/2015	1	F. W. Webb Co.	1/8/2015	45324405	meter parts	5.84
8013	1/16/2015	1	F. W. Webb Co.	1/8/2015	45324384	meter parts return	-11.24
							12.04
8014	1/23/2015	1	Al's Auto & Truck Garage	1/12/2015	4386	tk#29 computer, fuel gauge	743.06
							743.06
8015	1/23/2015	1	Bell/Simons Companies	1/14/2015	59826785	UV-blower motor	175.20
8015	1/23/2015	1	Bell/Simons Companies	1/14/2015	59826785	UV-blower motor	175.20
							350.40
8016	1/23/2015	1	Budget Document Techno	1/19/2015	IN206695	copier maint 1/22 to 4/21	124.83
8016	1/23/2015	1	Budget Document Techno	1/19/2015	IN206695	copier maint 1/22 to 4/21	124.83
							249.66
8017	1/23/2015	1	Constellation NewEnergy.	1/7/2015	20992959	Court St	659.86
							659.86
8018	1/23/2015	1	Dead River Company	1/8/2015	73917	UV-tank #5	288.31
8018	1/23/2015	1	Dead River Company	1/8/2015	73917	UV-tank #5	288.32
8018	1/23/2015	1	Dead River Company	1/15/2015	40397-98	UV-tank 4&5	410.73
8018	1/23/2015	1	Dead River Company	1/15/2015	40397-98	UV-tank 4&5	410.74
							1,398.10
8019	1/23/2015	1	Gilman Electrical Dist.	1/15/2015	438553	UV ops	67.47
8019	1/23/2015	1	Gilman Electrical Dist.	1/15/2015	438553	UV ops	67.48
8019	1/23/2015	1	Gilman Electrical Dist.	1/20/2015	438974	barn-light fixture	63.97
8019	1/23/2015	1	Gilman Electrical Dist.	1/20/2015	438974	barn-light fixture	63.97
							262.89
8020	1/23/2015	12	Bisson Enterprises, Inc. D	12/31/2014	15168	UV -Dec	206.00
8020	1/23/2015	12	Bisson Enterprises, Inc. D	12/31/2014	15168	UV -Dec	206.00
8020	1/23/2015	12	Bisson Enterprises, Inc. D	12/31/2014	15167	Court St-Dec	282.50
8020	1/23/2015	12	Bisson Enterprises, Inc. D	12/31/2014	15167	Court St-Dec	282.50
							977.00
8021	1/23/2015	1	Maine Central RR, Treasu	1/1/2015	1415010052	Little Andy	1,046.91
							1,046.91
8022	1/23/2015	1	Hetl Water Program	1/7/2015	107151-26	water test	20.00
							20.00
8023	1/23/2015	1	Maine Municipal Associat	1/1/2015	16425	Property & casualty to July	20,102.50
							20,102.50
8024	1/23/2015	1	W. B. Mason Co., Inc.	1/2/2015	122773390	5 cases paper	69.97
8024	1/23/2015	1	W. B. Mason Co., Inc.	1/2/2015	122773390	5 cases paper	69.98
							139.95
8025	1/23/2015	1	McMaster-Carr Supply Cc	1/12/2015	20523138	lock out tag out	145.63
8025	1/23/2015	1	McMaster-Carr Supply Cc	1/12/2015	20523138	lock out tag out	145.63
							291.26
8026	1/23/2015	1	Morin Excavating, Inc.	1/16/2015	Bk26pg73	customer refund	239.20
							239.20

8027	1/23/2015	12	Northern Data Systems, Jr	12/29/2014	10248	W2's & 1099's	49.62
8027	1/23/2015	12	Northern Data Systems, Jr	12/29/2014	10248	W2's & 1099's	49.62
8027	1/23/2015	12	Northern Data Systems, Jr	1/2/2015	10275	Dec billing	1,241.11
8027	1/23/2015	12	Northern Data Systems, Jr	1/2/2015	10275	Dec billing	1,241.12
							2,581.48
8028	1/23/2015	1	Oxford Networks	1/7/2015	3809	Jan phones	62.50
8028	1/23/2015	1	Oxford Networks	1/7/2015	3809	Jan phones	137.52
8028	1/23/2015	1	Oxford Networks	1/7/2015	3809	Jan phones	12.52
8028	1/23/2015	1	Oxford Networks	1/7/2015	3809	Jan phones	117.56
8028	1/23/2015	1	Oxford Networks	1/7/2015	3809	Jan phones	117.56
8028	1/23/2015	1	Oxford Networks	1/7/2015	3809	Jan phones	62.50
							510.16
8029	1/23/2015	1	Pitney Bowes, Inc.	1/3/2015	963929	2/1 to 4/30 rent	52.50
8029	1/23/2015	1	Pitney Bowes, Inc.	1/3/2015	963929	2/1 to 4/30 rent	52.50
							105.00
8030	1/23/2015	1	Reggie's Sales & Service	1/16/2015	197716	UV-snowblower pins & can	24.97
8030	1/23/2015	1	Reggie's Sales & Service	1/16/2015	197716	UV-snowblower pins & can	24.98
							49.95
8031	1/23/2015	1	Southern Maine Forestry S	1/12/2015	Har Rv2015	Watershed	85.00
							85.00
8032	1/23/2015	1	UPS	1/10/2015	173A7V025	return to Calgon for UV	7.64
8032	1/23/2015	1	UPS	1/10/2015	173A7V025	return to Calgon for UV	7.65
							15.29
8033	1/23/2015	1	F. W. Webb Co.	1/7/2015	45304625	raw water bldg&New Gloucest	191.32
8033	1/23/2015	1	F. W. Webb Co.	1/7/2015	45304625	raw water bldg&New Gloucest	191.33
8033	1/23/2015	1	F. W. Webb Co.	1/7/2015	45304625	raw water bldg&New Gloucest	39.03
							421.68
8034	1/30/2015	1	Affiliated Healthcare	1/18/2015	39551-00	random sample fee-yrly	87.50
8034	1/30/2015	1	Affiliated Healthcare	1/18/2015	39551-00	random sample fee-yrly	87.50
							175.00
8035	1/30/2015	1	AMCO	1/7/2015	2197	UV-replacement bulbs	183.50
8035	1/30/2015	1	AMCO	1/7/2015	2197	UV-replacement bulbs	183.50
							367.00
8036	1/30/2015	1	Androscoggin Registry Of	1/28/2015	3813	place liens	44.00
							44.00
8037	1/30/2015	1	Bates College	1/9/2015	1933Mod2	Lake sampling	80.30
8037	1/30/2015	1	Bates College	1/9/2015	1933Mod2	Lake sampling	80.30
							160.60
8038	1/30/2015	1	Andros Cty Chamber of C	11/28/2014	13841	2015 membership dues	127.50
8038	1/30/2015	1	Andros Cty Chamber of C	11/28/2014	13841	2015 membership dues	127.50
							255.00
8039	1/30/2015	1	Dead River Company	1/21/2015	5822-23	Uv- propane # 4& #5	353.74
8039	1/30/2015	1	Dead River Company	1/21/2015	5822-23	Uv- propane # 4& #5	353.74
							707.48
8040	1/30/2015	1	Mary Jane Dillingham	1/28/2015	3810	conference-Ma- train, hotel, m	185.23
8040	1/30/2015	1	Mary Jane Dillingham	1/28/2015	3810	conference-Ma- train, hotel, m	185.24
							370.47
8041	1/30/2015	1	Dube Gravel Company, In	1/20/2015	11745	water break-Fifth St	666.00
							666.00
8042	1/30/2015	1	Emerson Chevrolet	1/15/2015	52852	th#26-airbag&engine light repa	174.00
							174.00
8043	1/30/2015	1	ETTI	1/26/2015	4 3811	class,Travis,Rod, Dave,Ken	80.00

