

Wednesday, January 13, 2010, 3:00 PM
Greater Augusta Utility District Board minutes
Jackson Avenue Wastewater Treatment Plant, Augusta, Maine

Trustees present: Ken Knight, David Smith, Steve Roberge, Don Roberts, Dick Bachelder, Tom Sotir, Jim Simpson and John Charest

Trustees absent: Charlene Hamiwka

Guests: Ralph St. Pierre, Harold Wood, Mike Grove

Ken Knight called the meeting to order at 15:00.

At 15:03 David Smith moved to approve the minutes from December 21, 2009. The motion was seconded by Tom Sotir. There was discussion about whether or not Ken Knight should approve the budgets as he works for a company that could, from time to time, be the successful bidder on certain contracts. The Board determined that a global action like approving the 2010 budget was not a conflict of interest. Ken wanted the record to show his concerns about any external perceptions but the mood of the Board was that his concern was unfounded. The motion to approve the minutes of December 21, 2009 was unanimously approved.

At 15:05 Ralph St. Pierre and Brian Tarbuck led the discussion of the 2010 CIP and a 5 year projection of both CIP and the District's cash reserves should the CIP be implemented as presented. The discussion ranged widely from methods of paying for future unfunded mandates to required improvements at the wastewater plant. Discussion included timing any future wastewater / stormwater rate increases coincident with a small decrease in water rates to help reduce the total cost to ratepayers that are both water and sanitary customers.

At 16:33 the Board took a ten minute break.

At 16:43 discussion resumed relative to the capital improvement plan and funding options. There was additional discussion relative to the need for billing on a monthly basis instead of quarterly. Monthly billing would smooth out the District's cash flow and bring the District's fees in line with other utility services. There was discussion about implementing new rates and how those could be timed. The conclusion was that a single rate increase would be preferable to several small rate increases. The Board discussed delaying the project as long as possible to allow existing debt to drop off. The conclusion was that the next significant debt would not retire until 2018 and that waiting would likely result in higher legal, debt and construction costs. There was some concern that delaying the CSO project could impede the proposed new hospital's construction or bump into a potential Maine DOT rebuild of Mt. Vernon avenue that could happen as early as 2013.

At 17:23 Tom Sotir moved to approve the 2010 Capital Improvement Plan as proposed by the General Manager to specifically note the inclusion of \$125,000 dedicated for the purpose of paying the matching funds for an outstanding CDBG application. The motion was seconded by Don Roberts. The motion passed on a vote of 6 for, 1 against (Dick Bachelder).

The Board requested that Ralph St. Pierre and Brian Tarbuck present a scenario to show the impact of a multi-year rate increase to help show how this differs from a single rate increase.

The Board also asked for an analysis of proposed monthly billing procedures to compare that to quarterly costs.

On a motion by Don Roberts, seconded by Tom Sotir the Board voted unanimously to adjourn at 17:37.

Monday, January 25, 2010, 4:00 PM
Greater Augusta Utility District Board minutes
Jackson Avenue Wastewater Treatment Plant, Augusta, Maine

Trustees present: Ken Knight, David Smith, Steve Roberge, Don Roberts, Dick Bachelder, Tom Sotir, Charlene Hamiwka, Jim Simpson and John Charest

Trustees absent: Tom Sotir

Guests: Harold Wood

Ken Knight called the meeting to order at 16:00.

Knight asked for agenda additions. There were two for discussion. The first was related to the Friends of Cobbossee Watershed and the second was related to non-voting trustees being allowed to vote if there was an absent member on the Board.

No financial documents were presented at the meeting.

On a motion by David Smith, seconded by Don Roberts, the Board voted unanimously to approve the minutes of January 13, 2010.

The Board discussed the upcoming meeting on February 10, 2010, with the Augusta City Council at length. There was discussion about different rate options. The conclusion was that a single, one-time rate increase for sewer and stormwater would be timed to coincide with a reduction in the rates charged for drinking water services. The timing of the rate adjustments is planned for January, 2012.

the Board asked if an updated project estimate could be created for the meeting to show the money that has been spent to date, projects that are currently under contract and an estimate of costs for remaining projects that haven't been bid yet.

There was discussion relative to how sewer and stormwater costs would be allocated. Tarbuck said that the engineering team was taking the lead role on this task and should have a presentation ready for the Board's regular meeting on Monday, February 22, 2010.

At 17:05 the Board discussed funding Cobbossee Watershed District and the Friends of Cobbossee Watershed. Smith asked Tarbuck to determine the cost of renewing a membership with Cobbossee Watershed District that had been cancelled about 10 years ago to provide revenue for paying property taxes on land owned by the District in Winthrop and Readfield.

At 17:10 there was discussion about how to modify the Charter to allow the non-voting member from Augusta to vote if one of the voting members of Augusta was absent and allow the same courtesy to the non-voting member from Hallowell. The idea is that this will help preserve a quorum in case one or more Board members are absent from the meeting.

The easement committee reported that easement acquisitions for the CSO3 project seem to be on schedule. There is a potential for 3 landowners to resist the easement acquisition, to be determined at a later date.

At 17:28 there was some discussion relative to the Public Relations committee and its next meeting time. Not meeting date was set.

At 17:33, Dave Smith moved to adjourn the meeting. The motion was seconded by Steve Roberge and the vote to approve was unanimous.

Monday, February 22, 2010, 4:00 PM
Greater Augusta Utility District Board minutes
Jackson Avenue Wastewater Treatment Plant, Augusta, Maine

Trustees present: Ken Knight, David Smith, Steve Roberge, Don Roberts, Dick Bachelder, Tom Sotir, Jim Simpson, Tom Sotir and John Charest

Trustees absent: Charlene Hamiwka

Guests: Harold Wood, Mike Grove, Randi Taylor, Ellen Blair, Ralph St. Pierre, Al Godfrey Jr (TMSI consultants)

Ken Knight called the meeting to order at 16:00.

On a motion by Dave Smith, seconded by Steve Roberge, the Board voted unanimously to accept the minutes of January 25, 2010 as presented.

Ralph St. Pierre presented January, 2010 year revenues and expenses for water and sewer / stormwater. Tom Sotir requested that the Board be updated quarterly on the status of the District's investments.

At 16:10 Al Godfrey, Jr. from TMSI presented an update on the status of easement acquisitions for construction of the CSO3 project adjacent to Bond Brook and the Kennebec River. On a motion by Steve Roberge, seconded by David Smith, the Board voted unanimously to approve an increase condemnation values available to TMSI for property negotiations in an amount not to exceed values presented by TMSI to the Board on February 22, 2010.

At 16:52 the Board listened to a presentation on billing software upgrades necessary to make billing information available to customers via the internet. Randi Taylor explained some of the common issues and concerns raised by customers to billing personnel. On a motion by Tom Sotir, seconded by Steve Roberge, the Board voted unanimously to approve a request to modify the 2010 CIP budget to move \$17,500 from the fiber optic connection project to pay for the work necessary to make billing data securely available to customers.

At 17:15 the Board entered executive session pursuant to MRSA Title 1 §405 6 E to discuss certain retiree health benefits.

At 17:37 the Board exited executive session as it related to retiree benefits and re-entered executive session pursuant to discuss status of labor contract negotiations with Teamsters Local 340 pursuant to MRSA Title 1 §405 6 D.

At 17:50 the Board exited executive session and resumed normal business.

The Board reviewed the 2010 revisions to the Personnel Policy Manual. On a motion by Tom Sotir, seconded by Steve Roberge the Board voted unanimously to accept the changes as presented.

At 17:57 the Board received an update on Fieldstone Place subdivision. Steve Roberge declared that he had assisted with the development of the Fieldstone Project prior to becoming a Board member and asked that the minutes reflect that he did not take part in the discussion.

At 18:10 the Board discussed how to best involve local politicians in the District's pursuit of grant funding for the CSO3 project.

At 18:37 on a motion by David Smith, seconded by Tom Sotir the Board voted unanimously to adjourn.

Monday, March 2, 2010, 4:00 PM
Greater Augusta Utility District Board minutes
Jackson Avenue Wastewater Treatment Plant, Augusta, Maine

Trustees present: Ken Knight, Steve Roberge, Charlene Hamiwka, Don Roberts, Dick Bachelder, Tom Sotir, Jim Simpson, and Tom Sotir

Trustees absent: David Smith, John Charest

Guests: Harold Wood, Mike Grove

Ken Knight called the meeting to order at 16:00.

On a motion Tom Sotir, seconded by Charlene Hamiwka, the Board voted unanimously to allow the General Manager to sign the Notice of Intent to Award to Apex Construction for \$933,200 for secondary disinfection system modifications.

The Board discussed project management and construction inspection costs.

At 16:33 on a motion by Tom Sotir, seconded by Steve Roberge the Board voted unanimously to adjourn.

Monday, March 15, 2010, 4:00 PM
Greater Augusta Utility District Board minutes
Jackson Avenue Wastewater Treatment Plant, Augusta, Maine

Trustees present: Ken Knight, Steve Roberge, Charlene Hamiwka, Don Roberts, Dick Bachelder, Jim Simpson, Tom Sotir, David Smith, and John Charest

Guests: Ralph St. Pierre, Mike Grove, Al Godfrey, Jr., Mike Stein

Ken Knight called the meeting to order at 16:00.

