

Wednesday, January 18, 2012  
Greater Augusta Utility District Board Minutes  
Bernstein Shur Sawyer Nelson Office, Capitol Street, Augusta, Maine

Trustees Present: Ken Knight, Tom Sotir, Charlene Hamiwka, Steve Roberge, Lesley Jones, Andy McPherson, Don Roberts and Dave Bustin

Trustees absent: David Smith

Employees: Brian Tarbuck, Andy Begin

Guests: Lee Bragg, Kay Rand, Sue Bell

Ken Knight called the meeting to order at 1700

At 1702 Mr. Knight made a motion to enter executive session pursuant to Title 1, section 405.6.E to review the status of the lawsuit filed against the District by the City of Hallowell. The motion was seconded by Don Roberts and the vote to enter executive session was unanimous.

At 17:26, the Board exited executive session and took a 20 minute recess.

At 17:46 the Board resumed the planning session related to identifying a long term supply of water and how that process may involve regional partners.

The Board discussed broad options including interconnections with utilities in Winthrop, Hallowell and East Vassalboro (Kennebec Water District). The Board considered immediate, short and longer range options to include an emergency interconnection with the Hallowell Water District and the impacts of restarting the GF Laurin drinking water filtration plant located in East Winthrop.

The Board concluded the meeting by identifying two primary short term goals. The first was to direct the General Manager to develop a system that could allow the Hallowell Water District to pump water into the Greater Augusta Utility District as soon as possible. The second goal was to analyze factors necessary to restart the GF Laurin plant.

The Board directed the General Manager to contact Hallowell Water District on January 19, 2012 to initiate discussions concerning the temporary emergency interconnection.

The Board authorized the General Manager to hire Wright Pierce to compile existing studies and plans that had been performed by Wright Pierce over the past 9 years into a single document that could help GAUD and other regional utilities develop long term interconnection strategies. Wright Pierce would also be available for assistance regarding issues related to restarting the GF Laurin plant. The study from Wright Pierce would need to be largely completed by April, 2012 to allow for rapid implementation of the study's findings.

Monday, January 30, 2012  
Greater Augusta Utility District Board Meeting  
Wastewater Treatment Facility, Augusta, Maine

Trustees Present: Ken Knight, David Smith, Tom Sotir, Dave Bustin, Steve Roberge, Don Roberts

Trustees Absent: Charlene Hamiwka, Lesley Jones, Andy McPherson

Employees: Brian Tarbuck, Andy Begin, Mike Grove

Guests: Jon Beekman, Lee Bragg

Meeting was called to order at 1700 by Ken Knight

1702 David Smith made a motion to go into executive session with legal council to discuss litigation pursuant to Title 1, Section 405.6 E, with guests Brian Tarbuck, Jon Beekman, Andy Begin and Mike Grove, seconded by Don Roberts, motion passed unanimously.

1742 The Board exited executive session.

Then Board moved the April 16, 2012 meeting to April 23, 2012.

The Board discussed the modification to the District's drinking water Terms and Condition. Motion made by Tom Sotir and seconded by David Smith to approve the modifications. Motion passed unanimously.

The Board reviewed progress to date on the CSO3 project with Andy Begin.

The Board made additions to the February 27, 2012 meeting agenda to include an executive session to review Brian Tarbuck's contract, a forestry presentation on the Carleton Pond property, City Council meetings with Augusta and Hallowell. David Smith said he had about eight items he would like to be updated on and will get the request to Brian.

Ken Knight announced that the audit is scheduled for March.

Brian Tarbuck reviewed the 2011 financial reports showing revenue and expenses being in line with the budgets.

Brian Tarbuck informed the Board that DEP had dropped any potential fine of the District but that MacMillan had been fined approximately \$17,000 for the SSO event from October, 2011.

Brian Tarbuck updated the Board on his meeting with Hallowell and Gardiner Water Districts. Andy Begin and Brian met with Dennis Kinney from Hallowell and Paul Gray from Gardiner to review emergency interconnection options and discuss long term regional water supply options.

1854 David Smith moved to adjourn, seconded by Tom Sotir. The motion passed unanimously.

Monday, February 27, 2012  
Greater Augusta Utility District (GAUD) Board Meeting  
Wastewater Treatment Facility, Augusta, Maine

Trustees Present: Ken Knight, David Smith, Tom Sotir, Dave Bustin, Steve Roberge, Don Roberts, Lesley Jones, Andy McPherson

Trustees Absent: Charlene Hamiwka

Employees: Brian Tarbuck, Andy Begin, Mike Grove

Guests: Jon Beekman, Jeff Musich, Dan Wells, Jake Maier, William Cole, Donald Cole

Meeting was called to order at 1700 by Ken Knight

Brian Tarbuck reviewed the initial findings on the needs if the District chooses to restart the water treatment facility. Jeff Musich updated the Trustees on the status of his report related to water treatment facility.

Brian Tarbuck reviewed the status of the temporary emergency interconnection with Hallowell Water District. The draft agreement reviewed by the Board was emailed to Dennis Kinney of the Hallowell Water District (HWD) for his Board's review and comment. Mr. Kinney asked Tarbuck to ask the Board if GAUD would pay for HWD's attorney to review the agreement. Consensus was that the Board would not agree to pay Hallowell Water District legal fees to review the document. It was suggested that HWD and GAUD agree on a legal review process and share the costs of the development of the draft Agreement in that manner.

Trees Limited (represented by William and Donald Cole) made a presentation on development of a forest management plan for harvesting of the District's property related to Carleton Pond. Jake Maier, independent forester, also discussed forestry management options and reviewed projects he had worked on in conjunction with Trees Unlimited.

Ken Knight made an announcement that Andy McPherson was approved by the Hallowell City Council as Chair of Hallowell Water District. Mr. McPherson will continue as the voting representative from Hallowell on the GAUD Board.

Brian requested an additional \$20,000 be added to this year's budget to clean four of the District's drinking water tanks. Motion by Tom Sotir: I move that we increase the outside contractors budget for drinking water division by \$20,000 to pay for drinking water tank cleaning by contractors in 2012. Motion seconded by Don Roberts. Motion passed unanimously.

Brian Tarbuck reviewed the financial report. Motion by Don Roberts: I move that we accept the financial statements for January 2012. Motion seconded by Steve Roberge. Motion passed unanimously.

Brian Tarbuck reviewed the District's water shut off for non-payment of sewer fees policy. The Board asked for a review of the number of customers who would be impacted by the policy.