							80.00
8044	1/30/2015	1	Gagne & Sons	1/15/2015	506670	water leak-rings & mortar	124.00
							124.00
8045	1/30/2015	1	Hach Company	1/12/2015	9190461	lab-ampules	108.30
8045	1/30/2015	1	Hach Company	1/12/2015	9190461	lab-ampules	108.29
							216.59
8046	1/30/2015	1	Horizon Solutions, LLC	1/5/2015	4327500-00	UV-terminal kit	46.41
8046	1/30/2015	1	Horizon Solutions, LLC	1/5/2015	4327500-00	UV-terminal kit	46.41
							92.82
8047	1/30/2015	1	JCI Jones Chemicals, Inc.	1/9/2015	643186	caustic soda	3,086.46
							3,086.46
8048	1/30/2015	1	Kennebec Equip. Rental	1/16/2015	231482-3	Broad St-water break-heater	22.00
							22.00
8049	1/30/2015	1	Hetl Water Program	1/12/2015	112151-056	Water testing	47.50
8049	1/30/2015	1	Hetl Water Program	1/12/2015	112151-056	Water testing	47.50
							95.00
8050	1/30/2015	1	W. B. Mason Co., Inc.	1/7/2015	i22877181	CLIPS, FOLDERS, BOOKENDS	44.79
8050	1/30/2015	1	W. B. Mason Co., Inc.	1/7/2015	i22877181	CLIPS, FOLDERS, BOOKENDS	44.79
8050	1/30/2015	1	W. B. Mason Co., Inc.	1/15/2015	CR1924601	return greenbar paper	-43.75
8050	1/30/2015	1	W. B. Mason Co., Inc.	1/15/2015	CR1924601	return greenbar paper	-43.74
8050	1/30/2015	1	W. B. Mason Co., Inc.	1/19/2015	CR1932299	return ink ribbon cartridge	-26.50
8050	1/30/2015	1	W. B. Mason Co., Inc.	1/19/2015	CR1932290	return data binders	-26.95
8050	1/30/2015	1	W. B. Mason Co., Inc.	1/19/2015	CR1932290	return data binders	-26.95
8050	1/30/2015	1	W. B. Mason Co., Inc.	1/19/2015	CR1932291	return binders	-5.39
8050	1/30/2015	1	W. B. Mason Co., Inc.	1/19/2015	CR1932291	return binders	-5.39
8050	1/30/2015	1	W. B. Mason Co., Inc.	1/20/2015	CR1936604	return folders	-25.14
8050	1/30/2015	1	W. B. Mason Co., Inc.	1/20/2015	CR1936604	return folders	-25.15
8050	1/30/2015	1	W. B. Mason Co., Inc.	1/19/2015	I23149581	roller pens	6.98
8050	1/30/2015	1	W. B. Mason Co., Inc.	1/19/2015	I23149581	roller pens	6.98
8050	1/30/2015	1	W. B. Mason Co., Inc.	1/19/2015	I23148272	clips, pens, air cans	47.15
8050	1/30/2015	1	W. B. Mason Co., Inc.	1/15/2015	I23083525	Farris-monthly planner	17.42
8050	1/30/2015	1	W. B. Mason Co., Inc.	1/19/2015	I23148272	clips, pens, air cans	47.16
8050	1/30/2015	1	W. B. Mason Co., Inc.	1/15/2015	I23097687	24 - 2 inch binders	51.00
8050	1/30/2015	1	W. B. Mason Co., Inc.	1/15/2015	I23097687	24 - 2 inch binders	51.00
8050	1/30/2015	1	W. B. Mason Co., Inc.	1/19/2015	CR1932299	return ink ribbon cartridge	-26.49
							61.82
8052	1/30/2015	1	Pitney Bowes, Inc.	1/9/2015	518830	ink -postage machine	32.72
8052	1/30/2015	1	Pitney Bowes, Inc.	1/9/2015	518830	ink -postage machine	32.72
							65.44
8053	1/30/2015	1	Power-Plan OIB	1/15/2015	1193877	backhoe-tube, ring	252.67
							252.67
8054	1/30/2015	1	E.J. Prescott, Inc.	1/2/2015	4898828	vas usage	292.13
8054	1/30/2015	1	E.J. Prescott, Inc.	1/2/2015	4898828	vas usage	45.75
8054	1/30/2015	1	E.J. Prescott, Inc.	1/2/2015	4898828	vas usage	280.98
8054	1/30/2015	1	E.J. Prescott, Inc.	1/2/2015	4898828	vas usage	113.46
8054	1/30/2015	1	E.J. Prescott, Inc.	1/9/2015	4899885	vas usage	957.23
8054	1/30/2015	1	E.J. Prescott, Inc.	1/9/2015	4899885	vas usage	90.68
8054	1/30/2015	1	E.J. Prescott, Inc.	1/9/2015	4899885	vas usage	172.59
8054	1/30/2015	1	E.J. Prescott, Inc.	1/9/2015	4899885	vas usage	64.08
8054	1/30/2015	1	E.J. Prescott, Inc.	12/17/2014	4895390	ECR meter	780.24
8054	1/30/2015	1	E.J. Prescott, Inc.	1/13/2015	4900701	ECR meter return	-780.24
							2,016.90