The special meeting was called to review the combined sewer overflow project in detail.

Tarbuck distributed a memo dated 2/18/2010 from John True, Maine DEP, which requested additional information for a recent request to the MDEP to extend project deadlines.

The Board discussed the status of easement acquisition with Al Godfrey Jr. 75% of the easements required are either authorized or pending authorization. The remaining are in review with customers asking for more money to sign or for specific engineering information about the project.

On a motion by Tom Sotir, seconded by Don Roberts, the Board voted unanimously to authorize \$81,704 to acquire 37 easements described by a table provided by TMSI titled "Settlement Check Authorization Request March 15, 2010 (second revision 3/15).

At 16:15 the Board reviewed methods for accounting for sewer and stormwater costs. The Board requested a more detailed analysis of how to allocate costs between the stormwater and sewer divisions.

At 16:50 the board discussed the CSO3 project in detail particularly as it dealt with engineering contracts, costs and how these contracts are reviewed. Mike Stein, Woodard & Curran, answered questions regarding the contract, schedule and how estimated costs were developed.

At 18:09 on a motion by David Smith seconded by Tom Sotir the Board voted unanimously to adjourn.

Monday, March 22, 2010, 4:00 PM
Greater Augusta Utility District Board minutes
Jackson Avenue Wastewater Treatment Plant, Augusta, Maine

Trustees present: Ken Knight, Steve Roberge, Charlene Hamiwka, Don Roberts, Dick Bachelder, Jim Simpson, Tom Sotir, David Smith, and John Charest

Guests: Ralph St. Pierre, Mike Grove

Ken Knight called the meeting to order at 16:00.

On a motion by Tom Sotir, seconded by David Smith, the Board voted unanimously to approve the minutes from February 22, 2010, March 2, 2010, and March 15 with the following edit on February 22: *"At 17:57 the Board received an update on Fieldstone Place Subdivision. Steve Roberge declared that he had assisted with the development of the Fieldstone Project prior to becoming a Board member and asked that the minutes reflect that he did not take part in the discussion."*

On a motion by Don Roberts seconded by David Smith, the Board unanimously voted to enter into executive session pursuant to MRSA Title 1 § 405 6 E to discuss a retiree health issue with counsel. The Board exited executive session by unanimous vote on a motion by Don Roberts seconded by David Smith.

On a motion by Tom Sotir, seconded by Don Roberts the board voted unanimously to approve health care coverage for Ellen Guerette, Fred Gardner and his spouse to confirm the continuation of the agreement by the Augusta Water District Board of Trustees in 1987.

On a motion by Don Roberts, seconded by David Smith, the Board considered a vote to re-enter executive session pursuant to MRSA Title 1 § 405 6 A to discuss personnel issues related to District reorganization. The Board did not vote to enter executive session and instead discussed financial reports with Ralph St. Pierre.

The audit wrapped up the previous week. There were no significant findings. The only significant adjustment was to book retainage carried over for the USVA Togus wastewater project. The board discussed certificates of deposits and interim investment.

The Board revisited the earlier motion to enter executive session pursuant to MRSA Title 1 § 405 6 A to discuss personnel issues related to District reorganization. Don Roberts moved to enter into executive session, seconded by David Smith and unanimously approved by the Board.

The Board exited executive session by unanimous vote on a motion by Don Roberts seconded by David Smith.

The Board asked if the online bill information provided to customers could include the approximate next payment due date. Tarbuck said he would check with the vendor.

The District received a \$500,000 Community Development Block Grant via the City of Augusta's application on the District's behalf. This grant requires a \$125,000 match from the District. The Board asked Tarbuck to draft a letter on the Board's behalf to the City of Augusta thanking them for their efforts on the District's behalf.

At 17:52 on a motion by David Smith seconded by Tom Sotir the Board voted unanimously to adjourn.

Monday, April 26, 2010, 4:00 PM
Greater Augusta Utility District Board minutes
Jackson Avenue Wastewater Treatment Plant, Augusta, Maine

Trustees present: Ken Knight, Steve Roberge, Charlene Hamiwka, Don Roberts, Dick Bachelder, Jim Simpson, David Smith, and John Charest

Absent: Tom Sotir

Guests: Ralph St. Pierre, Mike Grove, Harold Wood, Ellen Blair

Ken Knight called the meeting to order at 16:00.

On a motion by David Smith seconded by Charlene Hamiwka the board voted unanimously to approve the minutes for the March 22, 2010 meeting.

Ralph St. Pierre presented financial reports for March, 2010. St. Pierre noted that water revenue was higher than anticipated in the budget by approximately \$4,000 per month. This is because this revenue was not included in the 2010 budget. The budget will be edited to show this revenue stream and presented to the Board for approval at a subsequent meeting. Other revenues and expenses appear to be tracking as predicted.

On a motion by David Smith, seconded by Don Roberts, the Board voted unanimously to accept the financial statements.

At 16:19 the Board discussed a recent public notice in the Kennebec Journal where the Hallowell Water District solicited requests for proposals to install a redundant gravel packed well on its well site in Chelsea. Because GAUD had previously conducted drilling in this same aquifer and itself desires a fourth well for redundancy the Board desires an audience with HWD to see if there are partnership opportunities for a regional groundwater system. The Board asked Tarbuck to conduct a quick feasibility analysis of connecting the existing GAUD system to a well in Chelsea from an engineering and cost standpoint.

The Board moved into a discussion about the CSO project and the importance of making plain how costs among the District's divisions are allocated in anticipation of a rate increase and pressure from individual customers to ensure these costs were transparent. Tarbuck will expedite this analysis accordingly.

At 17:09 on a motion by David Smith, seconded by Don Roberts, the Board voted unanimously to enter executive session pursuant to MRSA Title 1 §405 6 E to discuss a counter proposal by Teamsters Local 340 from mediation discussions with the District.

At 17:30 on a motion by David Smith, seconded by Steve Roberge, the Board voted unanimously to enter executive session pursuant to MRSA Title 1 §405 6 A to discuss the District's organizational plan.

At 18:20 the Board exited executive session.

At 18:21 on a motion by Steve Roberge, seconded by Charlene Hamiwka, the board voted unanimously to approve the General Manager's employment contract as amended. The Board asked the minutes to reflect Ellen Blair's service to the District as its human resources director.

The Board expressed concern that the payment of invoices seemed too loose and requested improved financial controls and project management. The Board requested assurance from Ralph St. Pierre, AquaMaine and Runyon Kersteen and Ouellette that management was performing these tasks with sufficient financial controls and diligence. Tarbuck said that the audit is wrapping up this week and that there should be a report on these points for the May 17th, 2010 meeting.

Tarbuck pointed out that there is an existing purchasing policy that is followed by the District that needs to be revised to facilitate an electronic purchasing order system in Munis. There will be a revised policy for approval by the Board at the May 17th, 2010 meeting.

Blair and Tarbuck explained that there were 11 candidates for the assistant general manager / chief engineer position and that 3 or 4 would be interviewed prior to the May 17, 2010 Board meeting. Charlene Hamiwka requested that the Board see the resumes of the candidates who would be interviewed.

Tarbuck reviewed ongoing projects in the General Manager's report.

On a motion by David Smith seconded by Steve Roberge the Board voted unanimously to accept a proposal from Government Payment Processing date April 14, 2010 to process certain electronic payments for the District. Acceptance of this proposal allows the District to accept credit and debit card and certain other electronic payments at no cost to the District.

On a motion by Dave Smith, seconded by Steve Roberge, the Board voted unanimously to adjourn at 19:40.

Monday, May 17, 2010, 3:00 PM
Greater Augusta Utility District Board minutes
Jackson Avenue Wastewater Treatment Plant, Augusta, Maine

Trustees present: Ken Knight, Steve Roberge, Charlene Hamiwka, Don Roberts, Jim Simpson, David Smith, Tom Sotir, and John Charest

Absent: Dick Bachelder

Guests: Ralph St. Pierre, Harold Wood, Ellen Blair

Ken Knight called the meeting to order at 15:00.

On a motion by Tom Sotir seconded by Charlene Hamiwka the board voted unanimously to approve the minutes for the April 26, 2010 meeting.

