

Office of

**AUBURN SEWERAGE DISTRICT**

**Office Telephone # 784-6469**

The regular monthly meeting of the Trustees of the Auburn Sewerage District will be held **in-person at the Auburn Sewerage District office at 268 Court Street on Tuesday, October 15, 2024 @ 4:00 P.M.**

**AGENDA**

1. Approve Minutes of Regular Meeting of September 17, 2024.
2. Financial Report Update - Amy Hanscom, MRWA.
3. Open Session
4. Project Update - *Mike Broadbent*
5. New Business
  - 2025 Draft Budget.
  - Water Meters.
  - District Telecommuting Policy.
6. LACWA Apportionment & Financials
7. Old Business
  - Miller Street Inflow Investigations.
  - Staff Update.
  - SCADA Agreements.
  - Workflow Efficiency Study.
8. Adjourn Regular Meeting.

**Upcoming:** Sewer Trustee Meeting November 19, 2024

# Memo

**To:** Sewer District Trustees  
**From:** Michael Broadbent, Superintendent  
**CC:** Files  
**Date:** 10/10/2024  
**Re:** Discussion of October Agenda Items

---

## Sewer Trustees

**Project Update** The crew has started the site work for the E-5 pumping station. They're laying the conduit, setting the pad, and they stabilized the site from erosion. The new generator is expected to arrive in the coming weeks.

The crew completed construction of an access road to the Androscoggin River siphon outlet on the Lewiston side of the river. Trucks can now access the area to begin preliminary work.

All manhole structures on Hotel Road have now been raised and the work is complete.

## New Business

**2025 Budget** Review and discuss the draft budget, developing this has not been easy without a Finance Director and there are still some unknowns.

**Water Meters** Superintendent Broadbent has prepared a brief presentation on the District's water meters. The presentation also includes strategy options for discussion. This will help us pull together budget numbers for 2025. **No decision needed at this time.**

**District Telecommuting Policy** Over the last two years the District has hired a number of administrative positions. The number 1 complaint I receive is that the District does not have a policy for working from home. Telecommuting Policies are part of a growing national trend and it has become an expectation that it be an option for employment. At this time, no District employee is permitted to work from home. I've had neighboring Utilities call and ask if we can share our policy as they're also working on development. The draft policy is included in the

packets for review and approval. There are very few positions within the District that would qualify for this and it would be on a limited basis. **Action requested**

**LACWA Apportionment & Financials** The Authority is having a ground breaking ceremony for the new CSO storage tank on October 16, 2024, all are welcomed to join. The Authority continues to do well with their septage receiving, to date they have brought in \$113K more than budgeted for the year. There has been little to no movement on the compost facility as we're waiting for DEP.

## **Old Business**

**Staff Update** The District has hired a Finance Director, Michael Bailey starts on October 15. He has 10 years' experience working as an Audit Manager for Baker Newman & Noyes out of Portland. Mr. Bailey will present the financial reports to the Trustees in November.

**SCADA Agreements** Superintendent Broadbent has a presentation prepared to update the Boards on where we're at with our SCADA operations and agreements with partners. **No decision needed by the boards.**

**Workflow Efficiency Study** Over the last several months the District has continued to work with RayBern Consulting to look at our business process and identify efficiencies. We have looked at new accounting software, utility billing, asset management software and automated payroll. We will be presenting options for utility billing and accounting software in the 2025 Budget.

We would like to get automated payroll established ahead of January 1, 2025 because the implementation period is 4-6 weeks and we don't want payroll in two different systems in one year. Also, we need to be prepared for succession in 2025 as we have a pending retirement that will directly affect our payroll and Hr. After review of several providers, staff has selected ProLiant. They will automate not only payroll but management of PTO, tax filling, 401k interface, workman's comp reporting and weekly time reports. Currently all of these steps are done manually, every hour of each employee's time is manually entered into our payroll system. All other functions are also done separately and require manual input.

The cost to automate payroll is \$80.20/week with Proliant. **Action requested**

**Upcoming:** Water Trustee Meeting, October 16, 2024 4:00PM

September 17, 2024

The regular meeting of the Trustees of the Auburn Sewerage District was held in person at the Auburn Sewerage District office at 268 Court Street on Tuesday, September 17, 2024 at 4:00pm.