8055	1/30/2015	1	Ralph Libby Chain Saws	1/22/2015	3814	ditch boots-Craig & Randy	79.00
8055	1/30/2015	1	Ralph Libby Chain Saws	1/22/2015	3814	ditch boots-Craig & Randy	79.00
							158.00
8056	1/30/2015	1	Southern Maine Forestry &	1/22/2015	Harvest-15	Watershed - inspection	170.00
							170.00
8057	1/30/2015	1	Skelton, Taintor & Abbott	12/4/2014	511597	Nov	1,071.10
8057	1/30/2015	1	Skelton, Taintor & Abbott	9/24/2014	510739	Aug	306.00
8057	1/30/2015	1	Skelton, Taintor & Abbott	12/4/2014	511598	Oct & Nov	150.00
8057	1/30/2015	1	Skelton, Taintor & Abbott	12/4/2014	511598	Oct & Nov	483.00
8057	1/30/2015	1	Skelton, Taintor & Abbott	12/4/2014	511597	Nov	372.00
							2,382.10
8058	1/30/2015	1	Stratham Tire Inc.	1/20/2015	6065440	skid steer 4 tires	542.00
							542.00
8059	1/30/2015	1	United Way Of Andr.Cou	1/26/2015	3812	January	225.00
8059	1/30/2015	1	United Way Of Andr.Cou	1/26/2015	3812	January	24.00
							249.00
8060	1/30/2015	1	United States Plastic Corp	1/21/2015	4371420	3 plastic containers	28.37
8060	1/30/2015	1	United States Plastic Corp	1/21/2015	4371420	3 plastic containers	28.37
							56.74
8061	1/30/2015	1	USA Blue Book	1/6/2015	534268	brass reducer -hydrants	47.90
8061	1/30/2015	1	USA Blue Book	1/6/2015	534267	couplings-hydrants	44.97
8061	1/30/2015	1	USA Blue Book	1/6/2015	534717	hydrant parts	778.59
							871.46
8062	2/6/2015	1	G.M. Morin Enterprises	1/29/2015	Bk26pg75	customer refund	78.85
							78.85
8063	2/6/2015	1	Auburn Concrete	1/19/2015	106489	Broad-water break	816.00
							816.00
8064	2/6/2015	12	City of Auburn	1/12/2015	110718	Dec gas	337.39
8064	2/6/2015	12	City of Auburn	1/12/2015	110718	Dec gas	73.23
8064	2/6/2015	12	City of Auburn	1/12/2015	110718	Dec gas	571.90
8064	2/6/2015	12	City of Auburn	1/12/2015	110718	Dec gas	29.64
8064	2/6/2015	12	City of Auburn	1/12/2015	110718	Dec gas	142.39
8064	2/6/2015	12	City of Auburn	1/12/2015	110718	Dec gas	133.10
8064	2/6/2015	12	City of Auburn	1/12/2015	110718	Dec gas	421.95
8064	2/6/2015	12	City of Auburn	1/12/2015	110718	Dec gas	174.36
8064	2/6/2015	12	City of Auburn	1/12/2015	110718	Dec gas	69.46
8064	2/6/2015	12	City of Auburn	1/12/2015	110718	Dec gas	158.66
8064	2/6/2015	12	City of Auburn	1/12/2015	110718	Dec gas	215.93
8064	2/6/2015	1	City of Auburn	1/12/2015	110719	water box & sewer permits	20.00
8064	2/6/2015	1	City of Auburn	1/12/2015	110719	water box & sewer permits	500.00
							2,848.01
8066	2/6/2015	1	Petty Cash	2/5/2015	3821	Jan petty-miles, tolls, meals,	21.07
8066	2/6/2015	1	Petty Cash	2/5/2015	3821	Jan petty-miles, tolls, meals,	33.50
8066	2/6/2015	1	Petty Cash	2/5/2015	3821	Jan petty-miles, tolls, meals,	33.50
8066	2/6/2015	1	Petty Cash	2/5/2015	3821	Jan petty-miles, tolls, meals,	7.00
8066	2/6/2015	1	Petty Cash	2/5/2015	3821	Jan petty-miles, tolls, meals,	24.50
8066	2/6/2015	1	Petty Cash	2/5/2015	3821	Jan petty-miles, tolls, meals,	24.50
							144.07
8067	2/6/2015	2	Michael Broadbent	2/2/2015	3822	Groundwater Study	105.00
8067	2/6/2015	2	Michael Broadbent	2/4/2015	3823	MWUA trade show room	235.44
							340.44
8068	2/6/2015	1	Dead River Company	1/29/2015	61732-33	UV tank #4 & 5	392.97