Motion by Tom Sotir: To approve the December 19, 2011, January 18, 2012 and January 30, 2012 minutes. Amended by Dave Smith to include Lee Bragg in the executive session of December 19, 2011 and that David Smith was not present for the January 18, 2012 meeting. Motion passed unanimously as amended.

At 19:00, Andy Begin reviewed the Phase III Bond Brook and Trunkline projects. Andy also informed the Board that Jane Carroll applied for and received a grant in the amount of \$69,000 from Efficiency Maine towards the Sludge Holding Tank project.

At 19:02 David Smith made a motion to go into executive session to discuss the General Manager's employment contract pursuant to Title 1, Section 405.6.A. with guest Brian Tarbuck. Motion was seconded by Tom Sotir. Motion passed unanimously.

At 19:12 The Board exited executive session.

At 19:12 David Smith moved to adjourn, seconded by Tom Sotir. The motion passed unanimously.

Monday, March 19, 2012  
Greater Augusta Utility District (GAUD) Board Meeting  
Wastewater Treatment Facility, Augusta, Maine

Trustees Present: Ken Knight, David Smith, Tom Sotir, Dave Bustin, Steve Roberge, Don Roberts, Lesley Jones, Andy McPherson

Trustees Absent: Charlene Hamiwka

Employees: Brian Tarbuck, Andy Begin, Mike Grove

Guests: Jon Beekman, Jeff Musich

Meeting was called to order at 1700 by Ken Knight

At 17:02 Ken Knight made a motion to go into executive session to discuss litigation pursuant to Title 1, Section 405.6.E. with guests Brian Tarbuck and Mike Grove. Motion was seconded by Don Roberts. Motion passed unanimously.

At 17:53 The Board exited executive session.

At 17:54 Tom Sotir made a motion to go into executive session to discuss the General Manager's contract pursuant to Title 1, Section 405.6.A. with guest Brian Tarbuck. Motion was seconded by Don Roberts. Motion passed unanimously.

At 17:57 The Board exited executive session.

General Manger Brian Tarbuck informed the Board that there are two budgeted projects that require easements and his request to hire Terra Magna Services Incorporated at a cost of \$14,300. One project will construct an access road to reach a sewer pipe located across the Interstate from Pump Station No.5. The second project will allow for the installation of new drinking water pipe to improve fire protection at the Meadowlands development in Augusta. Tom Sotir moved to approve the attached contract for Terra Magna Services Incorporated to negotiate two land easements at a cost not to exceed \$14,300. The motion was seconded by Steve Roberge. The motion passed unanimously.

General Manger Brian Tarbuck informed the Board that Systems Supervisor Paul Collins is leaving to take a job at South Portland's wastewater treatment facility.

General Manger Brian Tarbuck updated the Board on the District's forestry plan for Carleton Pond included a 6 month extension from Winthrop on tax exemption. Tom Sotir made a motion to move forward with agreements with Jack Maier and a logger to develop and implement a forestry management plan for Carleton Pond. The motion was seconded by Steve Roberge. The motion was withdrawn with unanimous vote after discussion.

Tom Sotir moved to have Jack Maier complete the total forestry management plan including the logger. The motion was seconded by Steve Roberge. The motion passed unanimously.

General Manger Brian Tarbuck reviewed the financial report. Motion by Dave Smith that we accept the financial statements for February 2012. Motion seconded by Tom Sotir. Motion passed unanimously.

General Manager Brian Tarbuck informed the Board that the online billing went live last Friday (March 17, 2012) and that at the moment customer history is not available using the new online billing vendor. History will not be available until at least one quarter of billing has passed. There is a workaround in place for the time being.

The Board asked to have Ralph St. Pierre present for the next meeting and that Ralph provide quarterly reports on the state of the District's finances including a written narrative.

Assistant General Manager Andy Begin reviewed the Phase III Bond Brook project.

General Manger Brian Tarbuck informed the Board that the Hallowell Water District wants to review the draft emergency interconnection agreement with GAUD.

Dave Smith moved to approve the February 27, 2012, Board meeting minutes with a typo correction. The motion was seconded by Steve Roberge. The motion passed unanimously.

At 18:58 Steve Roberge moved to adjourn, seconded by Tom Sotir. The motion passed unanimously.

Tuesday, April 3, 2012  
Greater Augusta Utility District (GAUD) Board Meeting  
Wastewater Treatment Facility, Augusta, Maine

Trustees Present: Ken Knight, David Smith, Charlene Hamiwka, Dave Bustin, Steve Roberge, Don Roberts, Lesley Jones

Trustees Absent: Tom Sotir, Andy McPherson

Employees: Brian Tarbuck, Mike Grove

Guests: Jon Beekman, Lee Bragg (BSSN), Mike Hodgins (BSSN)

Meeting was called to order at 1600 by Ken Knight

At 16:02 David Smith made a motion to go into executive session to discuss litigation pursuant to Title 1, Section 405.6.E. with guests Brian Tarbuck and Mike Grove. Motion was seconded by Steve Roberge. Motion passed unanimously.

At 18:10 The Board exited executive session.

At 18:11 David Smith declared the meeting had ended as no quorum was present to vote to end the meeting.

Tuesday, April 23, 2012  
Greater Augusta Utility District (GAUD) Board Meeting  
Wastewater Treatment Facility, Augusta, Maine

Trustees Present: Ken Knight, David Smith, Charlene Hamiwka, Dave Bustin, Steve Roberge, Don Roberts, Lesley Jones, Andy McPherson

Trustees Absent: Tom Sotir

Employees: Brian Tarbuck, Andy Begin, Mike Grove

Guests: Jon Beekman, Kristy Gould, Jeff Musich

Meeting was called to order at 1700 by Ken Knight

General Manager Brian Tarbuck reviewed the O&M cost versus budgets through March showing that the District is tracking a little under projections for both water and sanitary.

Ralph St. Pierre informed the Board that the 2011 audit was more involved this year as a result of splitting the sanitary balance sheet into sewer and stormwater. Ralph stated that we should get the final audit report in May. Ralph informed the Board that one; the costs will be done based on allocation on monthly basis from the rate study for sewer and stormwater and two; the City of Augusta has agreed to pay the District on a monthly basis instead of quarterly as a means to smooth out cash flow.

Brian Tarbuck presented the accounts receivable statement, a foreclosure list, and the consolidated balance sheet. The City of Augusta foreclosed on a structure at 46 Stone Street and demolished it. Therefore the District will be writing off \$8,431.17 in past due liens as there is no solvent property owner.

At 1731 David Smith made a motion to go into executive session to discuss an employee disciplinary matter pursuant to Title1, Section 405.6.A with guests Andy Begin and Mike Grove. Motion was seconded by Don Roberts. Motion passed unanimously.