On a motion by David Smith, seconded by Tom Sotir, the board voted unanimously to authorize the execution of a \$1.766M State Revolving Loan fund with the Maine Municipal Bond Bank as follows:

VOTED by the Board of Trustees of the Greater Augusta Utility District of Augusta, Maine as follows:

VOTED:

- (1) That the Chair of the Board of Trustees is authorized and directed to apply to the State Revolving Loan Fund at the Maine Municipal Bond Bank for approval to borrow up to \$1,766,000 of permanent financing to fund the installation of wastewater facility upgrades to comply with the reclassification of the Kennebec River from Class "C" to Class "B" (the "Project"), said funding to include construction costs and any other costs reasonably related to the Project.
- (2) That, pursuant to authority granted by the Charter of the Greater Augusta Utility District, and any other applicable law, the Greater Augusta Utility District is hereby authorized to issue and sell to the Maine Municipal Bond Bank a Taxable Sewer Bond of the District (the "Bond") in an aggregate principal amount not to exceed \$1,766,000 to fund the Project.
- (3) That the Treasurer and Chair of the Board of Trustees are hereby authorized to execute and deliver the Bond on behalf of the Greater Augusta Utility District to the Maine Municipal Bond Bank. The Bond is to be sold upon such further terms and conditions and at such interest rates as may be approved by the Treasurer and Chair of the Board of Trustees, not to exceed 20 years, and be attested by the District Clerk. The Bond may be issued with or without call or early redemption provisions, with or without premium (but not to exceed 5% of the principal amount of the call), as may be approved by the Treasurer. The term of the Bond does not exceed 120% of the economic life of the Project.
- (4) That the Treasurer and Chair of the Board of Trustees are authorized and directed to issue a revenue obligation note, not to exceed 14 months, to the Maine Municipal Bond Bank in the amount of up to \$1,766,000 on behalf of the District on terms they deem appropriate, to fund the Project, said funding to include construction costs and any other costs reasonably related to the Project.
- (5) That the District hereby irrevocably pledges the user fees, rates, assessments and other charges of the District for the payment of the principal of the Bond.
- (6) That the Treasurer and Chair of the Board of Trustees are hereby authorized to execute and deliver a Loan Agreement with the Maine Municipal Bond Bank in such form as the Maine Municipal Bond Bank shall require.
- (7) That the District officers and officials are hereby authorized to execute and deliver any and all documents and certificates, and to take any and all actions, as may be necessary or convenient to carry out the full purport and intent of the foregoing orders, or any one of them.

The aforementioned loan documents were then signed by the appropriate officers of the District and submitted to bond counsel for processing.

On a motion by Tom Sotir, seconded by David Smith, the Board voted unanimously to approve a Credit Enhancement Agreement with the City of Augusta. The Agreement allows the City to pay the District using TIF sheltered dollars. There is a zero revenue or debt impact on the District using this Agreement. The Board asked that references to specific signatories be removed from the Agreement and changed to reflect the position of the individual instead.

On a motion by Don Roberts, seconded by David Smith, the Board voted unanimously to enter executive session pursuant to MRSA Title 1 §405 6 A to discuss the District's organizational plan.

On a motion by Don Roberts, seconded by David Smith, the Board voted unanimously to exit executive session.

On a motion by Don Roberts, seconded by David Smith, the Board voted unanimously to offer the position of assistant general manager / chief engineer to Andy Begin. Ellen Blair and Tarbuck would notify Begin and finalize the paperwork accordingly.

At 15:40 Jim Simpson arrived

At 15:55 The board discussed regional water supply options and the need to meet with Hallowell Water District to determine whether or not there was some way to partner with Gardiner Water District and Hallowell Water District on these efforts. Tarbuck explained that he and Dennis Kinney (HWD) were trying to schedule a meeting of the respective Boards.

On a motion by Tom Sotir, seconded by David Smith, the Board authorized the General Manager to execute a contract with CH Stevenson in the amount of \$297,768 for water, sewer and stormwater upgrades on South Chestnut Street and Court Street in conjunction with repair work that will be done by the City of Augusta.

Ken Knight left the meeting at 16:12 for a previously scheduled appointment.

The Board discussed the next meeting's agenda and the need for a little more information from Ralph about how the TIF works.

On a motion by Tom Sotir, seconded by Don Roberts, the Board voted unanimously to adjourn at 16:23.

Monday, May 24, 2010, 5:00 PM
Greater Augusta Utility District Board minutes
Jackson Avenue Wastewater Treatment Plant, Augusta, Maine

Trustees present: Ken Knight, Steve Roberge, Charlene Hamiwka, Don Roberts, Jim Simpson, David Smith, Tom Sotir, and Dick Bachelder

Absent: John Charest

Guests: Ralph St. Pierre, Harold Wood, Mike Grove, Dan Wells (Winthrop UD)

Ken Knight called the meeting to order at 17:00.

On a motion by David Smith seconded by Tom Sotir the board voted unanimously to approve the minutes for the May 17, 2010 meeting.

At 17:07 Ralph St. Pierre reviewed the income and financial statements. The Board requested a narrative to help explain the monthly financial statements.

At 17:10, Hank Farrah from Runyon, Kersteen and Ouellette arrived.

As Ralph continued explaining the financial reports, the Board asked to move the Togus project and the Trunkline project to make the GAUD projects clearer.

The Board asked for more of a narrative on the financials instead of a listing of projects.

At 17:37 Hank Farrah began his presentation of the 2009 audited financial statements. The District received an "unqualified opinion" which means everything is fairly stated in all material respects. The District did not have any significant deficiencies or material weaknesses in internal control.

Mr. Farrah reviewed a series of charts that were built upon the financial data. Comparisons for some of the data from 2009 to 2008 were omitted because of significant changes to the charts of accounts enacted when the District switched from NDS in 2008 to Munis in 2009. Mr. Farrah pointed out that the financial statements can't be closed until the MD&A documents are completed but the brunt of the numerical analysis is done.

There was some discussion about how the money collected by Hallowell Water District is provided to GAUD. The Board wanted to see a document that detailed how this process will work going forward for the protection of the District.

At 18:10 the Board discussed the use of TIFs by communities served by the District to pay for water, sewer or stormwater improvements. The conclusion was that provided the TIF payment arrangement had no financial impact on the utility that the District had no issues with TIF payments.

At 18:17 there was discussion related to the amount of interest earned by certificates of deposit and whether consideration should be given to extend the period beyond 6 months or 1 year to a longer period to take advantage of improved interest rates. St. Pierre expressed concern regarding cash levels at critical points during the year when large debt payments need to be made as the reason for keeping the period of CDs at current levels.

At 18:25 the Board took a quick break.

At 18:28 the Board resumed the meeting and took up a proposed purchasing policy. Tarbuck explained that the existing policy requires that he sign every purchase order over \$250 and that this was time consuming. The move to the Munis software provides different levels of control that are permission based. As the Board reviewed the proposed changes it was clear that more detail regarding the system and dollar amounts referenced as control points needed to be modified before the policy change was approved.

At 18:53 David Smith motioned to table the discussion relative to the purchasing policy until the next meeting. Meanwhile the Board was to come up with its own dollar amounts and control levels for discussion at the next meeting. The motion was seconded by Don Roberts and carried unanimously.

At 18:54 the board discussed the Riverside Drive project. On a motion by Tom Sotir, seconded by David Smith, the Board authorized Tarbuck to sign a contract with MainEx to complete the work as bid in the amount of \$546,075.

The Board authorized a budget increase to the Riverside Drive water main project from \$600,000 to \$800,000. The increase will be achieved by transferring:

1. \$80,000 from project 10019 (MDOT Riggs Brook culvert) and;
2. \$120,000 from project 10017 (South Chestnut water main project).

The need for the increase was governed by a higher than anticipated bid price and the likelihood that the contractor will encounter ledge that will need to be removed. The vote to approve the motion was unanimous.

At 19:04 the Board discussed regional water supply options, specifically an upcoming meeting scheduled with the Hallowell Water District board on June 7, 2010. The Board recommended that Ken Knight and Dave Smith try to meet with Tykie Molloy and Dennis Kinney before the meeting.

At 19:36 the Board discussed the status of easements for the CSO3 project. Steve Roberge asked Tarbuck if Woodard & Curran had provided the information requested by TMSI. Tarbuck said he hadn't heard either way but would follow up with Woodard & Curran.

At 19:42 the Board discussed outstanding amounts owed to the District. There was discussion about Harper's Development being over \$30,000 in arrears and a question was raised about whether or not the District could ever recoup money owed to it by the former American Tissue mill. The Board directed Tarbuck to check with Lee Bragg to see if there was some way to receive any of this past debt if the mill is sold to another entity by the City of Augusta.

At 19:47 on a motion by David Smith, seconded by Don Roberts, the Board voted unanimously to adjourn.

Wednesday, June 2, 2010, 4:00 PM

Greater Augusta Utility District Board minutes

Jackson Avenue Wastewater Treatment Plant, Augusta, Maine

Trustees present: Ken Knight, Steve Roberge, Don Roberts, Jim Simpson, David Smith, and Dick Bachelder

Absent: John Charest, Tom Sotir, Charlene Hamiwka

Guests: Mike Stein (Woodard & Curran), Al Godfrey Jr. (TMSI), Stan Koski

Ken Knight called the meeting to order at 16:00.

At 16:02 on a motion by Don Roberts seconded by David Smith the board voted unanimously to approve the minutes for the May 24, 2010 meeting.

At 16:02 the Board reviewed easement acquisition for the combined sewer overflow project along Bond Brook. Generally, easement acquisition is moving along well but there are some locations that require Board attention. Al Godfrey Jr. reviewed several parcels with the Board. The first was the Kicks Karate studio. There is some concern on the part of the property owner that the work in the back of the studio will disrupt parking for an extended period. Work is being done now to locate an existing buried manhole behind the studio. Once that is located Mr. Godfrey can present a work plan to Kicks.

The second parcel was at the Villeneuve property located near the bridge on Mt. Vernon Avenue. Mr. Villeneuve had expressed concern relative to a few trees on the property and the depth of pavement and gravel that would be replaced on the property. Mr. Stein will investigate this in more depth relative to the impact on the trees and pointed out that the gravel and pavement thicknesses will be referenced by typical drawings in the construction plans.