7995	1/16/2015	1	Hach Company	12/30/2014	9176424	flouride adj	149.57
							336.91
7996	1/16/2015	1	Hammond Tractor Compa	1/14/2015	76717	JD backhoe parts	47.84
							47.84
7997	1/16/2015	1	Maine Municipal Assoc.	1/1/2015	72269	workers comp	8,438.40
							8,438.40
7998	1/16/2015	1	Maine Municipal Emp.Hlt	1/1/2015	3807	Jan Premium/District	19,061.75
7998	1/16/2015	1	Maine Municipal Emp.Hlt	1/1/2015	3807	Jan Life/Employee	15.30
7998	1/16/2015	1	Maine Municipal Emp.Hlt	1/1/2015	3807	Jan IPP/Employee	660.51
7998	1/16/2015	1	Maine Municipal Emp.Hlt	1/1/2015	3807	Jan Dental/Employee	843.22
7998	1/16/2015	1	Maine Municipal Emp.Hlt	1/1/2015	3807	Jan Premium/Employee	3,363.80
							23,944.58
7999	1/16/2015	1	Maine Municipal Associat	12/29/2014	90849	MMA dues 2015	600.00
							600.00
8000	1/16/2015	12	Maine Water Company	12/31/2014	17579	Leighton-Dec	1,980.00
8000	1/16/2015	12	Maine Water Company	12/31/2014	17579	Leighton-Dec	1,980.00
							3,960.00
8001	1/16/2015	1	NEIWPCC	1/9/2015	4933	Hill, Martin class	120.00
8001	1/16/2015	1	NEIWPCC	1/9/2015	4933	Hill, Martin class	120.00
8001	1/16/2015	1	NEIWPCC	1/9/2015	4934	Farris class	60.00
8001	1/16/2015	1	NEIWPCC	1/9/2015	4934	Farris class	60.00
							360.00
8002	1/16/2015	1	Paul's Clothing & Shoe	1/8/2015	1815	Lane	99.99
							99.99
8003	1/16/2015	1	Pembroke Occupational	12/31/2014	3624627	drug test	31.00
8003	1/16/2015	1	Pembroke Occupational	12/31/2014	3624627	drug test	31.00
							62.00
8004	1/16/2015	1	Pine Tree Waste	1/1/2015	1474124	Jan	58.88
8004	1/16/2015	1	Pine Tree Waste	1/1/2015	1474124	Jan	58.89
							117.77
8005	1/16/2015	12	E.J. Prescott, Inc.	12/23/2014	4897354	vas usage	288.91
8005	1/16/2015	12	E.J. Prescott, Inc.	12/23/2014	4897354	vas usage	211.89
8005	1/16/2015	12	E.J. Prescott, Inc.	12/23/2014	4897354	vas usage	272.72
8005	1/16/2015	1	E.J. Prescott, Inc.	1/2/2015	4898881	credit #4873313	-212.78
							560.74
8006	1/16/2015	1	Pro-Tech Refrigeration	1/5/2015	2841	UV- no heat call	326.38
8006	1/16/2015	1	Pro-Tech Refrigeration	1/5/2015	2841	UV- no heat call	326.38
							652.76
8007	1/16/2015	1	Redlon & Johnson	1/7/2015	424821	meter parts	39.37
8007	1/16/2015	1	Redlon & Johnson	1/8/2015	425582	Court St water heater parts	8.96
8007	1/16/2015	1	Redlon & Johnson	1/8/2015	425582	Court St water heater parts	8.97
							57.30
8008	1/16/2015	12	Spiller's	12/31/2014	1302632-01	blue & white paint, glove line	42.24
8008	1/16/2015	12	Spiller's	12/31/2014	1302632-01	blue & white paint, glove line	5.29
8008	1/16/2015	12	Spiller's	12/31/2014	1302632-01	blue & white paint, glove line	42.24
8008	1/16/2015	1	Spiller's	1/9/2015	1302875-01	Jalbert ink	35.00
8008	1/16/2015	1	Spiller's	1/9/2015	1302875-01	Jalbert ink	35.00
8008	1/16/2015	1	Spiller's	1/9/2015	1302874-01	Jalbert ink	105.00
8008	1/16/2015	1	Spiller's	1/9/2015	1302874-01	Jalbert ink	105.00
							369.77
8009	1/16/2015	1	Super Shoe Stores, Inc.	12/31/2014	73963-IN	Bouyea, Broadbent, Stevens	593.31
							593.31