At 1747 The Board exited executive session.

At 1748 David Smith made a motion to go into executive session to discuss the General Manger's contract with guest Kristy Gould. Motion seconded by Don Roberts. Motion passed unanimously.

At 1824 The Board exited executive session.

Brian Tarbuck reviewed the draft 2011 Consumer Confidence Report.

At 1830 Dave Smith motion that we approved the 2011 Consumer Confidence Report as amended to include notice that the District can now shut off water for not paying sewer bills. The motion was seconded by Steve Roberge. Motion passed unanimously.

Brian Tarbuck informed the Board that there was no new news on the Hallowell lawsuit.

Brian Tarbuck discussed a letter from Board Chair Janis Cross of Hallowell Water District and Chairman William Barron of Gardiner Water District. Tarbuck was directed by the Board to develop a scope of work with Jeff Musich of Wright-Pierce Engineers to respond to requests made in the letter.

Brian Tarbuck discussed the letter from Chairman William Lunt of Portland Water District. It was decided to try a schedule a subcommittee meeting with the Portland Water District Board on deregulation discussions.



At 1845 Dave Smith made a motion to authorize the to award the 2012 catch basin cleaning contract to the low bidder EC Berry and Sons. Motion was seconded by Charlene Hamiwka. Motion passed unanimously.

At 1850 Dave Smith made a motion to authorize the to award the 2012 mowing and bush hogging contracts to the low bidders of A&H Properties and Lee Cumber. Motion passed unanimously.

At 1852 Dave Smith made a motion to accept the financial statements for March, 2012. Motion seconded by Charlene Hamiwka. Motion passed unanimously.

At 1854 Dave Smith made a motion to accept the minutes for March 19, 2012 and April 3, 2012 as amended. Amended minutes for April 3, 2012 should read that Dave Smith declared the meeting ended as a quorum was not present. Motion was seconded by Charlene Hamiwka. Motion passed unanimously.

Jeff Musich of Wright Pierce Engineers gave an overview of the 90% review draft of the Strategic Water Supply Plan and Alternatives Analysis report. The Board requested a special workshop to be held before the May 21, 2012 meeting to discuss the report in depth.

Chairman Ken Knight informed the Board that he forestry sub-committee had not yet had a chance to meet but will before the next regular meeting. David Smith requested that the forestry plan included water quality protection as the number one priority.

Assistant General Manager Andy Begin updated the Board on progress being made on Phase IIIB.

Brian Tarbuck informed the Board that a \$4,000 change order for the Sludge Holding Tank project was needed. The Board said a formal vote was not needed and to go ahead with signing the change order.

At 2013 Dave Smith moved to adjourn, seconded by Don Roberts. The motion passed unanimously.

Monday, May 14, 2012  
Greater Augusta Utility District (GAUD) Board Meeting  
Wastewater Treatment Facility, Augusta, Maine

Trustees Present: Ken Knight, David Smith, Charlene Hamiwka, Dave Bustin, Steve Roberge, Don Roberts, Lesley Jones, Tom Sotir

Trustees Absent: Andy McPherson

Employees: Brian Tarbuck, Mike Grove, Karen Tangeman

Guests: Jon Beekman, Jeff Musich

The meeting, a special workshop to discuss in depth the draft of the Strategic Water Supply Plan and Alternatives Analysis report, was called to order at 1703 by Ken Knight

Jeff Musich of Wright- Pierce reviewed the draft of the Strategic Water Supply Plan and Alternatives Analysis report.

After discussion, Steve Roberge made a motion to go forward with the Riverside Drive and Leighton Road Sites and authorize further investigation into both sites, seconded by Charlene Hamiwka.

After further discussion Steve Roberge made a motion to amend the motion to include the Mt Vernon Road site, seconded by Charlene Hamiwka.

With further discussion, Steve Roberge withdrew the motion.

Steve Roberge made a motion to ask for a request for proposal from Wright-Pierce for test well exploration at the Mount Vernon Road, Leighton Road and Riverside Drive sites, seconded by Charlene Hamiwka. Motion passed unanimously.

At 1830 Don Roberts moved to adjourn, seconded by Charlene Hamiwka. The motion passed unanimously.

Monday, May 21, 2012  
Greater Augusta Utility District (GAUD) Board Meeting  
Wastewater Treatment Facility, Augusta, Maine

Trustees present: Ken Knight, David Smith, David Bustin, Steve Roberge, Don Roberts, Lesley Jones, Tom Sotir, Andy McPherson

Trustees absent: Charlene Hamiwka

Employees: Brian Tarbuck, Andy Begin, Mike Grove

Guests: Al Godfrey Jr. (TMSI)

General Manager Brian Tarbuck informed the Trustees that Hallowell is determined to go to trial and it will likely occur after September 5, 2012.

The Trustees discussed Mainely Investments' dispute over 1 ½ years of unpaid sewer bills. Mainely Investments would like to proceed with arbitration on the disputed amount. Tom Sotir made a motion that in accordance with District policy related to outstanding amounts that the District proceed with the foreclosure process. Motion was seconded by David Bustin. Motion passed unanimously. *Note: This motion was revisited in the June 18, 2012 meeting of the Board due to Mr. Bustin making a motion as an ex-officio Trustee. See the minutes from June 18, 2012 that discuss correcting this action.*

The Trustees discussed the easement needed for access to sewer lines near Interstate 95. Al Godfrey Jr. of TMSI explained that the evaluation was the same approach used on the Bond Brook project. Tom Sotir made a motion that we approve the settlement agreement with Paul D. and Jan S. Roy in the amount of \$9,920 to purchase an easement for maintaining sewer pipes near Interstate 95. The motion was seconded by Don Roberts. The motion passed unanimously.

The Trustees discussed the need for easements to continue the development of another drinking water source. Tom Sotir moved that we approve contracting with TMSI Inc. to represent the District in the purchase of property options for the installation of a new public water supply well or wells. Motion seconded by Dave Smith. Motion passed unanimously.

The Trustees discussed the Villeneuve property that was purchased because of the Bond Brook project. The Board directed General Manager Brian Tarbuck to offer the property back to Mr. Villeneuve for a sale price of \$115,000 with a response expect within 60 days in accordance with the original purchase agreement.