The third parcel discussed was a property owned by Larry Fleury near the Water Street bridge over Bond Brook. Mr. Fleury wants \$40,000 for an easement across his property and asserts that the District cannot go through his property if there is another alternative route. The least cost, most logical route for the new force main to take is via the backs of parcels on Water Street. The Board agreed to provide more latitude to TMSI to negotiate the full overlay of the parking lot behind Mr. Fleury's building in an effort to reach an agreement.

The fourth parcel was Augusta Fuel Company (AFC). During the course of easement discussions the idea of removing an existing apartment house near the offices of AFC came up. TMSI notified the District of this possibility and in turn, the district asked its engineering team to review the pros and cons of working near an existing structure. An analysis showed that the least cost option was to remove the structure. This will save approximately \$100,000 in sheeting costs. The proposal that will go back to AFC is to have the District pay AFC directly for demolition costs through a structured legal agreement that spells out the responsibilities and expectations of both parties. The Board agreed that because AFC has obtained three prices for demolition that it meets the requirements of the District's purchasing policy that TMSI could continue to work with AFC to reach an agreement to remove the structure.

At 16:48 the Board finalized its recommendations to TMSI and thanked Mr. Godfrey and Mr. Stein for their time.

At 16:54 the Board discussed with Tarbuck and Mr. Stein some recent meetings related to coal tar at the Rockingham Electric site. The work to install the new pipe to comply with combined sewer overflow mandates will likely require excavation of both dry and wet contaminated soils. The water that may also become contaminated during excavation is the source of significant financial questions as there are unknowns related to the quantity or quality of the water that

make it difficult to assess in construction contract documents. Mr. Stein indicated that the engineering teams are doing their best with the available data to produce an assessment of risk related to contaminated water but confessed that construction conditions, weather, time of year and so on would impact the volume and strength of contamination.

At 17:20 the Board discussed excavations in Mill Park and impacts on the Voluntary Response Action Program (VRAP) at the park.

At 17:28 the Board concluded CSO related discussions and Mr. Stein and Mr. Godfrey left.

At 17:29 the Board discussed regional water supply options and a recent conversation between Ken Knight, Brian Tarbuck, Tykie Molloy and Dennis Kinney.

At 17:46 the Board discussed financial reports. The Board will get a chance to see the general ledger software in action at the next meeting. This may help with the understanding of how the system works and tracks costs throughout the operation. The Board asked Tarbuck to take the lead role on presenting the District's financial condition in a more narrative, summary form. The Board discussed how to best allocate costs between stormwater and sewer in a global way. The Board asked to accelerate the planning process for determining new water and sewer rates and move ahead now instead of later on with hiring any assistance the District needs to move the rate planning process forward.

At 18:12 there was some discussion about the financials and how that process works. The discussion came about as the Board discussed in-house financial management and control. The Board was reminded of the recent clean audit it received and the conscious decision to use the City of Augusta's financial expertise in lieu of hiring in-house personnel to fill those roles.

At 18:20 the Board discussed the desire to have a way to ensure that any commitments to other post-employment benefits (aka OPEB or GASB 45) would be guaranteed to be paid to employees. Tarbuck said he and Ralph St. Pierre had discussed this recently at length and St. Pierre would be at the next meeting to answer questions about this. There was also a discussion about Hallowell and sewer billing. That will be addressed shortly.

At 18:25 the Board discussed meeting with the Hallowell Planning Board, the Hallowell Comprehensive Plan commission and the Hallowell City Manager to ensure these lines of communication remain open. Efforts are underway to do this on all fronts.

At 18:33 Dave Smith moved to adjourn the meeting. The motion was seconded by Steve Roberge. The vote to adjourn was unanimous.

Monday, June 21, 2010, 4:00 PM
Greater Augusta Utility District Board minutes
Jackson Avenue Wastewater Treatment Plant, Augusta, Maine

Trustees present: Steve Roberge, Don Roberts, Jim Simpson, David Smith, Tom Sotir, Charlene Hamiwka and Dick Bachelder

Absent: John Charest, Ken Knight

Guests: Stan Koski, Mike Grove, Harold Wood, Andy Begin

David Smith called the meeting to order at 16:00.

At 16:04 on a motion by Don Roberts, seconded by Dick Bachelder, the Board voted unanimously to approve the minutes of June 2, 2010 with the amended paragraph below.

"At 18:12 there was some discussion about the financials and how that process works. The discussion came about as the Board discussed in-house financial management and control. The Board was reminded of the recent clean audit it received and the conscious decision to use the City of Augusta's financial expertise in lieu of hiring in-house personnel to fill those roles."

At 16:06 the Board discussed the upcoming retirements of Harold Wood, Bill Turcotte, David Whitaker, Mike Whitaker and Fred Drake. The Board applauded the combined 142 years of service these men provided to the water and sewer districts and wished them long and happy retirements.

At 16:11 the Board discussed recent contingency expenses for the CSO project and how to best monitor those costs. The Board would like a supplemental report to show these costs as they accrue.

At 16:22 the Board discussed easement payments. Easements negotiated with property owners along the route of the combined sewer overflow project often require paying the landowner to obtain permanent rights to the property. The Board agreed that these costs have been reviewed in Board meetings and that the General Manager would be within his duties to ensure that these payments were made in a timely basis. The Board requested that future easement updates be accompanied by a spreadsheet that summarizes easement acquisition payments.

At 16:28 Tom Sotir moved that the District take appropriate steps to secure the District's gravel pit on Sanford Road to include preventing its future use as a shooting range. The motion was seconded by Don Roberts. The vote to approve the motion was unanimous. The purpose of the motion was to address recent complaints about the site being used as a dumping ground for debris and other rubbish.

At 16:39 Tarbuck provided an update to the Board about ongoing Union negotiations. Mediation has concluded and the proposed contract has not been signed.

At 16:47 Tarbuck indicated that water sales are slightly ahead of 2009 but were still very low.

At 16:49 Tarbuck began an explanation of the District's current financial position. Overall revenues and expenses for all divisions are tracking as projected at the close of May, 2009.

At 17:09 the Board discussed regional water supply options. Tarbuck explained that a recent meeting that he and Ken Knight had with Tykie Molloy and Dennis Kinney from Hallowell Water District had been productive. One of the ideas from the meeting was to compile existing drinking water interconnection studies into a single summary document that could be used as a regional planning tool. On a motion by Tom Sotir, seconded by Charlene Hamiwka, the board voted unanimously to authorize the General Manager to continue discussions with the neighboring water districts to pursue a mutual assistance strategy with a reporting budget not to exceed \$5,000.

Dick Bachelder asked to ensure that the minutes reflect that Ken Knight's email to the Board summarizing the meeting with Hallowell Water District was a very productive meeting that represented a turning point in the District's relations with Hallowell Water District.

At 17:17 Tarbuck reviewed the several challenges that are facing the District with the development of the combined sewer overflow project along Bond Brook. The primary challenge is identifying the amount of soil and groundwater contamination in the project area. The remediation costs are expected to be significant.

At 18:05 Tarbuck explained that the purchasing policy modifications were under review and would likely be presented in July. Tarbuck also explained that the upcoming rate modifications would require advance analysis and will be meeting with a rate consultant to help guide that process.

At 18:10 the Board heard committee reports relating to both easements and public relations. There were no updates that hadn't already been discussed in detail earlier in the meeting.

At 18:23 Tom Sotir moved to adjourn. The motion was seconded by Don Roberts and the vote to adjourn was unanimous.

Monday, July 26, 2010, 4:00 PM
Greater Augusta Utility District Board minutes
Jackson Avenue Wastewater Treatment Plant, Augusta, Maine

Trustees present: Ken Knight, Steve Roberge, Don Roberts, Jim Simpson, David Smith, Tom Sotir, Charlene Hamiwka and Dick Bachelder

Absent: John Charest

Guests: Mike Grove, Andy Begin, Stan Koski, Lee Bragg (BSSN), Al Godfrey Jr (TMSI)

Ken Knight called the meeting to order at 16:00.

The board asked if there were any additions to the agenda. The Board asked that future agendas be posted on the District's website prior to the meeting.

The Board asked for an update about union negotiations. Tarbuck said that both parties had TA'd the document and it would go in front of Teamsters Local 340 for an up or down vote sometime next week. Tom Sotir expressed disappointment that the contract end date was December 31, 2012 as his recollection of the Board's directive was to make the end date coincident with a fixed period of time after the signing of the contract.

At 16:25 Al Godfrey Jr. from TMSI reviewed some of the outstanding easements with the Board. The Board discussed how to deal with 3 separate easements that need to be acquired from Mr. Larry Fleury on Water Street in Augusta. The easements are necessary to install a new force main from the proposed replacement pump station near Rockingham Electric. The original offer amount for the parcels in question was \$6,135. Mr. Fleury requested \$20,000. Tarbuck asked the Board to review this request as it was much higher than the original amount. Tarbuck pointed out that Mr. Fleury owes the Greater Augusta Utility District over \$52,000 in user fees, lien charges and interest.