Members present: Robert Cavanagh (Treasurer), Denis Bergeron, Stephen Ness (President) and Stephen Milks, Mayor's Representative and Dan Bilodeau. Also Present: Michael Broadbent, Superintendent and Matt Waite, Assistant Superintendent.

Absent: Thomas Moulin, Trustee  
Matt Waite, Assist. Superintendent

#### **APPROVE MINUTES OF REGULAR MEETING OF August 20, 2024**

On motion of Stephen Milks, seconded by Denis Bergeron, it was unanimously voted: **To approve the minutes of the Regular Meeting of August, 20, 2024.**

On motion of Stephen Milks, seconded by Dan Bilodeau, it was unanimously voted : **To add approval of the minutes of the Public Hearing to the Agenda.**

On motion of Stephen Milks, seconded by Robert Cavanagh, it was unanimously voted: **To approve the minutes of the Public Hearing of August 20, 2024.**

**FINANCIAL REPORT UPDATE** Accounts are doing well. The cash on hand continues to increase. We would like to track the effect of the elimination of the auto rebates which became effective October 1, 2024.

**OPEN SESSION** -As no one from the public was in attendance, the Open Session was closed.

#### **ACTIVITY REPORT/PROJECT UPDATE**

**ANDROSCOGGIN RIVER SIPHON CLEANING** – The District received two bids with the difference in the bids being very significant. This has prompted the District to re-assess the project's readiness. An access road will be built to give full access to the contractors to assess the level of build-up in the siphons. Once access is established, the District will hire Vortex for one day to jet the siphons to determine the level of debris present.

**MILLER STREET I & I STUDY** – The flow monitoring phase has been concluded. Wright-Pierce recommended further investigation of 1300' of sewer main on Turner Street from Court St. to Troy St. This phase will include camera inspections and 2 days of smoke testing and dye testing.

**LINING PROJECTS** – The District collaborated with the City of Lewiston in the bid process. The bid was awarded to Nation Watermain Cleaning, Inc. The work is scheduled to begin next week.

**TAYLOR BROOK CROSSING** – Superintendent Broadbent met with the homeowners of 170 and 172 Poland Road. The District may need to work with them to re-locate our sewer main. We need to gather survey data of this area before we can develop solutions to the conflict.

**E-5** – The District has secured easements and all permits. We will be installing the pad, replacing the station hatch and preparing for the generator.

**E-6** – The District has drafted an easement with the property owner and it has been sent for legal review.

#### **NEW BUSINESS**

**WASHINGTON ST. PUMP STATION** – On August 30<sup>th</sup> pump 1 suffered a seal failure. The entire station flooded and faulted out all electrical equipment. We were able to restore operation. The local controls down in the vault are still disabled. Once approved for a \$1.5 million bond we will ask for bid proposals. Materials can then be ordered in the Fall for construction in 2025.

**LACWA APPORTIONMENT & FINANCIALS** – The apportionment has once again been held at 63/37. The plant continues to run well and the septage receiving continue to exceed expectations which helps with additional revenue. The new surge tank project is proceeding as scheduled and 90% design drawings are expected soon.

**OLD BUSINESS**

Trustee Denis Bergeron mentioned that it is key that we get a Finance Director on board. Superintendent Broadbent did say that we had a couple of strong candidates.

The possibility of re-locating the District's cold storage was discussed. The District has a healthy level of borrowing. More discussion will follow. The District owns a pretty attractive piece of property. There is an 8-10 acre parcel at the Industrial Park. We will wait to see what happens with the Finance Director.