The Trustees discussed the Wright Pierce water study project agreement. The previously approved Riverside Drive contract with Wright Pierce would be replaced with this new agreement. The District spent approximately \$3,000 of the \$30,000 authorized for the Riverside Drive contract. The new contract would be an amendment to the 2011 agreement with Wright Pierce. David Smith moved the approval of the new agreement between Wright Pierce and the District to perform groundwater exploration and well development services as described by the Agreement enclosed in the Board package in an amount not to exceed \$116,500. Motion seconded by Tom Sotir. Motion passed unanimously.

General Manager Brian Tarbuck informed the Trustees that the forestry contract was signed for the forestry management plan and that some harvesting can be expected this year. The forester will be paid approximately \$6,000 for this effort.

General Manager Brian Tarbuck reviewed the financial statements and stated that both divisions were on budget. Dave Smith moved that we accept the financial statements for April 2012. Motion was seconded by Tom Sotir. Motion passed unanimously.

Tom Sotir made the motion that we accept the minutes for April 23, 2012 and May 14, 2012. The motion was seconded by Don Roberts. Motion passed unanimously.

Assistant General Manager Andy Begin updated the Trustees on the Trunkline No.1 and Bond Brook projects.

At 1917 Dave Smith moved to adjourn, seconded by Tom Sotir. The motion passed unanimously.

Monday, June 18, 2012  
Greater Augusta Utility District (GAUD) Board Meeting  
Wastewater Treatment Facility, Augusta, Maine

Trustees present: David Smith, Charlene Hamiwka, Steve Roberge, Don Roberts, Lesley Jones

Trustees absent: Ken Knight, David Bustin, Tom Sotir, Andy McPherson

Employees: Brian Tarbuck, Andy Begin, Mike Grove

Guests: Jon Beekman

Vice Chair David Smith called the meeting to order at 1700 hours.

Smith asked if there were any agenda additions. General Manager Brian Tarbuck requested that the approval of purchasing a utility easement from Valero be added to new business.

General Manager Brian Tarbuck updated the Trustees on the CSO3B project and the need for the purchase of a Tideflex check valve outside of the Contract. The Tideflex check valve will prevent certain elevations of flood water from filling the concrete storage tanks in Mill Park. The need for the tide gate had been discussed early in the design process but the decision regarding its optimal installation was postponed until the work in Mill Park was under way. Don Roberts made a motion to approve the purchase of a Tideflex check valve for CSO3B project in the amount of \$7,300. Motion was seconded by Charlene Hamiwka. Motion passed unanimously.

Tarbuck informed the Trustees that Valero had agreed to sign the agreement to purchase a permanent easement for access to a sewer main that is buried underneath I-95 for \$3,000. Don Roberts moved to accept the agreement between Lucky 13 VI LLC and GAUD negotiated by TMSI in the amount of \$3,000 for the Lucky 13 LLC (Valero) easement. Motion seconded by Steve Roberge. Motion passed unanimously.

Tarbuck informed the Trustees that the agreement with TMSI on the work they will do for the District in acquiring well site options has been signed.

Tarbuck informed the Trustees that the District sent in its witness summaries last week and we likely go to trial after September 5, 2012.

Tarbuck informed the Trustees that a dialogue has started with Maine Investments' new bookkeeper. The District has had no further correspondence or conversations with Maine Investments' attorneys.

Tarbuck informed the Trustees that the written notice offering the property at 35 Mount Vernon Avenue back to Mr. Villeneuve was sent and Mr. Villeneuve has until July 25, 2012 to respond. A second reminder notice will be sent to Mr. Villeneuve later this month. If Mr. Villeneuve does not choose to buy the parcel back the District will consider selling it outright as is or keeping it and razing the structures to make future work easier on the District's successors.

Tarbuck informed the Trustees that the final report on the water source study by Wright Pierce will be ready for the July meeting. Wright Pierce will provide printed and electronic copies as needed.

Tarbuck discussed the memo that Al Godfrey of TMSI wrote concerning the process of acquiring the well sites options. No action is necessary at this time.

Tarbuck informed the Trustees that the contract has been executed with J. M. Forestry. Tarbuck will be working with Jake Meier on possible harvesting this year.

Tarback reviewed the financial statements and stated that both divisions were on budget. Work has been done on separating the stormwater and sewer accounts. The audit presentation will take place at the next regular monthly meeting. The audit report does have stormwater and sewer accounts separated. Don Roberts moved that we accept the financial statements for May 2012. Motion was seconded by Charlene Hamiwka. Motion passed unanimously.

Assistant General Manager Andy Begin updated the Trustees on CIP projects. The CSO3B project is ahead of schedule and under estimated costs. The Sludge Holding Tank project is near completion. The Statements of Qualifications for the WWTP Comprehensive Performance Evaluation have been received and a recommendation will be made at the next regular meeting. The Trunkline No.1 project has reached a negotiated agreement with the contractor. The three-phase power for Pump Station 8 is in process. The Request for Proposals to install generators at certain pump stations that convey wastewater from the new hospital to the wastewater plant is under review.

Smith brought up an issue from the May 21, 2012 minutes of a motion concerning Maine Investments' which was seconded by Dave Bustin who is a non-voting member of the Board. Smith expressed concern that this technicality should be remedied by a new motion and seconded by a voting member of the Board. Don Roberts made the motion that in order to assure no technicality arose from a second by a non-voting member last month it is moved in accordance with District policy related to outstanding amounts owed by Maine Investments that the District proceed with the foreclosure process. Motion was seconded by Steve Roberge. The motion passed unanimously.

Tarback informed the Trustees that in accordance with the District's Charter and bylaws that the annual meeting will be in July. The annual meeting includes the election of officers and presentation of the audited financial statements.

At 1828 Don Roberts moved to adjourn. Motion was seconded by Steve Roberge. The motion passed unanimously.

Monday, July 16, 2012

Greater Augusta Utility District (GAUD) Board Meeting  
Wastewater Treatment Facility, Augusta, Maine

Trustees present: Ken Knight, David Smith, Charlene Hamiwka, Don Roberts, Lesley Jones, Ken Knight, David Bustin, Tom Sotir, Andy McPherson

Trustees absent: Steve Roberge

Employees: Brian Tarbuck, Andy Begin, Mike Grove

Guests: Kristy Gould, Jon Beekman, Hank Farrah, Tim Gill, Mike Crocker

Chair Ken Knight called the meeting to order at 1700 hours.

Chair Ken Knight asked if there were any agenda additions. General Manager Brian Tarbuck responded that there were no additions.

It was noted that the July meeting was its Annual Meeting in compliance with the Charter and the District's bylaws.

Hank Farrah of Runyon Kersteen Ouellette (RKO) reviewed the audit and informed the Trustees that the audit went well. RKO performed a single audit of the CDBG monies in addition to the typical annual audit. No deficiencies or discrepancies were found.