The Board discussed its options at length and on a motion by Tom Sotir, seconded by Don Roberts, entered executive session pursuant to Title 1, §405 6 C to discuss the acquisition of the easement at 16:55. The vote to approve the motion was unanimous.

At 17:23 on a motion by Don Roberts, seconded by David Smith, the Board exited executive session.

At 17:24 on a motion by Tom Sotir seconded by Charlene Hamiwka the Board voted unanimously to initiate eminent domain condemnation procedures on the three Fleury properties for the originally offered amount of \$6,135 within 30 days. The vote to approve the motion was unanimous.

At 17:27 Al Godfrey, Jr. from TMSi updated the board on its easement acquisition process. Of the 53 easements needed, 41 have been signed. 2 are license agreements with the State of Maine which are in the process of being executed. 3 are with Augusta Fuel Company and are in the review process. 3 are with Larry Fleury. One is with Kicks regarding disruption of the karate studio's parking. One is with Lajoie Brothers related to rerouting the proposed pipe nearer an existing garage. One is with Villeneuve and the last is with Doyon. Easement costs to date are approximately \$102,000 excluding fees for legal and TMSI to acquire the easements.

The Board discussed the Trunkline 1 pump station replacement project and any easements or property acquisition necessary for that work.

David Smith pointed out that the Augusta state police barracks are once again in full use which should improve water sales.

Tarbuck reviewed the financials and pointed out that revenues are down slightly but expenses at the midpoint of the year are also lower than anticipated.

The Board asked about the CSO3 project and requested that the engineers develop some worst-case scenarios for water treatment and soil disposal costs. Tarbuck said that the design isn't quite finished. For example the engineers are factoring in the cost of disposing of contaminated water now which is making some of the pipes along Bond Brook get smaller but requires additional capacity in Mill Park. Studies are underway to identify groundwater quantities and the concentration of contaminants in groundwater. Preliminary information may be ready in late August.

The Board asked that future agendas be posted online and that item 3 from the July 26, 2010 agenda be stricken in future agendas. This would request that public comment be reserved until the end of the meeting.

The Board asked when the Natural Resources Protection Act submittal public meeting would be held. Tarbuck agreed to identify the date and get back to the Board.

On a motion by David Smith, seconded by Tom Sotir, the Board voted unanimously to adjourn at 18:20.

Monday, August 16, 2010, 4:00 PM
Greater Augusta Utility District Board minutes
Jackson Avenue Wastewater Treatment Plant, Augusta, Maine

Trustees present: Ken Knight, Steve Roberge, Don Roberts, Jim Simpson, David Smith, Tom Sotir, Charlene Hamiwka and Dick Bachelder

Absent: John Charest

Guests: Mike Grove, Andy Begin, Bob Gasper, Dan Wells

Ken Knight called the meeting to order at 16:00.

On a motion by David Smith, seconded by Don Roberts, the Board voted unanimously to approve the minutes of the July 19, 2010 meeting as recorded.

The Board discussed recent bid results related to the Trunkline 1 project. Trunkline 1 is the replacement of an older wastewater pump station with either a new pump station or a gravity pipe. The low bidder for the pipeline option, SE MacMillan, verbally indicated to Andy Begin that he had "made an error" on his bid and wished to withdraw it from further consideration. Andy Begin presented the options available and the Board heard from Bob Gasper, chair of the Trunkline board, that the desire was to hire SE MacMillan to perform the work. The Board decided that it would wait on the Trunkline board's upcoming meeting before making any decisions.

At 16:24 Tarbuck and Begin presented an option to convert a part time employee to a full time employee. Miss Alina Taus was hired as a full time, part time employee in November, 2009. Tarbuck expressed the need to enhance the District's technical capacity especially as it relates to information technology and asset management. The Board discussed financing the position. Tarbuck explained that the DEP would reduce the cost of future debt by 5% providing the District had a viable asset management program. Tarbuck explained that the recent reduction of personnel would continue to provide savings in upcoming years. The Board agreed and allowed the position to become permanent.

At 16:46 Tarbuck explained that the owners of Commerce Drive LLC were behind in payments on wastewater and stormwater fees in the amount of \$39,943.43. Steve Roberge noted that because he occasionally works for this company that he was publicly recusing himself from the discussion or any decisions made as a result of the discussion. Tarbuck explained that an upcoming building permit would be needed for a new structure on the campus near Commerce Drive. Tarbuck wished the District to be paid in full on outstanding sewer debts prior to making the connection. The Board agreed and asked for updates on this matter.

At 17:00 the Board discussed the status of easements needed for the CSO3B project on Bond Brook and easements that may also need to be acquired for the Trunkline 1 project. Tarbuck indicated that negotiations with Larry Fleury had failed over a difference of opinions in the value of the easement needed to install a force main in Mr. Fleury's parking lot. The Board instructed Tarbuck to work with TMSI to secure the easement and to employ eminent domain as a last resort.

At 17:15 the Board discussed the status of bad debt and aged accounts. The Board would like a periodic review of trial balances to help track the amount of money owed to the District. There was concern over how these numbers were trending.

The Board asked for an explanation on the capital improvements report relative to the encumbrances column. Tarbuck explained that it was a sort of placeholder to show that a contract had been committed to a given project but had yet to be fully paid. There was some confusion over the report and the Board asked Tarbuck for an improved understanding of ongoing projects and their costs at the next meeting.

Tarbuck explained that the Natural Resources Protection Act public hearing for the CSO3B project would be held on Wednesday, September 22nd, 2010, 7:00 PM at the auditorium at City Center.

The Board emphasized the need for improved communications to ratepayers regarding the scope and cost of the combined sewer overflow project.

At 17:45 Tarbuck explained that he and Ralph and Andy had met with experts in the field of rate cases and cost of service studies. The District will develop some allocation methods and have those reviewed for comparison of methods by experts and have that report in a couple of months.

At 17:47 on a motion by David Smith, seconded by Tom Sotir, the Board voted unanimously to adjourn.

Monday, September 27, 2010, 4:00 PM
Greater Augusta Utility District Board minutes
Jackson Avenue Wastewater Treatment Plant, Augusta, Maine

Trustees present: Ken Knight, Steve Roberge, Don Roberts, Jim Simpson, David Smith, Charlene Hamiwka and Dick Bachelder

Absent: John Charest, Tom Sotir

Guests: Andy Begin, Stan Koski

Ken Knight called the meeting to order at 16:00.

On a motion by David Smith, seconded by Steve Roberge, the Board voted unanimously to approve the minutes of the August 16, 2010 meeting as recorded.

Tarbuck presented financial statements. The Board asked if debt interest and depreciation could be an annual figure divided by 12 to show an equal progression of known expenses for each month. Tarbuck said he would ask St. Pierre if this was an acceptable accounting practice. Mr. Bachelder asked to see a list of the District's existing debt tables. Tarbuck said he would distribute that via email.

At 16:52 the Board discussed the Bond Brook Combined Sewer Overflow project, aka CSO3B. Due to the cost and complexity of the project, the board requested a schedule of meetings at 2 week intervals until the project goes out to bid. Every other meeting would be dedicated to the combined sewer overflow project. The Board asked Tarbuck to put out an email requesting best times for the Board to meet. The Board decided the next meeting to discuss CSO3B would be on Monday, October 4, 2010 at 1500 at the wastewater treatment plant.

At 17:05 the Board discussed the merits of having another engineering firm review the design being completed by Woodard & Curran / CDM. After much discussion the Board expressed confidence that the two engineering firms could provide enough back and forth between them to create a well designed project. The Board expressed concern that the public relations part of this project needs to be reviewed. The Board's internal public relations subcommittee will meet to come up with some recommendations.

At 18:20 the Board directed Tarbuck to have the allocation computations between drinking water, sewer and stormwater completed by the regular Board meeting on Monday, October 18th.

At 18:35 on a motion by David Smith, seconded by Charlene Hamiwka, the Board voted unanimously to adjourn.

Monday, October 4, 2010, 3:00 PM
Greater Augusta Utility District Board minutes
Jackson Avenue Wastewater Treatment Plant, Augusta, Maine

Trustees present: Ken Knight, Steve Roberge, Jim Simpson, David Smith, Charlene Hamiwka, Tom Sotir, and Dick Bachelder

Absent: John Charest, Don Roberts

Guests: Andy Begin, Leif Dahlin (City of Augusta)

Ken Knight called the meeting to order at 15:00.

At 15:06 on a motion by Tom Sotir, seconded by David Smith, the Board voted unanimously to purchase a trail groomer at the State auction on behalf of the City of Augusta for Augusta Trails provided the District has zero financial liability in the transaction.

At 15:08 on a motion by David Smith, seconded by Tom Sotir, the Board voted unanimously to approve Tarbuck's signature on the collective bargaining agreement with Teamsters Local 340.

At 15:15 the Board discussed an easement that is being negotiated with Brothers Realty for the Trunkline 1 project on Capitol Street. The Board made it plain that they were dissatisfied with the contractor's actions regarding cutting trees on private property without prior permission.

At 15:23 the Board discussed a request from Tarbuck to increase the amount of money from \$40,000 to \$45,000 to be paid to Augusta Fuel Company to raze an existing building for the combined sewer overflow project. Tarbuck explained that this money was for contingencies and that the District would reimburse Augusta Fuel for actual costs incurred not to exceed \$45,000.