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

Respectfully submitted,

Diane Drinkwater

# MRWA

Income Statement

Balance Sheet

Stats

**Auburn Sewer District**  
**Accounts Payable Check Register**  
**September 1, 2024 thru September 30, 2024**

<u>Check</u>	<u>Date</u>	<u>Per</u>	<u>Vendor</u>	<u>Inv Date</u>	<u>Description</u>	<u>Amount</u>
7821	9/6/2024	9	Pineland Carpets	9/6/2024	Ref Tenant Dep Balance A/R - Customer Accts Rec	75.87
						<b><u>75.87</u></b>
7822	9/6/2024	9	An Angel's Wing	9/6/2024	Ref Tenant Dep Balance A/R - Customer Accts Rec	43.68
						<b><u>43.68</u></b>
7823	9/6/2024	8	Constellation NewEnergy, Inc.	8/16/2024	Washington St Accrued Power	167.94
7823	9/6/2024	9	Constellation NewEnergy, Inc.	8/23/2024	Riverside Accrued Power	0.76
7823	9/6/2024	9	Constellation NewEnergy, Inc.	8/23/2024	Evergreen Accrued Power	26.60
						<b><u>195.30</u></b>
7824	9/6/2024	8	DP Flores Inc dba	8/26/2024	HRA-Aug24 Employee Benefits	24.00
						<b><u>24.00</u></b>
7825	9/6/2024	8	MissionSquare	8/31/2024	304412 ICMA 457 Accrued Deferred Comp	1,805.07
						<b><u>1,805.07</u></b>
7826	9/6/2024	8	MissionSquare	8/31/2024	109636 ICMA 401 Employee Benefits	1,715.38
						<b><u>1,715.38</u></b>
7827	9/6/2024	8	MissionSquare	8/31/2024	705328 Roth IRA Accrued IRA/ICMA	291.76
						<b><u>291.76</u></b>
7828	9/6/2024	8	L.A.W.P.C.A.	8/13/2024	CSO-Sargent thru 073124 LAWPCA Storm Surg Tank	72,675.00
7828	9/6/2024	8	L.A.W.P.C.A.	8/19/2024	CSO Proj thru 080224 LAWPCA Storm Surg Tank	5,569.74
						<b><u>78,244.74</u></b>
7829	9/6/2024	9	Maine Municipal Bond Bank	8/19/2024	Accrued Interest	3,207.14

**Auburn Sewer District**  
**Accounts Payable Check Register**  
**September 1, 2024 thru September 30, 2024**

<u>Check</u>	<u>Date</u>	<u>Per</u>	<u>Vendor</u>	<u>Inv Date</u>	<u>Description</u>	<u>Amount</u>
7829	9/6/2024	9	Maine Municipal Bond Bank	8/19/2024	2004FS Bonds - 2004FS - Principal	74,998.89
7829	9/6/2024	9	Maine Municipal Bond Bank	8/19/2024	2009FS Accrued Interest	856.28
						<b><u>79,062.31</u></b>
7830	9/6/2024	8	Maine Municipal Association	8/16/2024	Prop Casualty Adj Pre-Paid	1,425.00
						<b><u>1,425.00</u></b>
7831	9/6/2024	8	Northeast Safety Inc	8/24/2024	Flaggers Miller Street Inflow Investiga	564.00
						<b><u>564.00</u></b>
7832	9/6/2024	8	E.J. Prescott, Inc.	8/13/2024	City Projects Inventory	28,853.00
						<b><u>28,853.00</u></b>
7833	9/6/2024	8	C.N. Wood Enviro	8/21/2024	Hose End Weld Truck #35 (2013 Vacuum Truck)	252.38
						<b><u>252.38</u></b>
7834	9/13/2024	9	Constellation NewEnergy, Inc.	9/3/2024	E. Shore Rd Accrued Power	5.67
7834	9/13/2024	9	Constellation NewEnergy, Inc.	9/3/2024	Sandy Beach Accrued Power	25.13
7834	9/13/2024	9	Constellation NewEnergy, Inc.	9/5/2024	Worthley Accrued Power	433.32
7834	9/13/2024	9	Constellation NewEnergy, Inc.	9/3/2024	Simpsons Beach Accrued Power	13.68
7834	9/13/2024	9	Constellation NewEnergy, Inc.	9/3/2024	E. Shore Lane Accrued Power	7.50
						<b><u>485.30</u></b>
7835	9/13/2024	8	Gagne & Sons	8/19/2024	Mortar Supplies - Mains - Mnt	180.48
						<b><u>180.48</u></b>
7836	9/13/2024	8	L.A.W.P.C.A.	8/23/2024	2005 LTD Accrued - LAWPCA	45,784.46