8068	2/6/2015	1	Dead River Company	1/29/2015	61732-33	UV tank #4 & 5	392.97 785.94
8069	2/6/2015	2	DirigoNet	2/2/2015	1674	Court St backup server, spam,	152.50
8069	2/6/2015	2	DirigoNet	2/2/2015	1674	Court St backup server, spam,	152.50 305.00
8070	2/6/2015	1	Emerson Chevrolet	1/30/2015	172652	tk #23 headlight switch	105.38 105.38
8071	2/6/2015	1	Grainger	1/19/2015	9343365423	UV-eyewash-valve & rod	129.25
8071	2/6/2015	1	Grainger	1/19/2015	9343365423	UV-eyewash-valve & rod	129.25 258.50
8072	2/6/2015	1	Hach Company	1/23/2015	9209768	meter for UV	1,475.00
8072	2/6/2015	1	Hach Company	1/23/2015	9209768	meter for UV	1,475.00 2,950.00
8073	2/6/2015	2	Sidney H. Hazelton	2/3/2015	3824	MWUA show-miles & tolls	103.50 103.50
8074	2/6/2015	1	High Tech Fire Protection	1/20/2015	BF-668	UV backflow test	35.00
8074	2/6/2015	1	High Tech Fire Protection	1/20/2015	BF-668	UV backflow test	35.00 70.00
8075	2/6/2015	1	Vantagepoint Transfer Ag	1/31/2015	3817	ICMA 457	1,970.78 1,970.78
8076	2/6/2015	1	Vantagepoint Transfer Ag	1/31/2015	3816	ICMA 401	3,376.20 3,376.20
8077	2/6/2015	1	Vantagepoint Transfer Ag	1/31/2015	3818	ICMA Roth IRA	350.48 350.48
8078	2/6/2015	1	K. L. Jack & Co., Inc.	1/23/2015	5454264	shop-shanks	11.88
8078	2/6/2015	1	K. L. Jack & Co., Inc.	1/23/2015	5454264	shop-shanks	11.88 23.76
8079	2/6/2015	12	City of Lewiston	1/12/2015	600-4131	Rodrigue - Nov	1,277.40
8079	2/6/2015	12	City of Lewiston	1/12/2015	600-4131	Rodrigue - Nov	553.44
8079	2/6/2015	12	City of Lewiston	1/12/2015	600-4131	Rodrigue - Nov	41.22
8079	2/6/2015	12	City of Lewiston	1/12/2015	600-4131	Rodrigue - Nov	1,872.06
8079	2/6/2015	12	City of Lewiston	1/12/2015	600-4131	Rodrigue - Nov	96.03
8079	2/6/2015	12	City of Lewiston	1/12/2015	600-4132	Rodrigue - Dec	1,630.50
8079	2/6/2015	12	City of Lewiston	1/12/2015	600-4132	Rodrigue - Dec	611.42
8079	2/6/2015	12	City of Lewiston	1/12/2015	600-4132	Rodrigue - Dec	278.89
8079	2/6/2015	12	City of Lewiston	1/12/2015	600-4132	Rodrigue - Dec	2,296.97
8079	2/6/2015	12	City of Lewiston	1/12/2015	600-4132	Rodrigue - Dec	55.04 8,712.97
8080	2/6/2015	2	Maine Municipal Emp.Hlt	1/14/2015	3815	February Premium/District	19,061.75
8080	2/6/2015	2	Maine Municipal Emp.Hlt	1/14/2015	3815	Life/Employee	15.30
8080	2/6/2015	2	Maine Municipal Emp.Hlt	1/14/2015	3815	IPP/Employee	672.71
8080	2/6/2015	2	Maine Municipal Emp.Hlt	1/14/2015	3815	Dental/Employee	843.22
8080	2/6/2015	2	Maine Municipal Emp.Hlt	1/14/2015	3815	Premium/Employee	3,363.80 23,956.78
8081	2/6/2015	2	Maine Water Utilities Ass	2/5/2015	3825	trade show scholarship money	936.00 936.00
8082	2/6/2015	1	Napa Auto Parts	1/31/2015	3819	backhoe, tk#22,28, skidsteer	275.77
8082	2/6/2015	1	Napa Auto Parts	1/31/2015	3819	backhoe, tk#22,28, skidsteer	58.56
8082	2/6/2015	1	Napa Auto Parts	1/31/2015	3819	backhoe, tk#22,28, skidsteer	119.56
8082	2/6/2015	1	Napa Auto Parts	1/31/2015	3819	backhoe, tk#22,28, skidsteer	45.93
8082	2/6/2015	1	Napa Auto Parts	1/31/2015	3819	backhoe, tk#22,28, skidsteer	45.94
8082	2/6/2015	1	Napa Auto Parts	1/31/2015	3819	backhoe, tk#22,28, skidsteer	11.85

8082	2/6/2015	1	Napa Auto Parts	1/31/2015	3819	backhoe, tk#22,28, skidsteer	33.30
							590.91
8083	2/6/2015	1	Omni Services, Inc.	1/20/2015	20014083-1	tk#34 gauge	39.40
							39.40
8084	2/6/2015	2	Petro's	2/3/2015	84637	snow scoop	17.99
8084	2/6/2015	2	Petro's	2/3/2015	84637	snow scoop	18.00
8084	2/6/2015	2	Petro's	2/2/2015	84628	2 diesel fuel cans	33.99
8084	2/6/2015	2	Petro's	2/2/2015	84628	2 diesel fuel cans	33.99
							103.97
8085	2/6/2015	1	E.J. Prescott, Inc.	1/14/2015	4900938	vas usage	64.08
8085	2/6/2015	1	E.J. Prescott, Inc.	1/14/2015	4900938	vas usage	194.63
8085	2/6/2015	1	E.J. Prescott, Inc.	1/14/2015	4900938	vas usage	824.92
8085	2/6/2015	1	E.J. Prescott, Inc.	1/14/2015	4900938	vas usage	127.76
							1,211.39
8086	2/6/2015	1	Traction - Genuine Parts C	1/30/2015	754185070	skid steer lights	196.00
							196.00
8087	2/6/2015	1	U.S. Cellular	1/16/2015	3820	Jan cell phones	30.00
8087	2/6/2015	1	U.S. Cellular	1/16/2015	3820	Jan cell phones	297.44
8087	2/6/2015	1	U.S. Cellular	1/16/2015	3820	Jan cell phones	297.43
8087	2/6/2015	1	U.S. Cellular	1/16/2015	3820	Jan cell phones	40.00
							664.87
8088	2/6/2015	1	USA Blue Book	1/16/2015	544607	check backflow-hydrants	542.85
							542.85
8089	2/6/2015	1	Univar, USA Inc	1/16/2015	BS804287	sodium hypo	2,181.77
							2,181.77
8090	2/6/2015	1	Weston & Sampson	1/19/2015	441505	Groundwater study	27,125.08
8090	2/6/2015	1	Weston & Sampson	12/9/2014	440486	Groundwater study	7,652.92
							34,778.00
8091	2/6/2015	2	Steve J. Bell	2/1/2015	3827	Feb cell	30.00
							30.00
8092	2/6/2015	2	Rodney H. Bates	2/1/2015	3826	Feb cell	30.00
							30.00
8093	2/6/2015	2	Daniel A. Fortin	2/1/2015	3828	Feb cell	30.00
							30.00
8094	2/6/2015	2	John B. Storer	2/1/2015	3831	Feb mileage	175.00
8094	2/6/2015	2	John B. Storer	2/1/2015	3831	Feb mileage	175.00
							350.00
8095	2/6/2015	2	Lake Auburn Watershed C	2/1/2015	3829	Feb	13,115.42
							13,115.42
8096	2/6/2015	2	Donald R. Stevens	2/1/2015	3830	Feb cell	30.00
							30.00
							202,879.06
<u>Grand Total</u>							<u>202,879.06</u>

SERVICES

Location	No.	Comments	Leak Check			Frozen	Box	Misc.
			OK	Leak	On Owner			
194 Park Av	1	Thaw frozen service				1		
21 Hillcrest Av	1	No water - internal problem						1
21 Silva St	1	Service leak - on owner			1			
47 Royal Oaks	1	Frozen pipes - on owner						1
8 Snow Hill Rd (New Glouc.)	1	Frozen service				1		
75 Garfield Rd	1	Turn water off - frozen pipes						1
75 Garfield Rd	1	Raise service box					1	
Monthly Totals	7		0	0	1	2	1	3
2014 Monthly Totals	7		1	0	1	1	3	1
YTD Totals	7		0	0	1	2	1	3