Tim Gill of RKO reviewed the financial overview of the audit with the Trustees. Tom Sotir asked if a reference should be made to the Hallowell lawsuit as a potential liability. Hank Farrah said there was no need at this time as any estimate was not known and the outcome has not been determined to be detrimental to the District by its lawyers.

Tom Sotir made the motion to accept the audited financial statements for the fiscal year 2011. Motion seconded by Charlene Hamiwka. The motion passed unanimously.

Tom Sotir moved that to continue with the same officers as listed below:

Chair – Ken Knight  
Vice Chair – David Smith  
Clerk – Steve Roberge  
Treasurer – Charlene Hamiwka  
Assistant Treasurer – Brian Tarbuck

Motion was seconded by Don Roberts. The motion passed unanimously.

Mike Crocker of Maine Investments / Land Lease Ventures informed the Trustees that his company does want to make good on the monies owed to the District. Mr. Crocker offered to honor a payment agreement to pay a minimum of \$3,500 per month with the total balance of \$85,988.95 being paid off in two years.

At 1735 hours Tom Sotir moved to enter Executive Session pursuant to Title 1 S405, 6 D to discuss a settlement with Maine Investments / Land Lease Ventures. The motion was seconded by David Smith. The motion passed unanimously.

At 1800 hours the Board exited Executive Session.

The Trustees offered Mr. Crocker a payment plan that included minimum monthly payments of \$3,500, that the total balance be paid off in 24 months, that the unpaid balance will continue to be charged interest at a (current) rate of

0.91% per month. Should Maine Investments fail to meet the terms of the agreement then the balance is due immediately and must stay current with all future billings. Mr. Crocker agreed to the terms as explained verbally. General Manager Brian Tarbuck will draw up the agreement.

At 1805 hours Don Roberts moved that we enter Executive Session pursuant to Title 1 S405, 6 D to meet with Kristy Gould to review the negotiation of a collective bargaining agreement with Teamsters Local 340. The motion was seconded by Charlene Hamiwka. The motion passed unanimously.

At 1835 hours the Board exited Executive Session.

General Manager Brian Tarbuck informed the Trustees that the Portland Water District Board would like to meet regarding PUC regulation. Tarbuck and Knight will schedule a meeting and any Trustee is welcome to attend.

General Manager Brian Tarbuck provided the results of the instrumentation RFP for CSO3B project. The contract will connect the new pump station at Bond Brook to the District's existing SCADA system. Two proposals were received. Woodard & Curran proposed not to exceed \$25,800 and EII proposed \$14,821. Tarbuck recommended awarding the contract to EII.

David Smith made the motion that we award the contract for instrumentation implementation of the CSO3B to EII. The motion was seconded by Tom Sotir. The motion passed unanimously.

General Manager Brian Tarbuck provided the results of the tank cleaning RFP. Three vendors submitted proposals ranging from \$13,260 to \$22,900 to clean and inspect five drinking water storage tanks. Brian recommended awarding the contract to the apparent low bidder, Liquid Engineering from Billings, Montana.

Tom Sotir made the motion to allow the General Manager to enter into a contract with Liquid Engineering to clean water storage tanks at a cost not to exceed \$13,260. The motion was seconded by Don Roberts. The motion passed unanimously.

General Manager Brian Tarbuck reviewed the ranking of the CPE submittals and recommended that we award the contract to Wright-Pierce.

Don Roberts moved to allow the General Manager to enter into a contract with Wright-Pierce to complete an energy audit and Comprehensive Performance Evaluation of the wastewater treatment facility for a cost not to exceed \$95,000. The motion was seconded by David Smith. The motion passed unanimously.

General Manager Brian Tarbuck informed the Trustees that the lawsuit with Hallowell is headed to court in September and that we have spent approximately \$80,000 to date.

General Manager Brian Tarbuck informed the Trustees that Mr. Villeneuve declined repurchasing the Mt. Vernon Avenue property that he sold to the District in 2011 as part of the CSO3B project. Brian recommended that we retain the property and raze the property at a cost of \$25,000 for future operational and maintenance needs.

Tom Sotir moved to retain the property and raze the building. The motion was seconded by David Smith. The motion failed on a 3 to 3 vote. Smith, Roberts and Sotir voted in favor of the motion and Knight, McPherson and Hamiwka were opposed.

After further discussion on possible avenues to pursue with the property Tom Sotir moved to reconsider the motion. The motion was seconded by David Smith. The motion passed unanimously.

Tom Sotir moved to table the motion until the next regular meeting. The motion was seconded by David Smith. The motion passed unanimously.



General Manager Brian Tarbuck presented the Trustees with information concerning land purchase options directly related to finding a new groundwater well. The cost of estimated options has been refined to be \$20,000 to \$40,000 based on 10 sites. Tarbuck explained that TMSI will assemble a spreadsheet to show details of anticipated offers to property owners which the Board can review and approve at its meeting in August.

Assistant General Manager Andy Begin reviewed various projects related to our CIP. CSO3B is on time and on budget.

On a motion by Tom Sotir, seconded by Charlene Hamiwka the Board voted to approve the minutes from June 18, 2012. The motion passed unanimously.

At 1925 David Smith moved to adjourn. Motion was seconded by Tom Sotir. The motion passed unanimously.

Monday, August 20, 2012  
Greater Augusta Utility District (GAUD) Board Meeting  
Wastewater Treatment Facility, Augusta, Maine

Trustees present: Ken Knight, David Smith, Charlene Hamiwka, Don Roberts, Ken Knight, David Bustin, Tom Sotir, Andy McPherson, Steve Roberge

Trustees absent: Lesley Jones

Employees: Brian Tarbuck, Mike Grove

Guests: Roger Kilgore, Jon Beekman, Mike Hodgins

Chair Ken Knight called the meeting to order at 1701 hours.

Chair Ken Knight asked if there were any agenda additions. General Manager Brian Tarbuck responded that he would like to add information on smoke testing the District's gravel pit.

Mr. Roger Kilgore made a presentation to the Trustees concerning payments he has to make for a catch basin that is on his property. Mr. Kilgore stated that his neighbors do not have to pay and does not see why he should. It was explained to Mr. Kilgore that catch basins on private property are the responsibility of the land owner and that catch basins in the City's right of way are the responsibility of the City. Therefore the City pays for his neighbors as those catch basins are in the City's right of way. General Manager Brian Tarbuck was direct to make contact with the City Engineer on behalf of Mr. Kilgore so those two parties can discuss his concerns.