**Auburn Sewer District**  
**Accounts Payable Check Register**  
**September 1, 2024 thru September 30, 2024**

<u>Check</u>	<u>Date</u>	<u>Per</u>	<u>Vendor</u>	<u>Inv Date</u>	<u>Description</u>	<u>Amount</u>
7836	9/13/2024	8	L.A.W.P.C.A.	8/23/2024	2008 LTD Accrued - LAWPCA	27,528.07
7836	9/13/2024	8	L.A.W.P.C.A.	8/23/2024	2021 LTD Accrued Power	18,621.67
7836	9/13/2024	8	L.A.W.P.C.A.	8/23/2024	2010 LTD Accrued - LAWPCA	59,667.93
7836	9/13/2024	8	L.A.W.P.C.A.	8/23/2024	2011 LTD Accrued - LAWPCA	308,178.90
7836	9/13/2024	8	L.A.W.P.C.A.	8/23/2024	2015 LTD Accrued - LAWPCA	492.13
						<b><u>460,273.16</u></b>
7837	9/13/2024	8	Omni Services, Inc.	8/22/2024	Plug/Sockets Truck #35 (2013 Vacuum Truck)	170.73
						<b><u>170.73</u></b>
7838	9/13/2024	9	Plisga & Day	8/28/2024	Surveyor for E6 Expense - E3 - PS	300.00
						<b><u>300.00</u></b>
7839	9/13/2024	9	St Lawrence & Atlantic RR Co	4/1/2024	S8030A Pipeline Misc Expense-Mains-Mnt	110.00
7839	9/13/2024	9	St Lawrence & Atlantic RR Co	4/1/2024	S7801A Pipeline Misc Expense-Mains-Mnt	50.00
7839	9/13/2024	9	St Lawrence & Atlantic RR Co	5/3/2024	S12508A Swr Line Misc Expense-Mains-Mnt	50.00
7839	9/13/2024	9	St Lawrence & Atlantic RR Co	4/1/2024	S4038A Waste Pipe Misc Expense-Mains-Mnt	100.00
						<b><u>310.00</u></b>
7840	9/13/2024	9	Maine Trust for Local News	8/31/2024	Hearing Notice Misc Expense-A&G Office	192.61
						<b><u>192.61</u></b>
7841	9/13/2024	9	US Bank Corporate Trust Boston	8/27/2024	2022A Accrued Interest	65,860.00

**Auburn Sewer District**  
**Accounts Payable Check Register**  
**September 1, 2024 thru September 30, 2024**

<u>Check</u>	<u>Date</u>	<u>Per</u>	<u>Vendor</u>	<u>Inv Date</u>	<u>Description</u>	<u>Amount</u>
7841	9/13/2024	9	US Bank Corporate Trust Boston	8/27/2024	Bonds - 2022A - Principal	200,000.00
						<b><u>265,860.00</u></b>
7842	9/20/2024	9	New Gloucester LLC	9/20/2024	Refund Overpymt A/R - Customer Accts Rec	7.90
						<b><u>7.90</u></b>
7843	9/20/2024	9	Constellation NewEnergy, Inc.	9/9/2024	Chicoine Accrued Power	40.56
7843	9/20/2024	9	Constellation NewEnergy, Inc.	9/11/2024	Pond View Accrued Power	18.44
7843	9/20/2024	9	Constellation NewEnergy, Inc.	9/11/2024	Lew Jct #1 Accrued Power	416.60
7843	9/20/2024	9	Constellation NewEnergy, Inc.	9/11/2024	Merrow Rd Accrued Power	31.28
7843	9/20/2024	9	Constellation NewEnergy, Inc.	9/11/2024	River Station Accrued Power	376.52
7843	9/20/2024	9	Constellation NewEnergy, Inc.	9/11/2024	"E" St Accrued Power	2.35
7843	9/20/2024	9	Constellation NewEnergy, Inc.	9/11/2024	Garfield Accrued Power	2.71
7843	9/20/2024	9	Constellation NewEnergy, Inc.	9/11/2024	"F" St Accrued Power	4.24
7843	9/20/2024	9	Constellation NewEnergy, Inc.	9/11/2024	"H" St Accrued Power	3.44
7843	9/20/2024	9	Constellation NewEnergy, Inc.	9/12/2024	Moose Brook Accrued Power	408.77
						<b><u>1,304.91</u></b>
7844	9/20/2024	8	Gagne & Sons	8/26/2024	Mortar Pan Supplies - T&D - Ops	458.82
7844	9/20/2024	9	Gagne & Sons	9/3/2024	Grade Rings, Mortar, etc Supplies - Mains - Mnt	704.72