At 15:24 the Board began a detailed review of the proposed combined sewer overflow remediation project along Bond Brook and in Mill Park. Mike Stein from Woodard & Curran and Mike Giudice from CDM were on site to answer questions.

At 17:00 the Board discussed public relations and mailings to customers relating to the combined sewer overflow project. The Board wants to continue to do roughly quarterly updates to the City Councils of Hallowell and Augusta.

At 17:09 on a motion by Tom Sotir, seconded by Steve Roberge, the Board voted unanimously to adjourn.

Monday, October 18, 2010, 4:00 PM
Greater Augusta Utility District Board minutes
Jackson Avenue Wastewater Treatment Plant, Augusta, Maine

Trustees present: Ken Knight, Steve Roberge, Jim Simpson, David Smith, Charlene Hamiwka, Tom Sotir, Don Roberts, and Dick Bachelder

Absent: John Charest

Employees: Andy Begin, Mike Grove

Ken Knight called the meeting to order at 16:00.

Ken Knight asked if there were any agenda additions. David Smith indicated that there was a need to discuss the Riggs Brook Village area due to a recent proposal by Kennebec Technologies to expand its footprint.

At 16:03 on a motion by David Smith, seconded by Tom Sotir, and after some discussion and clarification, the board voted unanimously to adopt the minutes for the meetings of September 27, 2010 and October 4, 2010.

At 16:06 on a motion by Tom Sotir, seconded by David Smith the Board voted unanimously to approve the following motion to approve a loan for \$1.75M to construct a sewer pipe for the Trunkline community groups. The Board asked Tarbuck to ask Lee Bragg from BSSN to look into whether or not an item 6 could be added to show that the loan is a pass-through cost that will be repaid by the Trunkline to the District.

“VOTED by the Board of Trustees of the Greater Augusta Utility District of Augusta, Maine as follows:

- VOTED:
- (1) That, pursuant to authority granted by the Charter of the Greater Augusta Utility District, and any other applicable law, the Greater Augusta Utility District is hereby authorized to issue and sell to the Maine Municipal Bond Bank a Taxable Sewer Bond of the District (the "Bond") in an aggregate principal amount not to exceed \$1,750,000 to fund the Trunkline 1 Reconstruction and Upgrade Project (the "Project"), said funding to include engineering costs, construction costs, transaction costs and any other costs reasonably related to the Project.
 - (2) That the Treasurer and Chairman of the Board of Trustees are each individually authorized to execute and deliver a Loan Agreement with the Maine Municipal Bond Bank in such form as the Maine Municipal Bond Bank shall require.
 - (3) That the Treasurer and Chairman of the Board of Trustees are hereby authorized to execute and deliver the Bond on behalf of the Greater Augusta Utility District to the Maine Municipal Bond Bank. The Bond is to be sold upon such further terms and conditions and at such interest rates as may be approved by the Treasurer and Chairman of the Board of Trustees, not to exceed 20 years, and be attested by the District Clerk. The Bond may be issued with or without call or early redemption provisions, with or without premium (but not to exceed 5% of the principal amount of the call), as may be approved by the Treasurer. The term of the Bond does not exceed 120% of the economic life of the Project.
 - (4) That the District hereby irrevocably pledges the user fees, rates, assessments and other charges of the District for the payment of the principal of the Bond.

(5) That the District officers and officials are hereby authorized to execute and deliver any and all documents and certificates, and take any and all actions, as may be necessary or convenient to carry out the full purport and intent of the foregoing orders, or any one of them.”

At 16:12 the Board discussed disaster and security planning for the District. Tarbuck explained that the District is well prepared for virtually any emergency but expressed doubt regarding the existence of specific written plans to reflect this. The Board asked Tarbuck to list existing emergency planning documents and designate an individual who would act as a security officer for the District.

At 16:35 the Board discussed the budget process for 2011. Tarbuck said they would have a draft budget by the November 15 meeting. Tarbuck said he would look into the status of a NDS to Munis transfer file that that would allow the two distinct systems to talk to one another.

At 16:48 the Board discussed the frequency of CSO3 project meetings. The Board requested that Tarbuck provide a timeline to show upcoming critical milestones. The Board requested a schedule to show meetings at two week intervals until February 1, 2011. The Board would meet if it deemed it necessary to do so to discuss the CSO project using a specific agenda. The Board requested that someone from Woodard & Curran / CDM attend the next Board meeting scheduled for Monday, November 1, 2010.

At 17:20 the Board discussed the sale of land owned by the water division that used to be the site of two steel water storage tanks on Pelton Hill in Augusta near the Manchester town line. The Board wanted to get a price for the parcel based on its location and acreage. Charlene Hamiwka agreed to provide this information. Tarbuck would provide the map and lot information from the assessor’s database.

At 17:25 the Board discussed the status of any discussions regarding expansion of water and / or sewer utilities to the Riggs Brook Village area. Tarbuck said that there may be a way to help fund a water main extension under a capacity development grant though the chances are slim. He and Andy Begin will look into this as a potential option to consolidate a number of small public water supplies in that area.

At 17:32 the Board discussed the Eastside Planning Group and its efforts to identify re-uses for sites ranging from the Arsenal complex to the former Statler Mill. There may be trail discussions and it may include discussions relative to addressing combined sewer overflows on the east side of the Kennebec River.

At 17:38 the Board cited seeing Portland Water District displaying its own bottled tap water at a function in southern Maine as an example of good utility self-promotion.

At 17:45 the Board tabled any further discussion on proposed changes to the purchasing policy until a subsequent meeting.

At 17:46 the Board discussed methods to allocate the costs between the sewer and stormwater divisions. Tarbuck explained that the wastewater treatment plant has a couple of decades of records to show the variations in flow between dry and wet weather events. Assuming that the dry events consist of sewer flow and the wet events consist of additional stormwater flow, the ratio of flow is 60% sewer and 40% stormwater. Tarbuck suggested that prior rate studies had shown similar percentages for miles of sewer versus stormwater pipe and the cost of administering the former Augusta Sanitary District. The Board asked a number of questions about how costs would be allocated on a day to day and project to project basis. The Board agreed that for planning purposes that defining the split at 60% sewer and 40% stormwater based on plant flow data was a logical approach. On a motion by Don Roberts, seconded by David

Smith, the Board voted unanimously to approve the split of 60% sewer to 40% stormwater for cost allocation for planning purposes.

At 18:15 the Board discussed easements and asked about the Fleury property. Tarbuck said that he would contact TMSI in Gardiner about the Fleury matter.

At 18:17 Charlene Hamiwka explained that the Communications Committee (a subcommittee of the GAUD board) had met and assembled a number of outreach documents that have been used in past notices to customers concerning the combined sewer overflow project. The Committee intends to consolidate these reports in a list and identify useful materials for future communications, likely in a direct mail bill-stuffer format in addition to updating the District's website. The Committee expressed a desire to get someone to assist with developing communications to the District's customers.

At 18:22 the Board discussed the recent purchase of equipment to be leased to Augusta Trails.

At 18:27 on a motion by David Smith, seconded by Steve Roberge the Board voted unanimously to adjourn.

Monday, November 1, 2010, 3:00 PM
Greater Augusta Utility District Board minutes
Jackson Avenue Wastewater Treatment Plant, Augusta, Maine

Trustees present: Ken Knight, Steve Roberge, Jim Simpson, David Smith, Charlene Hamiwka, Tom Sotir, Don Roberts, and Dick Bachelder

Absent: John Charest

Employees: Andy Begin, Mike Grove

Guests: Denise Cameron (Woodard & Curran)

Ken Knight called the meeting to order at 15:00.

The purpose of the meeting was to get a detailed update on the current status of the Combined Sewer Overflow project referred to as the CSO3B Bond Brook project.

The plans have been submitted to the Planning Board for its review on December 14th, 2010 at 1900 EST.

The board reviewed a rendering of the proposed control building for the pump station. Denise Cameron and Tarbuck explained that the floor elevation has to be 1' above the design flood elevation of 36.0 MSL. The brick has been detailed to improve its appearance. Shrubs and trees may be added after the fact to break up the height of the structure and improve the aesthetics of the site. Tarbuck recommended waiting until the project is complete and add ornamental plantings as desired at that time.

There was discussion about the installation of the large box culverts required for storing stormwater in Mill Park. Tarbuck explained that the District would work with Woodard and Curran during the week of November 8th to excavate several test pits in Mill Park to characterize the soil and test it for contamination. The results of this work will provide valuable insight into what can be done with the soil once it is excavated.

The Board discussed the issue of defining the limits of the floodway versus the floodplain in Mill Park. No fill may be added to the floodway but fill can be added to the floodplain. Woodard and Curran are working on a plan and profile to show how Mill Park would look if all of the excavated material from the box culvert installation is evenly distributed on the existing floodplain in Mill Park. Depending on the characterization of the materials, some could be used as fill in other areas.

The Board discussed permitting for the project. There are local, state and federal permits required for the project. The engineers are verifying when the Army Corps review will be complete. At the time of the meeting they had indicated February 5, 2010.