At 1724 Chair Ken Knight made moved to enter Executive Session pursuant to Title 1, section 405.6.E to review the status of the lawsuit filed against the District by the City of Hallowell. The motion was seconded by Charlene Hamiwka. The motion passed unanimously.

At 1806 the Board exited Executive Session.

General Manager Brian Tarbuck informed the Trustees that the District is considering the installation of a "Lubi solar wall" heating system at the WWTF through a competitively bid contract the City. The wall being reviewed by the District is very similar to a wall that will be constructed for the City at the Civic Center. The proposal has been received and passed along to Wright-Pierce for their evaluation under our CPE project.

General Manager Brian Tarbuck informed the Trustees of the draft Sewer and Stormwater Terms and Conditions and requested their comments. The sanitary side of the District has only rate tables and a Sewer Use Ordinance at this time. This document would explain rules and fee charges similar to documents required for the drinking water division by the Maine Public Utilities Commission.

Chair Ken Knight informed the Trustees that later in the meeting he would be polling them to see if there might be any interest in holding the September meeting at the G.F. Laurin drinking water treatment plant in East Winthrop.

General Manager Brian Tarbuck updated the Trustees on the Main Investments / Land Lease Ventures agreement. The draft agreement was returned by Mr. Crocker to the District with a line scratched through and signed by Mr. Crocker. The Trustees expressed that as long as the intent of the agreement was being followed that they would be satisfied. Should Maine Investments fail to meet their obligations then the issue needs further Trustee action.

General Manager Brian Tarbuck informed the Trustees that Mr. Villeneuve has formally declined the repurchase option and that the Trustees have two options:

1. Sell it on the open market; or
2. Raze it and maintain ownership of the property.

Tom Sotir moved that the tabled motion concerning the Mount Vernon property be brought back on the table. The motion was seconded by Dave Smith. The motion passed unanimously.

General Manager Brian Tarbuck was asked to explain the two options then state what his recommendation would be. Razing the property and maintaining it for future O&M needs related to the line will cost \$25,000. The property has not had heat, water or power for over a year and is in need of interior and exterior repairs to be able to sell. Tarbuck recommended that the District retain the property and raze the building. Tom Sotir moved that the Board maintain the property as recommended by the General Manager. The motion was seconded by Dave Smith. Steve Roberge asked about the conditions of the two buildings. General Manager Brian Tarbuck stated they are in poor shape with one needing the first floor completely gutted to the studs. Charlene Hamiwka stated that the District would get nothing for selling the buildings as is but that in the future the lot might have value. Andy McPherson stated that in his opinion that it would be better for the rate and tax payers (by keeping it on the tax rolls under private ownership) if the buildings were sold as-is. Brian Tarbuck informed the Trustees that the \$25,000 to raze the building is not eligible for SRF funding and therefore would be a cash outlay. The motion passed 6-1 with Trustee McPherson voting against the motion.

General Manger updated the Trustees on the drinking water source study including discussion about the cost of potential sites. Tarbuck explained that the test wells can be drilled at any time and that we do not have to wait for the all the option agreements before starting on a site that had a signed option agreement. Tom Sotir moved to allow TMSI to negotiate the proposed and maximum 6 month option offers with landowners as presented in the table from TMSI for parcels on tax maps 2, 5 and 54 dated August 2012 for the purposes of locating a new drinking water well. The motion was seconded by Charlene Hamiwka. The motion passed unanimously.

Tarbuck presented the financial statements for July 2012. Dave Smith moved that we accept the financial statements for July 2012. The motion was seconded by Tom Sotir. The motion passed unanimously.

Tarbuck reviewed the project list with the Trustees. Chair Ken Knight suggested that if would be a benefit it the Trustees could visit the former Edwards Mill site to get an appreciation of the magnitude of the project in that area.

Tarbuck stated there was nothing new to report concerning collective bargaining.

Dave Smith moved that we accept the minutes for July 16, 2012. The motion as seconded by Charlene Hamiwka. Tom Sotir commented that on page 16, third paragraph for the bottom that the minutes should be corrected to show how each Trustee voted on the motion. The correction should read that Trustee Smith, Roberts and Sotir voted yes and that Trustees Knight, McPherson and Hamiwka voted no. The amended motion passed 7-0.

At 191 David Smith moved to adjourn. Motion was seconded by Charlene Hamiwka. The motion passed unanimously.

Monday, September 17, 2012  
Greater Augusta Utility District (GAUD) Board Meeting  
Wastewater Treatment Facility, Augusta, Maine

Trustees present: Ken Knight, David Smith, Don Roberts, Ken Knight, Tom Sotir, Steve Roberge, Lesley Jones

Trustees absent: Andy McPherson, Charlene Hamiwka, David Bustin

Employees: Brian Tarbuck, Andy Begin, Mike Grove

Guests: Mike Hodgins, Lee Bragg, Mike Stein

Chair Ken Knight called the meeting to order at 1702 hours.

At 1703 David Smith moved to enter Executive Session to discuss litigation presented against the District by the City of Hallowell pursuant to Title 1, section 405.6.E. The motion was seconded by Don Roberts. The motion passed unanimously.

At 1752 the Board exited Executive Session.

General Manager Brian Tarbuck updated the Trustees on the need for the stop work order for the Bond Brook Project. The District had not received approved shop drawings for the concrete boxes in Mill Park despite asking for them since May of this year. The stop work order began on August 30 and was withdrawn on September 17 as CDM and American Concrete have now agreed and the drawings have been approved. There are approximately 10 other structures in the ground that have not been approved by the shop drawing process yet. The District is retaining significant funds should these structures not get approved.

Chair Ken Knight informed the Trustees that we now have a harvest plan and logger. Tarbuck has authority to sign the contract and the logger will send the checks directly to the District.

David Smith informed the Trustees that the Planning Board approved the permit for the Summerhaven gravel pit. Tarbuck said the District has a forest management plan for the pit through Two Trees in Winthrop.

Tarbuck informed the Trustees that the Mt. Vernon property does have asbestos which will have to be removed prior to demolition of the building.

Tarbuck updated the Trustees on the drinking water source concerning TMSI discussion with landowners. Some owners do not think their pits have been mined out yet so there are ongoing discussions on acceptable activities in relation to mining activities and drinking water sources.

Tarbuck presented the financial statements for August 2012. Dave Smith moved to accept the financial statements for August 2012. The motion was seconded by Tom Sotir. The motion passed unanimously.

Tarbuck informed the Trustees that the second collective bargaining meeting had been held and formal ground rules had been signed by both parties.