**Auburn Sewer District**  
**Accounts Payable Check Register**  
**September 1, 2024 thru September 30, 2024**

<u>Check</u>	<u>Date</u>	<u>Per</u>	<u>Vendor</u>	<u>Inv Date</u>	<u>Description</u>	<u>Amount</u>
7844	9/20/2024	8	Gagne & Sons	8/27/2024	Grade Ring Supplies - Mains - Mnt	79.28
						<b><u>1,242.82</u></b>
7845	9/20/2024	10	Maine Municipal Emp.Hlth.	10/1/2024	39021 Ins - Oct Accrued Dental	332.37
7845	9/20/2024	10	Maine Municipal Emp.Hlth.	10/1/2024	39021 Ins - Oct Accrued IPP Withheld	303.74
						<b><u>636.11</u></b>
7846	9/20/2024	8	Petro's Ace Hardware	8/27/2024	Lime Supplies - Mains - Mnt	21.98
						<b><u>21.98</u></b>
7847	9/27/2024	9	Jbmeholdings, LLC c/o	9/27/2024	Refund Tenant Dep A/R - Customer Accts Rec	200.00
						<b><u>200.00</u></b>
7848	9/27/2024	9	David M. Dyer d/b/a	9/6/2024	Emergency Rep-Portable C Equipment Maintenance	532.50
						<b><u>532.50</u></b>
7849	9/27/2024	9	Gagne & Sons	9/10/2024	mortar & risers Supplies - Mains - Mnt	410.34
7849	9/27/2024	9	Gagne & Sons	9/4/2024	Mortar - Hotel Rd Supplies - Mains - Mnt	115.44
						<b><u>525.78</u></b>
7850	9/27/2024	9	K. L. Jack & Co., Inc.	9/5/2024	Supplies Expense-Washington St PS	15.96
						<b><u>15.96</u></b>
7851	9/27/2024	9	L.A.W.P.C.A.	9/3/2024	Sept Ops Accrued - LAWPCA	103,760.02
						<b><u>103,760.02</u></b>
7852	9/27/2024	9	Wright-Pierce	9/6/2024	Services thru 083024 Miller Street Inflow Investiga	12,713.65
						<b><u>12,713.65</u></b>
						<b><u>1,041,286.40</u></b>
<b><u>Grand Total</u></b>						