The Board discussed the proposed excavations in Mill Park, the impacts of the floodway and the status of those investigations. Tarbuck explained that the District will excavate material in Mill Park, analyze the soil and compile the results for inclusion in the Contract documents.

The Board asked about the status of easements. There are a couple of locations that are waiting for easements until a final location for the pipe is determined. The pipe location is a function of drilling technology and soil testing that hasn't been completed yet.

The Board asked for a review of any outstanding payments needed to be paid by TMSI to customers for easement acquisition.

On a motion by David Smith, seconded by Tom Sotir, the Board voted to adjourn at 16:37.

Monday, November 15, 2010, 4:00 PM
Greater Augusta Utility District Board minutes
Jackson Avenue Wastewater Treatment Plant, Augusta, Maine

Trustees present: Ken Knight, Steve Roberge, Jim Simpson, David Smith, Charlene Hamiwka, Tom Sotir, Don Roberts, and Dick Bachelder

Absent: John Charest

Employees: Andy Begin, Mike Grove

Guests: none

Ken Knight called the meeting to order at 16:03.

At 16:04 Knight asked for agenda additions. Sotir indicated he would like to discuss contingency planning as a carry over from a previous meeting. Bachelder wanted to add a brief clarification on directional drilling for the CSO3B project. Tarbuck added a request for a brief discussion concerning the sewer availability fee that is charged to new sewer customers and how that will impact the proposed Maine General expansion in North Augusta.

At 16:06 the Board reviewed meeting minutes from October 18, 2010 and November 1, 2010. Sotir requested that the word "security" be changed to "disaster and security planning" in the October 18, 2010 minutes. With the aforementioned change, Dave Smith moved to approve both sets of minutes. The motion was seconded by Tom Sotir and was approved unanimously by the Board.

At 16:07 Tarbuck explained that the 2011 budget was not ready as planned.

At 16:10 Charlene Hamiwka arrived.

At 16:10 discussions regarding the District's financial operations, budgeting and other related topics continued. Bachelder asked Tarbuck for a cost of the work that the City of Augusta annually provides as well as 16 hours per month from AquaMaine for financial support. Tarbuck agreed to provide this information.

The Board asked if there was a way to change the way certain projects were reported in the monthly capital improvement plan reports. A suggestion was made to rank projects based on their total cost so more costly projects could be reviewed more carefully.

The Board reiterated that the budget needed to be a priority and the expectation was a budget for the next scheduled Board meeting to be held on Monday, November 29, 2011, 3:00 PM.

The Board discussed the creation of a financial subcommittee to study problems related to the timeliness and details of financial reports. On a motion by Don Roberts, seconded by Dick Bachelder, the Board voted 4 in favor, 3 opposed to the formation of the subcommittee. The members were appointed by Knight as: Bachelder, Roberts and Hamiwka with Hamiwka chairing the subcommittee.

The Board asked if there was a written contract with the City to provide financial services. Tarbuck said he would locate it.

At 16:53 the Board discussed water sales. Water sales were reported as slightly higher than at this period in 2009.

At 16:54 the Board discussed regional water supply options. The Board expressed disappointment that there were no solutions to the District's auxiliary water supply needs. Specifically, the Board questioned what was required to connect with Hallowell so a well in Hallowell could provide drinking water to Augusta. Tarbuck explained that the District has a request to locate a new water supply well in Augusta at the Maine Drinking Water Program for a 2011 capital improvement project. Tarbuck said the regional water utility managers would meet again soon to complete a proposed project to assimilate various hydraulic models that have been performed in the region to a single document that could be used as a holistic planning tool for the region. The Board asked to discuss this matter again after the first of the year, preferably January, 2011.

At 17:08 the Board discussed the purchasing policy used by the District.

At 17:09 the Board discussed the District's debt and the need for amortization tables that reflected debt schedules.

At 17:12 the Board discussed an odor problem in Hallowell and was satisfied with the resolution to date.

At 17:14 the Board discussed the acquisition of an easement from RCR Properties in Augusta for the CSO3B project.

At 17:17 the Board reviewed the monthly financial reports.

At 17:40 the Board discussed the need to keep disaster planning on the agenda as an Old Business item.

At 17:41 the Board discussed the sewer availability fee of \$10 per gallon per day for new sewer connections to the system. The fee for the 130,000 gallons per day proposed for the new hospital in North Augusta is \$1.3M.

At 17:48 the Board discussed whether or not directional drilling was a viable option to pursue for the CSO3B project between Daniels Auto and the Bond Brook Bridge. Tarbuck explained that vertical drilling was going to take place on November 16, 2010 to assess viability.

At 17:52 Knight and Hamiwka discussed the District's tree harvesting efforts in Carleton Pond. They had recently met with the District's forester, Mr. Steve Elliot, to review forestry operations. They expect to have a plan from Elliot to review with the Board in December, 2010.

At 17:57 Smith reported that Kennebec Technologies plan was approved by the Planning Board.

At 17:58 the Board discussed land at Pelton Hill that is no longer needed by the District. The Board directed Tarbuck to notify the adjacent landowner that the lot has been abandoned and if the landowner is interested to make an offer to the District.

At 18:06 the easement committee reported that it had made contact with Al Godfrey regarding an outstanding easement payment. The payment was being delayed due to tax liens on the parcel.

At 18:08 on a motion by Smith, seconded by Hamiwka, the Board voted to adjourn.

Monday, November 29, 2010, 3:00PM
Greater Augusta Utility District Board Minutes
Jackson Avenue Wastewater Treatment Plant, Augusta, Maine

Trustees present: Ken Knight, Steve Roberge, David Smith, Charlene Hamiwka, Tom Sotir, Don Roberts and Dick Bachelder

Absent: Jim Simpson and John Charest

Employees: Andy Begin, Mike Grove and Linnay Wathen

Guests: Lee Bragg, Al Godfrey, Laurier Fleury, Brian Winchester and Ralph St Pierre

At 15:04 David Smith noted that Ken Knight would be late in arriving and made a motion to call the meeting to order. The motion was seconded by Don Roberts. Mr. Smith asked if there were any agenda additions or new business to discuss and the board responded that there were none.

At 15:07 the Board reviewed the meeting minutes from November 15, 2010. Tom Sotir moved to approve the minutes. The motion was seconded by Mr. Roberts and was approved unanimously by the Board.

At 15:09 the Board discussed old business. Lee Bragg and Al Godfrey were asked to give an update on the RCR Properties easement. Mr. Bragg explained that the initial offer of \$6,135.00 had been rejected and no settlement could be reached within the range counter offered. Mr. Bragg discussed the condemnation proceedings and indicated that the legal documents were ready to be signed by the Board members at today's meeting.

At 15:15 the Board invited Laurier Fleury and his attorney, Brian Winchester, to speak at the hearing. In a letter to Stephen Roberge dated November 18, 2010, Mr. Winchester had requested an extension of at least fourteen days on the notice of hearing date scheduled on November 29, 2010. Mr. Fleury discussed his confusion concerning an offer in the amount of \$18,344.97 that had been made by negotiator Rick Parent. Al Godfrey explained that Fleury's rejection of a previous offer of \$15,507.47 resulted in an "exploratory" offer of \$18,344.97. The \$18,344.97 figure was also rejected as insufficient by Mr. Fleury. Mr. Fleury asked Mr. Parent to bring a counter offer of \$20,000 to the Greater Augusta Utility District Board.

At 15:30 Ken Knight arrived.

At 15:30 Don Roberts asked Mr. Fleury to give a final brief summation before the Board went into Executive Session. Mr. Fleury stated that he would now agree to a \$16,000.00 settlement price. Under this scenario, the District would pay to restore the pavement over the excavated area and repair any damaged grassed areas with loam and seed as needed. Mr. Fleury indicated that the District would not be responsible for replacing the affected patio, trees, fence, or striping the parking lot.

At 15:33 David Smith made a motion to go into Executive Session pursuant to Title 1 §405, 6 C to discuss the RCR Properties easement acquisition. The motion was seconded by Don Roberts. The vote to go into executive session was unanimous.

At 16:43 the Board exited Executive Session on a motion by David Smith, seconded by Tom Sotir and approved unanimously by the Board.

At 16:44 David Smith made the following motion.

“I move that the Trustees of the Greater Augusta Utility District:

1. Approve a Condemnation Order dated November 29, 2010 that takes by eminent domain certain parcels of land located in Augusta, Maine, as more particularly set forth in Condemnation Order attached hereto and;
2. Approve an award of damages in the amount of \$6,135 as just compensation for the property being taken.”

The motion was seconded by Steve Roberge. The motion was approved on a vote of 5 in favor (Smith, Roberge, Bachelder, Knight, Sotir), 2 opposed (Hamiwka, Roberts).

At 16:46 Brian Tarbuck and Ralph St. Pierre began the presentation of the 2011 proposed budget.

At 16:48 the Board collectively agreed to take a short break and resume the budget presentation thereafter.