Dave Smith moved to accept the minutes for May 21, 2012 and August 20, 2012. The motion as seconded by Tom Sotir. The motion passed unanimously.

Tom Sotir requested confirmation that the lien process on the Kilgore property is proceeding. Tarbuck stated that it is. It was requested that Tarbuck setup a meeting between Mr. Kilgore and the City to determine who required Mr. Kilgore to install the catch basins.

At 1863 David Smith moved to adjourn. Motion was seconded by Steve Roberge. The motion passed unanimously.

Monday, October 15, 2012  
Greater Augusta Utility District (GAUD) Board Meeting  
Wastewater Treatment Facility, Augusta, Maine

Trustees present: Ken Knight, David Smith, Don Roberts, Tom Sotir, Steve Roberge, Lesley Jones, Charlene Hamiwka, David Bustin

Trustees absent: Andy McPherson

Employees: Brian Tarbuck, Andy Begin

Guests: none

Chair Ken Knight called the meeting to order at 1700 hours.

At 1701 David Smith moved to enter Executive Session to discuss the General Manager's employment contract pursuant to Title 1, section 405.6.A. The motion was seconded by Tom Sotir. The motion passed unanimously.

At 1708 the Board exited Executive Session. The Board announced for the record that it wanted to continue to engage the services of General Manager Brian Tarbuck for an additional two years pursuant to an extension option in the contract.

At 1710 the Board reviewed the need to engage Wright Pierce for engineering services to review the sizing, location and need for increased drinking water storage capacity at the North Augusta tank site. Tarbuck explained that the existing buried 500,000 gallon tank was identified as early as 2003 by an ISO study that it was undersized by approximately 160,000 gallons. While new development hasn't stressed the tank on day to day operations, hydrant flushing rapidly depletes the tank. There is \$1,000,000 built into the existing drinking water rates to support debt repayments to construct new storage. Tarbuck explained that Wright Pierce is uniquely positioned to size the tank due to its experience with the District's pipe and tank hydraulics. On a motion by Tom Sotir, seconded by Don Roberts, the Board voted unanimously to approve the Wright Pierce proposal to size appropriate storage tank capacity at a cost not to exceed \$6,500.

At 1728 the Board reviewed questions regarding stormwater assessments on the Kilgore and Shostak properties. The Board asked for recommendations from Tarbuck for review by the Board at an upcoming meeting to allow the Board to review its practices.

At 1736 the Board reviewed ongoing litigation brought forth by the City of Hallowell. The Board asked for a cost update at the November meeting.

At 1737 Tarbuck reported that asbestos removal from the structures on Mt Vernon Avenue is ongoing and should be complete this week.

At 1738 the Board discussed groundwater development options. The Board was concerned about the progress made to date to secure options and asked for an update from TMSI at its November meeting. Ken Knight expressed that he spoke to the City Manager about a parcel in the study area (Quimby Lot) that was set aside for mitigation of other properties. The City Manager will be giving GAUD written permission or an access license to perform the study work. Tom Sotir Requested a progress schedule an objective dates.

At 1744 The Board reviewed the District's finances. Tarbuck indicated that the District is moving to monthly billing, not quarterly, for large customers. Tarbuck also mentioned a slight shift in supply expenditures this year. Also, due to the CSO project labor costs are slightly lower this year, because some staff time is capitalized for construction monitoring

efforts. Tarbuck reviewed the income statement and pointed out that stormwater revenues are lower than forecasts due to a shift in how the bills for stormwater will be collected. This should self-correct by the end of the year. The Board asked if Greg Leighton from Maine Water Company could attend the November meeting to provide perspective on the budgeting process. Ken Knight indicated that it is likely the City won't be able to provide the same level of assistance with accounting services. It is expected that the District will be hiring out this service, traditionally Greg Leighton. Steve Roberge asked if there was a way to break out the monthly sewer and stormwater income statements. Tarbuck said he would look into it and report back at the November meeting.

At 18:02 Tom Sotir moved to accept the financials, seconded by David Smith. The vote to approve the motion was unanimous.

At 1804 Tarbuck presented an update regarding ongoing negotiations with the Teamsters union. Progress is slow and steady with a lot of effort being expended on the review of health insurance options.

At 1806 Andy Begin presented an update on the Bond Brook project. The City was planning to grade Bond Street on 10/17/12, with paving operations to follow. The Box Structures are all installed and most of the digging operations complete. Begin expressed concern about the time it was taking CDM to complete shop drawing reviews of precast concrete structures. The amount of effort being expended was not deemed efficient relative to the results generated. The Board directed Tarbuck to contact officials at Woodard and Curran to see if there was a remedy to the shop drawing process.

At 1819 David Smith moved to adjourn the meeting. The motion was seconded by Tom Sotir. The vote to approve the motion was unanimous.

Monday, November 19, 2012  
Greater Augusta Utility District (GAUD) Board Meeting  
Wastewater Treatment Facility, Augusta, Maine

Trustees present: Ken Knight, David Smith, Don Roberts, Tom Sotir, Steve Roberge, Lesley Jones, Charlene Hamiwka

Trustees absent: Andy McPherson, David Bustin

Employees: Brian Tarbuck, Andy Begin, Mike Grove

Guests: Kristy Gould, Stan MacMillan, Shawn MacDonald, Al Curran, David Ray, Al Godfrey Jr., Meredith Strang-Burgess, Jennifer Dimond, Greg Leighton, Pola Buckley, Mike Stein

Chair Ken Knight called the meeting to order at 1700 hours.

At 1701 David Smith moved to enter Executive Session to discuss collective bargaining negotiations with Teamsters Local 340 pursuant to Title 1, section 405.6.D. The motion was seconded by Charlene Hamiwka. The motion passed unanimously.

At 1724 the Board exited Executive Session.

At 1725 Pola Buckley of Hallowell made a request of the Board that they consider granting her request for an abatement of her sewer bill for the period ending September 30, 2012. Ms. Buckley stated that the high water usage was a result of watering her lawn and requested that the bill be reduced to \$100. Board member Tom Sotir stated that under paragraph one of the District's abatement policy it looked like the District would be able to approve Ms. Buckley's request provided she installed an abatement meter in accordance with the policy. Ms. Buckley said she would gladly have the meter installed. Chairman Ken Knight directed General Manager Brian Tarbuck to meet with Ms. Buckley to work out the details.