9/30/2024

VENDOR	REF	AWD G/L #	ASD G/L #	Amount
Amazon Business	USB Chargers post its, etc	1142-300	2675-800	28.54
Amazon Business	Eye Wash Solution	1142-300	2620-550	16.47
Amazon Business	Highlighters	1142-300	2620-800	3.46
Amazon Business	Sign Stand	1142-300	2620-800	50.49
Anthem	Health Ins	1142-300	2604-000	
Anthem	Health Ins	1142-300	2241-070	
Anthem	Health Ins	1142-300	2241-071	
Bisson Enterprises, Inc.	office cleaning	1142-300	2675-500	350.00
Broadbent, Mike	Sept mileage	1142-300	2675-500	175.00
Budget Documanet Technology	Sept Copier Rent	1142-300	2675-800	144.59
Central Maine Power	power @ 268 Court Street	1142-300	2615-500	
Central Maine Power	power @ 268 Court Street	1142-300	2615-800	
Cindy Cass	Mileage and Misc	1142-300	2675-500	107.49
The Computer Place	IT Support	1142-300	2675-800	452.25
The Computer Place	IT Support	1142-300	2675-800	18.13
The Computer Place	IT Support-upgrade to network switches, etc	1142-300	2675-800	1,149.99
The Computer Place	IT Support	1142-300	2675-800	36.25
The Computer Place	IT Support	1142-300	2675-800	54.38
The Computer Place	IT Support	1142-300	2675-800	36.25
The Computer Place	IT Support-Dell Latitude	1142-300	2105-270	600.00
Constellation NewEnergy	energy charge @ 268 Court Street	1142-300	2615-500	
Constellation NewEnergy	energy charge @ 268 Court Street	1142-300	2615-800	
Dig Safe System, Inc.	monthly bill - SEP	1142-300	2675-600	308.68
Eastern Fire	Qtrly Sprinkler/Backflow	1142-300	2675-500	76.88
Elan Financial	Walmart - Supplies Measuring of Lake	1142-300	2685-000	24.24
Elan Financial	Walmart - Supplies Measuring of Lake	1142-300	2685-000	20.89
Elan Financial	Cumberland Farms - Ice Measuring of Lake	1142-300	2685-000	5.05
Elan Financial	Maine EZ Pass - Replenish Acct	1142-300	2675-800	20.00
Elan Financial	Staples-Copy Paper	1142-300	2620-800	37.99
Elan Financial	CVS - Cards	1142-300	2675-800	2.64
Elan Financial	Walmart - Misc Supplies	1142-300	2675-800	25.45
Elan Financial	Staples - Stapler, Pens, Paper	1142-300	2620-800	31.88
Elan Financial	Schneider Electric - APC Backup Battery-Lew Jct PS	1142-300	2620-203	111.66
Elan Financial	Schneider Electric - APC Backup Battery-Worthley PS	1142-300	2620-201	111.66
Elan Financial	Maine DEP - E5 Permit	1142-300	2105-206	309.00
Elan Financial	Maine.gov - Background Checks	1142-300	2675-800	31.00
Elan Financial	Maine.gov - Background Checks	1142-300	2675-800	31.00
Elan Financial	Indeed- Employment Ads	1142-300	2675-800	234.29
Elan Financial	Vista Print - Business Cards	1142-300	2620-800	14.49
FirstLight	telephone service	1142-300	2676-800	83.98
Gilman Electrical Supply	Supplies	1142-300	2620-500	80.46
Goodscape Lawn Care	Sept installment # 5 of 5	1142-300	2675-100	1,123.00
Home Depot	Fridge	1142-300	2675-500	178.39
Home Depot	Misc Tools	1142-300	2620-500	276.85
Home Depot	Misc - Swr maint Supplies	1142-300	2620-600	29.43
Jordan Equipment	Repairs - Vibroplate	1142-300	2677-000	933.20
K. L. Jack	Blades	1142-300	2620-500	152.38
Kennebec Equipment Rental	Blades	1142-300	2620-500	149.95
LA Tent & Awning Co Inc	Tent Rental - Measuring of the Lake	1142-300	2685-000	275.00
City of Lewiston	SCADA Tech wages/benefits-AUG 2024	1142-300	2601-600	1,856.62
City of Lewiston	SCADA Tech wages/benefits-AUG 2024	1142-300	2604-000	382.87
City of Lewiston	SCADA Tech wages/benefits-AUG 2024	1142-300	2658-000	106.91
Maine Municipal Emp Health	39020 Sept Ins	1142-300	2241-065	43.79
Maine State Retirement System	Retirement Contribution	1142-300	2604-000	
Maine State Retirement System	Retirement Contribution - Life Ins	1142-300	2604-000	
Maine State Retirement System	Retirement Contribution	1142-300	2241-030	
McMaster Carr	Clevis Pins	1142-300	2620-500	29.98
NAPA	Oil Filler Cap and Plate Lamp Trk #37	1142-300	2650-124	38.93
NAPA	Shop Supplies	1142-300	2620-500	84.75

Ness Oil	Sept Fuel - Trk#35 Vac Trk	1142-300	2650-123	516.01
Ness Oil	Sept Fuel - Trk 37	1142-300	2650-124	165.27
Northern Data Systems	customer billing -Sept	1142-300	2675-700	985.00
Petro's	Shears and Loppers	1142-300	2620-500	57.49
Pine Tree Waste	bulk waste	1142-300	2675-500	113.49
Raybern Utility Solutions	Software/Workflow Consulting Project	1142-300	2105-290	1,484.50
SmartSights	XL Report-Scada	1142-300	2675-500	262.50
Spectrum-Charter Communications	Internet	1142-300	2676-800	79.99
Super Shoes	Cloth Allow-Sewer Crew	1142-300	2604-000	427.44
Televox	Auto Calls	1142-300	2675-850	58.03
Thayer	Extras to PM	1142-300	2675-500	2,017.06
U.S. Cellular	cell phones - Sept	1142-300	2676-500	317.27
Unitil	Aug Nat'l Gas-Court St	1142-300	2620-500	115.60
Unum	Sept life insurance	1142-300	2604-000	139.89
Voyager	Sept Answering Service	1142-300	2675-800	62.40
Warren's Office Supplies	Multifold Towels, TP	1142-300	2620-500	65.86
Warren's Office Supplies	Tissues, Cal Paper & Ribbon	1142-300	2620-800	16.76
Watershed Maine LLC	Finance Services May24	1142-300	2632-800	3,417.24
Watershed Maine LLC	Finance Services Aug24	1142-300	2632-800	2,296.88
				<b>23,045.26</b>