METERS

Activity	Comments	Test/Repair	Changed	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	3							
Dead			0					
Frozen			2					
Terminate Service			7					
Activate Service			5					
Summer In			0					
Winter Out			0					
Temporary Meter				0				
Turn off & on for repairs				2				
Reading Meters					23.0			
Final Reads	Ownership Transfer					17		
Recheck Readings	High or low reading.					0		
Red Tags	Notify for non-payment.						100	
Turn off for non-payment	(5 reinstated)							6
Monthly Totals		0	14	2	23	17	100	6
2014 Monthly Totals		0	13	5	23	7	113	0
YTD Totals		0	14	2	23	17	100	6

LABORATORY

Month	Dist. Sys. Tests	Temp (°C)		Avg. NaOH gal/MG	Avg. Cl mg/l	Avg. Fl mg/l	Avg. Turb. (ntu)	SWTR Tests
		Air	Water					
January	51	NA	2.8	15.20	2.68	0.57	0.53	31
February								
March								
April								
May								
June								
July								
August								
September								
October								
November								
December								
YTD Avg				15.20	2.68	0.57	0.53	
2014 Avg				18.28	2.60	0.64	0.59	
YTD Totals	51							31

LAKE AUBURN

Month	No. Patrols	Withdrawals *			Elevations **					
		AWD	LWD	Total	1st	High	Yr.	Low	Yr.	2014
January	Daily	2.43	3.87	6.30	260.51	261.4	1974	257.20	2002	260.52
February										
March										
April										
May										
June										
July										
August										
September										
October										
November										
December										
Avg. Daily	Daily	2.43	3.87	6.30						
YTD Totals	0	2.43	3.87	6.3						

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

* From www.wunderground.com

DIG SAFE

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

DUTY FOREMAN CALLS

(Overtime)

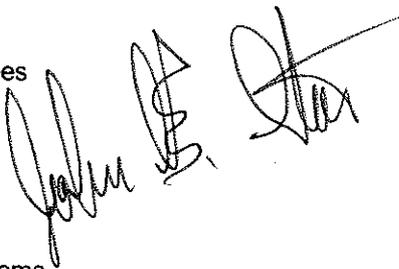
Districts	Total	High/Low Pressure	Water Quality	Alarms	Sewer Service	Leak	Misc.	Locates	Hydrants	Meter	Fire Calls
Sewerage District	3			3	0	0	0	0	0	0	0
Water District	9	0	0	2		1	4	2	0	0	0
Monthly Totals	12	0	0	5	0	1	4	2	0	0	0
2014 Monthly Totals	22	0	3	8	3	4	4	0	0	0	0
YTD Totals	12	0	0	5	0	1	4	2	0	0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

OTHER ACTIVITIES

1. Shovel Hydrants
2. Cut trees on Whitman Spring Rd - Watershed
3. Check and Flag Hydrants
4. Group I bleeders
5. New Gloucester - repair chlorine leak - repair frozen meter
6. Respirator fit testing
7. Repairs to boiler at main office

Memo

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



Trustee Reappointments

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

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

For reference, attached are rosters for the current trustees.

Water – Brackett House, Mortgage to Volunteer Lake Monitoring Program

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

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

Water District Activity Report – Lake Auburn Information

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

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

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

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

Sewer Questions from Last Month

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

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

Mayor LaBonte's Request for a Presentation by LAWPC

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

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

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

FOAA Waiver Request

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

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

Professional Development Update

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

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

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

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

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

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

Bill Stuffer Policy

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

Policy Development – Trustee Workgroups

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

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

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

Purchasing Issues/Items

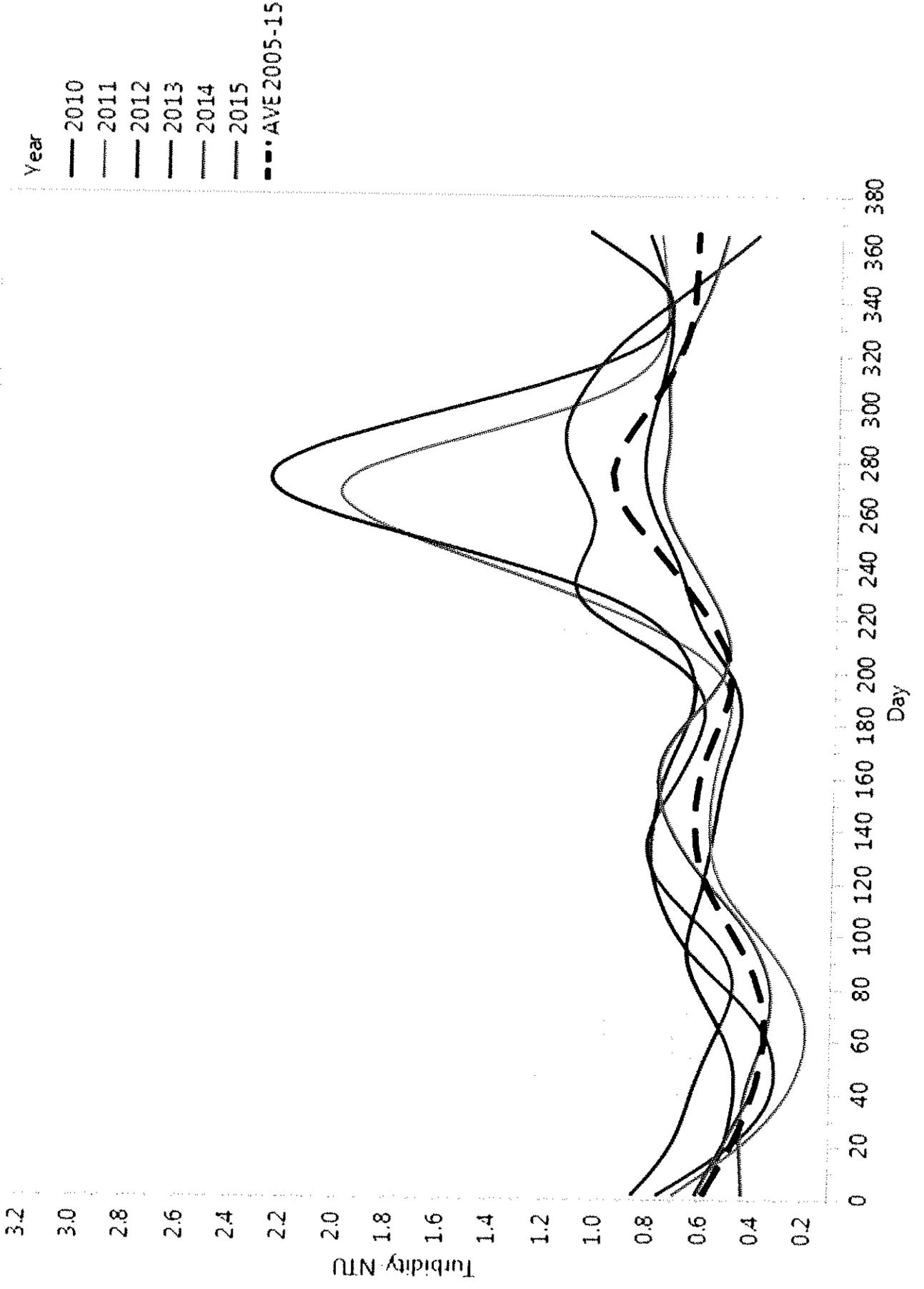
Sid has bid results for two utility trucks that will require Trustee approval. Be budgeted a combined \$75,000 for the trucks (\$37,500 each). The bid results came in very favorably. We still have some items to add to the trucks within the budget allotments, such as emergency lights and two-way radios,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