At 1735 Stan MacMillan of SE MacMillan made a presentation to the Board concerning what he feels is the extended amount of time that CDM-Smith is taking to review and having to constantly re-submit shop drawings for approval. Mr. MacMillan stated that his problem was with CDM-Smith not with Woodard & Curran. Shawn MacDonald of American Concrete informed the Board that he could not change anything with the structures as they were already built. David Ray of BSSN informed Mr. MacMillan should not be building before receiving approved submittals from the District's engineers.

At 1808 Tarbuck informed the Board that he had contacted Al Curran of Woodard & Curran to state that he wanted subcontractor CDM-Smith off the project due to cost overruns on shop drawing review. Al Curran informed the Board the fundamental reason for the re-submittals was that the original submittals were never quite complete. Mr. Curran met with CDM-Smith last Wednesday where they agreed to a review process which would include a Woodard & Curran's senior structural engineer shadowing CDM-Smith's process. Mr. Curran stated that by the end of next week he is confident that clarification of what is required to have the submittals approved will be available and that a process is in place to deal with the problems.

At 1834 Al Godfrey Jr. from TMSI reviewed the status of negotiations with property owners for options for investigating groundwater quality. Mr. Godfrey had been able to get an option signed by Mr. Bonenfant without conditions but at a price that was \$7,500 more than approved by the Board.

At 1848 David Smith moved to authorize General Manager Brian Tarbuck to sign the option agreement with Mr. Bonenfant at the price negotiated by TMSI. The motion was seconded by Don Roberts. The motion passed unanimously.



At 1850 Ken Knight introduced Meredith Strang-Burgess of Burgess Advertising & Marketing. With Kay Rand of BSSN leaving for Washington D.C. Chairman Knight felt it was urgent that the Board hire a firm to assist the District with the ongoing lawsuit with Hallowell and other communication needs. Ms. Strang-Burgess informed the Board of her professional background and experience. The Board discussed various concerns about communications and requested that a proposal be developed for their review including costs.

At 1931 Tarbuck reviewed the development and status of the 2013 budget. Greg Leighton from Maine Water Company stated that the draft budget showed the District to have sufficient cash reserves for the next few years. The major reason for the surplus is capital projects have been put on hold until the completion of Phase III and the WWTF CPE. The Board requested that a draft budget be made available by the second week of December.

At 1946 Tarbuck explained that Wright-Pierce had completed a draft of their study of the North Augusta area and determined that an additional 700,000 gallon drinking water storage tank at the North Augusta site would meet the District's service requirements. The estimated cost for the tank would be \$1,020,000 and Wright-Pierce will be issuing a final report shortly.

At 1948 Tarbuck informed the Board that the Mt. Vernon property has been razed and the parcel leveled.

At 1952 Dave Smith moved that we accept the financial statements for October, 2012. The motion was seconded by Tom Sotir. The motion passed unanimously.

At 1955 Dave Smith moved that we accept the minutes for October 15, 2012. Motion was seconded by Don Roberts. The motion passed unanimously.

At 1958 Dave Smith moved to adjourn the meeting. The motion was seconded by Tom Sotir. The motion passed unanimously.

Monday, December 17, 2012

Greater Augusta Utility District (GAUD) Board of Trustees Meeting  
Wastewater Treatment Facility, Augusta, Maine

Trustees present: Ken Knight, David Smith, Don Roberts, Tom Sotir, Steve Roberge, Andy McPherson

Trustees absent: David Bustin, Lesley Jones, Charlene Hamiwka

Employees: Brian Tarbuck, Andy Begin, Mike Grove

Guests: Kristy Gould, John Beekman, Greg Leighton, Dan Wells, Lenny Blanchette

Chair Ken Knight called the meeting to order at 1700 hours.

At 1701 the Trustees added Chestnut Street and communications to the agenda

At 1705 General Manager Brian Tarbuck informed the Trustees that Stan MacMillan of SE MacMillan decided not to attend tonight's meeting as he has already voiced his concern about shop drawing review and approvals. Assistant General Manager Andy Begin reviewed the status of the CSO3B project and issues surrounding shop drawings reviews by Woodard & Curran and CDM-Smith.

At 1720 Kristy Gould reviewed revisions to the District's personnel policy.

At 1728 Tom Sotir moved that we approve the changes to the Personnel Policy Manual to be effective immediately. The motion was seconded by Don Roberts. The motion passed unanimously.

At 1730 Tarbuck presented the draft 2013 budget. Tom Sotir raised a concern about the surplus funds building up on the water side. Brian Tarbuck and Greg Leighton explained that cash is growing faster than projected by the new rates because capital projects have been on hold as staff has been dedicated to the CSO3B project and we are waiting until a determination is made on the new water source and storage tanks.

At 1744 Dave Smith moved that we approve the capital improvement, operations and maintenance budgets for water, sewer and stormwater for 2013. The motion was seconded by Don Roberts. The motion passed unanimously.

At 1746 Tom Sotir moved 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 2013 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 the preparation and filing of notices and liens and allowed by the District's Charter and State law. The motion was seconded by Dave Smith. The motion passed unanimously.

At 1748 the Trustees discussed the 2013 meeting schedule. A revised schedule will be distributed reflecting meetings on the third Monday of each month except for those impacted by holidays.

At 1750 Tarbuck discussed having to dig on Chestnut Street after finding a sewer connection was not made. The repair has been made and the road will be repaired next year.

At 1756 Tarbuck stated that the North Augusta Service Area Storage Evaluation report by Wright-Pierce had been finalized. The report recommends installation of a 700,000 gallon drinking water storage tank to augment the existing

500,000 gallons of available storage at North Augusta. A RFP for engineering will be developed to get the project out to bid.

At 1758 Tarbuck informed the Trustees that there was no news on the Hallowell litigation.

At 1759 Ken Knight informed the Trustees that Burgess Advertising & Marketing are developing background information to improve the District's internal and external communications. Work on the relationship with the City of Hallowell will consider the findings of the lawsuit and how to discuss the District's position as a result of the court decision.

At 1810 Tarbuck informed the Trustees that the groundwater project is moving a slow rate because of land purchase negotiations with property owners. Tarbuck asserted that there is no easy or quick way to handle such negotiations and that they were going smoothly.

At 1815 Tarbuck and Leighton presented the District's financial reports.

At 1817 Dave Smith moved that we accept the financial statements for November, 2012. The motion was seconded by Tom Sotir. The motion passed unanimously.

At 1818 on a motion by David Smith seconded by Don Roberts the Board voted unanimously to approve the minutes of the meeting from November 19, 2012.

At 1819 Assistant General Manager Andy Begin distributed a project update summary and reviewed it with the Board.

At 1827 Dave Smith moved to adjourn the meeting. The motion was seconded by Don Roberts. The motion passed unanimously.