**Lewiston - Auburn Water Pollution Control Authority**

**Monthly Cost Apportionment Summary**

**Cost Apportionment Summary - First Half of 2024**

TBP 10/7/24

Lewiston Sewer Division							Auburn Sewerage District					
Month	Initial %	Initial \$	Op Data %	Op Data \$	Difference \$		Initial %	Initial \$	Op Data %	Op Data \$	Difference \$	
January	62.00%	\$174,379.45	62.30%	\$175,223.22	(\$843.77)	###	38.00%	\$106,877.72	37.70%	\$106,033.95	\$843.77	0.0
February	62.00%	\$174,379.45	65.30%	\$183,660.93	(\$9,281.49)	###	38.00%	\$106,877.72	34.70%	\$97,596.24	\$9,281.49	0.0
March	62.00%	\$174,379.45	64.09%	\$180,257.72	(\$5,878.27)	###	38.00%	\$106,877.72	35.91%	\$100,999.45	\$5,878.27	0.0
April	64.00%	\$180,004.59	62.58%	\$176,010.74	\$3,993.85	###	36.00%	\$101,252.58	37.42%	\$105,246.43	(\$3,993.85)	0.0
May	64.00%	\$180,004.59	62.11%	\$174,688.83	\$5,315.76	###	36.00%	\$101,252.58	37.89%	\$106,568.34	(\$5,315.76)	0.0
June	64.00%	\$180,004.59	61.80%	\$173,816.93	\$6,187.66	###	36.00%	\$101,252.58	38.20%	\$107,440.24	(\$6,187.66)	0.0
Six Month Adjustment			63.03%		(\$506.26)				36.97%		\$506.26	0.0
<b>Cost Apportionment Summary - Second Half of 2024</b>												
Lewiston Sewer Division							Auburn Sewerage District					
Month	Initial %	Initial \$	Op Data %	Op Data \$	Difference \$		Initial %	Initial \$	Op Data %	Op Data \$	Difference \$	
July	63.00%	\$177,192.02	62.79%	\$176,601.38	\$590.64	###	37.00%	\$104,065.15	37.21%	\$104,655.79	(\$590.64)	0.0
August	63.00%	\$177,192.02	62.28%	\$175,166.97	\$2,025.05	###	37.00%	\$104,065.15	37.72%	\$106,090.20	(\$2,025.05)	0.0
September	63.00%	\$177,192.02	61.86%	\$173,985.69	\$3,206.33	###	37.00%	\$104,065.15	38.14%	\$107,271.48	(\$3,206.33)	0.0
October	63.00%	\$177,192.02	61.62%	\$173,310.67	\$3,881.35	###	37.00%	\$104,065.15	38.38%	\$107,946.50	(\$3,881.35)	0.0
November	63.00%	\$177,192.02	62.84%	\$176,742.01	\$450.01	###	37.00%	\$104,065.15	37.16%	\$104,515.16	(\$450.01)	0.0
December	63.00%	\$177,192.02	69.02%	\$194,123.70	(\$16,931.68)	###	37.00%	\$104,065.15	30.98%	\$87,133.47	\$16,931.68	0.0
Six Month Total Adj			62.31%		\$5,822.02				37.69%		(\$5,822.02)	0.0
Average / Adjustments year end			62.79%		\$5,315.76				37.21%		(\$5,315.76)	0.0

Data on this summary sheet applies to operations cost only, capital expenses are apportioned on a yearly basis and determined by the final year end apportionment for the previous year.