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

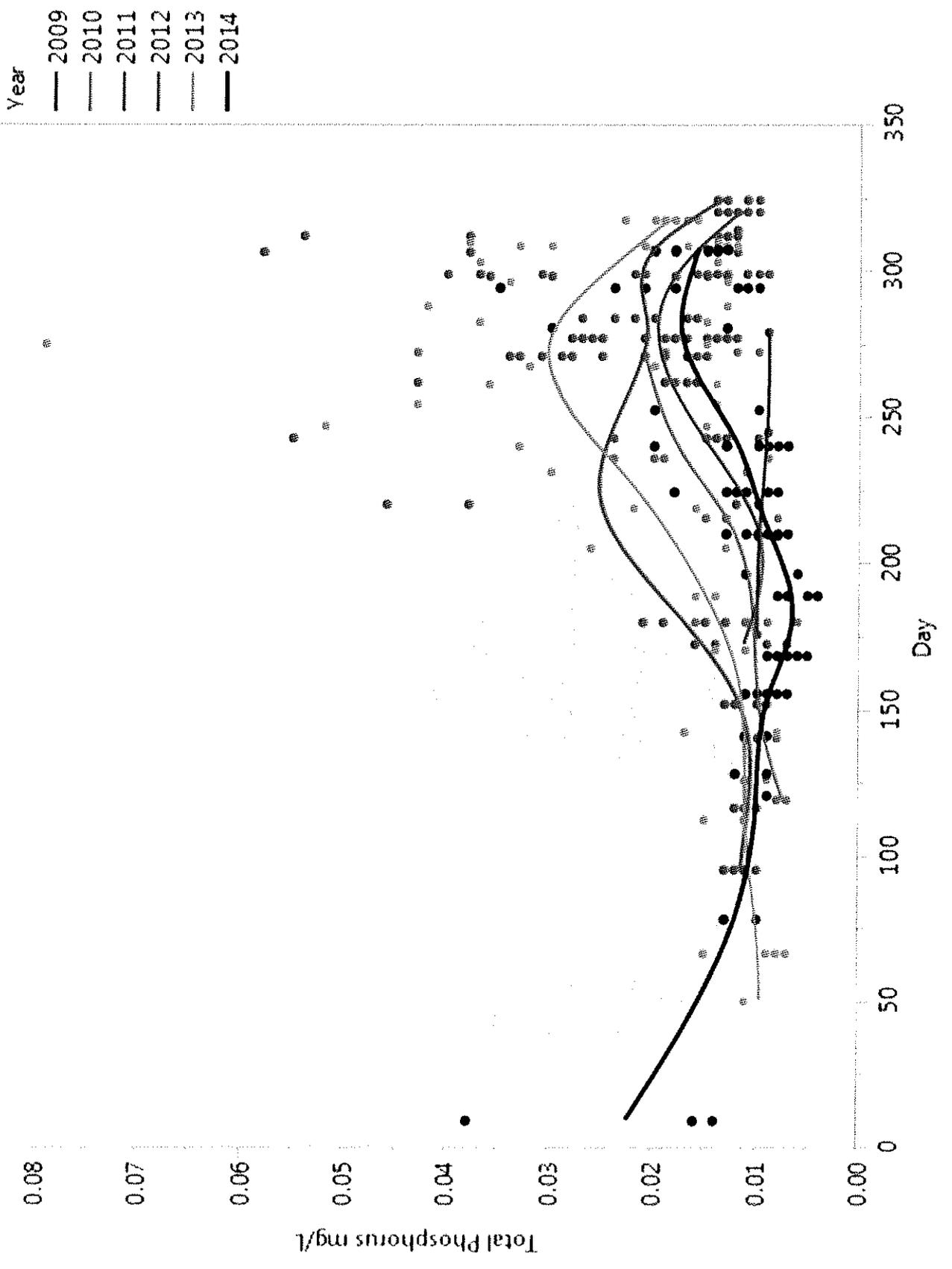
To offset the purchase cost, we may also recommend the sale of our zero-turn riding lawnmower. This past year in 2014 we had a very successful year in outsourcing our lawn care with a landscaping firm. Part of the reasoning behind outsourcing the lawn work was that we would not have to hire and supervise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