At 16:55 Brian Tarbuck and Ralph St Pierre presented a draft of the operating and maintenance budgets and the capital improvement plan for 2011. There was discussion about what type of financial reporting that the Board would like to see in the future including the Balance Sheet, Cash Flow and Asset Management. Brian Tarbuck also agreed to prioritize the list of capital improvement projects. Ralph St Pierre plans to present financial reports at the December 20th Board Meeting. Ralph pointed out that health care costs are scheduled to increase 9.5% in 2011. Another unplanned increase was an employer contribution to employees enrolled in the state retirement system (now called the Maine Public Employees Retirement System) from 2.8% to 3.5%.

Ken Knight asked if Kristy Gould, the new Human Resources Manager, could attend the December 20th Board Meeting. Mr. Knight also directed that starting in January, 2011 the financial presentation should be the first order of business.

At 17:32 on a motion by Tom Sotir, seconded by David Smith, the Board voted to adjourn.

Monday, December 13, 2010, 3:00PM
Greater Augusta Utility District Board Minutes
Jackson Avenue Wastewater Treatment Plant, Augusta, Maine

Trustees present: Ken Knight, Steve Roberge, David Smith, Tom Sotir, Don Roberts and Dick Bachelder

Absent: Charlene Hamiwka, Jim Simpson and John Charest

Employees: Linnay Wathen, Brian Tarbuck

Guests: Mike Stein

Ken Knight called the meeting to order at 15:02. Knight asked if there were any additional agenda items or new business to discuss besides the new item requested by Tom Sotir. The Board responded that there were no other agenda additions.

At 15:10 Tom Sotir made a motion to place as a New Business agenda item the topic of RCR Properties easements. The motion was seconded by Don Roberts.

Tom Sotir offered a written motion for consideration and vote by the Trustees. The Board discussed the recent rejection by Laurier Fleury (of RCR Properties) of the three checks totaling \$6,135 that were presented to Mr. Fleury on December 10, 2010 as compensation for the easements acquired by eminent domain. The Board discussed Mr. Fleury's suggestion that the District pay \$14,500 to avoid going to the County for a determination of the value of the easement.

At 15:42 Ken Knight asked if there was any further discussion necessary prior to voting on the following motion:

In an effort to arrive at an equitable and fair agreement with RCR properties, and within the parameters of offers originally deemed appropriate by the Board, that a final attempt be made to amicably resolve the situation; and further that an offer in the range of \$10,000.00 to \$14,000.00 be extended to Mr. Fleury. The final amount to be determined by the Trustees and arrived at by deducting from the \$15,507.47 amount the Board deemed reasonable, the expenses incurred as a result of Mr. Fleury's refusals to accept.

The motion was rejected on a vote of 4 opposed (Roberge, Smith, Bachelder, Knight) and 2 in favor (Sotir, Roberts).

At 15:46 the Board reviewed the meeting minutes from November 29, 2010. David Smith moved to approve the minutes. The motion was seconded by Tom Sotir and was approved unanimously by the Board.

At 15:48 Mike Stein (Woodard & Curran) and Brian Tarbuck provided an update on the CSO3B Bond Brook project. The upcoming meeting with the Planning Board was discussed. Stein explained that the comments made by the City's planning office had been addressed. The Board discussed excavations in Mill Park and options for disposing of excavated materials. Ken Knight stated that there was a need to discuss the final plans with the Augusta City Council to bring them up to date.

The Board stressed the importance of implementing a public relations campaign that would educate Augusta residents about the project in general and inform them about specific closing dates of four major street crossings. Ken Knight suggested that the Board move forward in discussing a Public Relations campaign at the next meeting on December 20, 2010.

The Board discussed whether there was a continued need to meet every two weeks for CSO3B updates. The Board decided to eliminate the CSO3B meeting scheduled for December 27, 2010 but keep the CSO3B meeting scheduled for January 10, 2011.

At 16:30 Ken Knight briefly updated the Board about the annual forestry management contract that the District has with Steve Elliot (Elliot Forestry Consultants). Ken recommended that Brian Tarbuck go ahead and sign the proposed contract for another winter. Knight plans to give a detailed presentation at a later date concerning how the work could be done differently.

At 16:38 Don Roberts made a motion to extend the contract with Elliott Wood Products for another season and stipulated that the contract terminates on May 1, 2011. The motion was seconded by Dave Smith and was approved unanimously by the Board.

At 16:50 Ken Knight asked the Board members to RSVP Brian Tarbuck with the number of District people that plan to attend the upcoming Chamber of Commerce awards ceremony scheduled for January 28, 2011.

At 16:55 on a motion by Dave Smith, seconded by Tom Sotir, the Board voted to adjourn.

Monday, December 20, 2010, 4:00 PM
Greater Augusta Utility District Board Minutes
Jackson Avenue Wastewater Treatment Plant, Augusta, Maine

Trustees present: Ken Knight, Steve Roberge, Tom Sotir, Don Roberts, Dick Bachelder, Charlene Hamiwka, and Lesley Jones

Absent: David Smith, Jim Simpson

Employees: Brian Tarbuck, Michael Grove, Andy Begin and Linnay Wathen

Guests: Kristy Gould and Ralph St Pierre

Ken Knight introduced Kristy Gould, the City of Augusta's new Human Resources Director, before calling the meeting to order at 16:02. Knight asked if there were any additional agenda items to discuss. The board responded that there were none.

At 16:03 Ken invited Kristy Gould to provide the Board with an overview of the Personnel Policy revisions that were made to the non-union Personnel Policy manuals. Kristy explained the items listed on the "Summary of Personnel Policy Revisions December 2010" sheet that she had handed out. Dick Bachelder arrived but left to retrieve his eyeglasses.

At 16:14 Tom Sotir made a motion to approve changes to the non-union Personnel Policy manual. The motion was seconded by Don Roberts and approved unanimously by all Board members in attendance (Dick Bachelder was not present for the vote). Ken Knight then suggested that he, Brian Tarbuck and Kristy Gould meet prior to Tarbuck's contract review date to discuss any revisions.

At 16:15 Ken Knight suggested that the Board follow the advice of legal counsel and vote to reaffirm the District's existing water and sewer rates. A schedule of rates was provided for the Board to review.

At 16:19 the following motion to reaffirm the rates for 2011 was made by Don Roberts, seconded by Tom Sotir and approved unanimously by all Board members present (Dick Bachelder was not present for the vote):

"I move that we certify and approve the schedule of rates for water service, sewer and stormwater service and fire protection service, which has been presented to this meeting and recorded with the minutes, for the 2011 calendar year, and continuing until such time as the schedule of rates is modified by vote of the Trustees, and I further move that the Assistant Treasurer be authorized and directed to apply the schedule of rates to all persons, entities and property receiving services from the District, and to thereafter collect the sums due from said persons and entities and to take all appropriate action related to the collection of said sums, including preparation and filing of notices and liens and allowed by the District's Charter and State law."

At 16:20 Brian Tarbuck presented the Board with the November financial reports. Ralph St Pierre noted that he would make journal entry adjustments in December to correct Sanitary Depreciation Expense and Water Fire Protection Revenue.

At 16:27 Dick Bachelder returned to the meeting.

At 16:35 a motion was made to accept the November financials as presented (after taking into account Sanitary Depreciation and Water Fire Protection adjustments) by Tom Sotir, seconded by Charlene Hamiwka and approved unanimously by the Board.

At 16:36 Brian Tarbuck presented the 2011 operations and maintenance budget and capital improvement plan to the Board. The Board talked about the current District policy that requires that items over \$1,000 be capitalized and they discussed the need to increase this capitalization expense from \$1,000 to \$5,000. There was discussion about how the District arrived at the 60:40 percentage split between the combined Sanitary and Storm expenses. Charlene Hamiwka suggested that Brian Tarbuck review past Board meeting minutes to determine whether a vote had been taken back in September or October regarding combined Sanitary and Storm expenses. The Board wanted to look at the statistical evidence that was used to back up this 60:40 split.

At 16:50 a motion to approve the 2011 O&M/CIP Budgets was made by Tom Sotir, and seconded by Don Roberts. The Board noted that the capital improvement plan showed the budget for the CSO3 project at \$11.0M split 50% to the sewer division and 50% to the stormwater division. The motion was approved unanimously by the Board.

At 16:55 Ken Knight asked Brian Tarbuck to present the Board with the Five Year Cash Flow Projection. After much discussion by the Board regarding these projections, Tarbuck stressed that there were many variables involved in these projected plans and that the data could be a useful planning tool for future board meetings. Ken Knight mentioned that no motion would be necessary, but this topic should be brought back to the Board in the January meeting.

At 17:40 Ken Knight asked Brian Tarbuck when monthly billings would start to be implemented. There was discussion about the radio read meters and pros and cons involved in monthly versus quarterly invoicing. The Board asked to see a breakdown of costs and revenues involved in changing the billing practice.

At 17:45 the Board reviewed the 2011 meeting calendar. Ken Knight told the Board that the District would be a new business item on the January 6, 2011 Augusta City Council's agenda. Knight also mentioned that there would be an initial meeting at the District on December 21, 2010 between himself, Brian Tarbuck, Kay Rand and Sue Bell to review public relations. He welcomed other Board members to attend, too.

At 17:50 a motion to approve the minutes of December 13, 2010 was made by Tom Sotir, seconded by Don Roberts and approved unanimously by the Board.

At 17:55 on a motion by Tom Sotir, seconded by Don Roberts, the Board voted to adjourn.