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

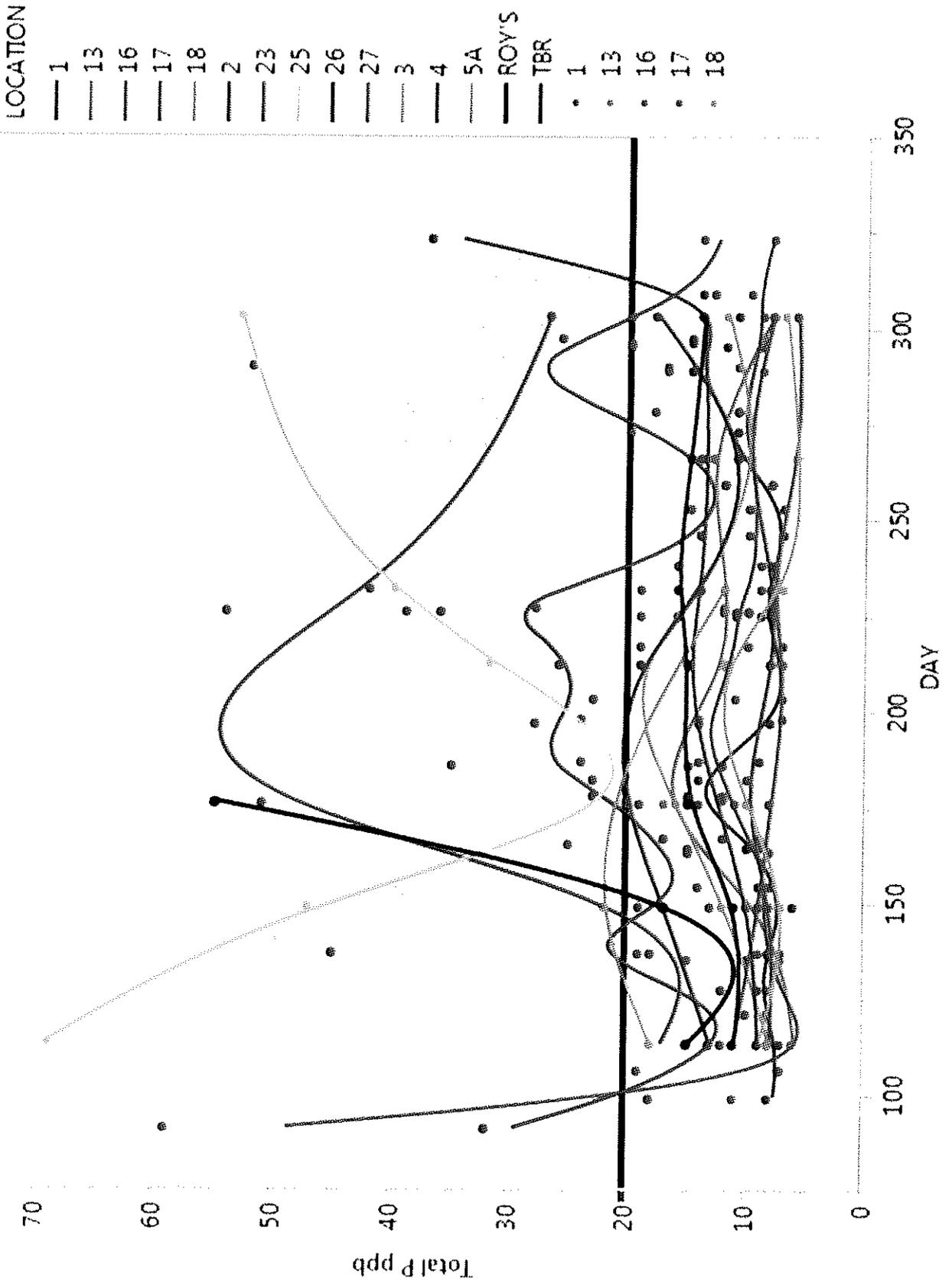
Lake Auburn Turbidity & 10 YR Average



Total Phosphorus at Deep Station #8 all depths



Lake Auburn Tributary TP 2014



LOCATION

- 1
- 13
- 16
- 17
- 18
- 2
- 23
- 25
- 26
- 27
- 3
- 4
- 5A
- ROY'S
- TBR
- 1
- 13
- 16
- 17
- 18

- 2
- 23
- 25
- 26
- 27
- 3
- 4
- 5A
- ROY'S
- TBR

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

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

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

REVISED: 2/12/2015

Auburn Water District									
2-three quarter ton Utility Trucks									
Bid Tabulation									
2/6/2015									
Vendor	Item	Bid	Trade in Allowance	Net Price (delivered)					
O'Connor Chevrolet 187 Riverside Drive Augusta, Me. 04330 207-622-3191 Attn: Curt Malcolm	2015 GMC 2500 HD	\$ 62,281.00	2002 Chevy Silverado 3500 2WD 2000 Chevy 1500	\$ 58,605.00					
Rowe Auburn 699 Center St. Rt. 4 North Auburn, me. 04210 1-207-784-2321 Attn: Thomas Mooney	2015 Ford F250	\$60,002.98	\$2,200	\$57,802.98					

John Storer

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

John,

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

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

Jonathan

Jonathan P. LaBonte

Mayor - City of Auburn

60 Court Street

Auburn, Maine 04210

207-333-6600 Ext. 1216

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

John Storer

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

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

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

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

Thank you!

Dan

President, LAWNA

AUBURN WATER & SEWERAGE DISTRICTS

POLICY: UTILITY BILL STUFFERS

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

REVISION DATE(S):

POLICY

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

BILL STUFFER QUALIFICATIONS

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

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

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

AUBURN WATER DISTRICT

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

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

The contact person for FOAA requests is:

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

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

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

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

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

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

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

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

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

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

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

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

(5) The body can discuss no other business.

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

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

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

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

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

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

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

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

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

§ 2702. Personnel records

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

GUIDELINES FOR RESPONDING TO FREEDOM OF ACCESS REQUESTS

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

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

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

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