## **Auburn Water & Sewer District**

Policy: Telecommuting Policy and Procedure

Date: October 2024

### **Objective:**

The purpose of this policy is to establish guidelines and expectations for telecommuting. The District provides this Telecommuting Program as a potential work arrangement for all eligible, interested staff, and encourages staff and management to fully participate in this Program.

Telecommuting is a valuable work arrangement and workplace tool. A telecommuting work arrangement can promote employee engagement and retention, be a useful tool in recruitment and employee attraction, increase employee productivity and certain work efficiencies, increase employee morale, and have positive impacts on employee well-being and health. Telecommuting also has a variety of benefits to the local community and environment, such as greenhouse gas emission reduction due to lower commuting, and other potential benefits to the District, such as lower energy costs.

### **Policy Overview:**

Telecommuting is an arrangement between the District and the employee that allows an employee to perform work during regular paid work hours, at an approved, alternative, non-District worksite or location. The District considers telecommuting to be a viable, flexible work option when both the employee and the job duties are suited to such an arrangement. Telecommuting may be appropriate for some positions and certain employees but not for others.

Regardless of the location from which employees perform work, District business, work, and operations are the priority at all regularly scheduled work hours. Participating employees must maintain excellent communication, productivity, customer service, collaboration, work performance, and all other work and performance standards.

Employees and supervisors must ensure that the employee's work quality, efficiency, and productivity are not compromised by the arrangement. Telecommuting should never decrease internal and external customer service, employee productivity, employee collaboration and development, and inter-divisional and inter-departmental collaboration, and coverage of onsite work. It should not result in increased costs to the District.

### **Eligibility:**

Not every District employee is eligible for telecommuting. Eligibility is based on various criteria, including an assessment of the job requirements, responsibilities, and employee performance. Meeting the eligibility requirements does not guarantee approval of telecommuting. The District has the discretion to grant telecommuting arrangements on a case-by-case basis.

Due to the nature of the services offered by the District, employees in some positions may not be approved for telecommuting. Employees who would not be eligible for telecommuting have jobs that are entirely, or primarily, location-dependent, or require access to resources that are not allowable, or practical, from a telework location.

The following provisions will be used to assess if an employee is eligible to participate in a telecommuting arrangement and if their work assignments are appropriate and allow for telecommuting. The employee's supervisor is responsible for the final determination if an employee's position is appropriate for telecommuting and if the employee meets the specific work standards.

An employee may be eligible to telecommute if:

1. The employee is a full-time, permanent District employee.

2. The employee must be employed in their current position with the District for a minimum of 90 days, full-time, continuous, and permanent employment.
3. The employee must be in good standing and have received excellent work evaluations and must:
  - a. be self-motivated and demonstrate high dependability and work ethic.
  - b. demonstrate a consistently high rate of productivity as well as work quality.
  - c. demonstrate a high level of skill and job knowledge.
  - d. demonstrate strong communication skills.
  - e. demonstrate strong organizational and time management skills; and
  - f. demonstrate ability to work with minimal in-person supervision.
4. The employee has access to the required supplies and equipment to telecommute and has an acceptable workspace and environment to effectively work remotely, as outlined in this Policy.

A position may be eligible for telecommuting if the nature of the job:

1. Is primarily “knowledge-based” and involves handling of information, including but not limited to reading, writing, analyzing, or processing data.
2. Job duties are independent in nature.
3. Job duties possess measurable deliverables.
4. Entails project-oriented activities or work with measurable milestones or deliverables.
5. Allows for work to be performed at a non-District location during a regularly scheduled workday, and the quantity of work that can be performed off-site is appropriate for a telecommute day.
6. Will not, as a result of telecommuting, compromise any of the functions of the employee’s department or any District operations.

A position may not be a good candidate for telecommuting if the job requires such things as:

1. Frequent face-to-face interaction in the office with supervisors, customers, co-workers, or the public.
2. Customer service to the public or other District employees which cannot be performed to the same level of service, response time, or productivity while telecommuting.
3. Access to highly secured or protected information or resources in which access is not permitted or possible from the telework location.
4. Access to special District and site-specific resources, such as tools, equipment, software systems, large machines, special files, etc.
5. Access to the District’s computer databases or applications while telecommuting if remote access to necessary applications or database is prohibited or creates unmitigable risk.
6. Immediate presence or attendance at the principal work location to address unscheduled events regularly.
7. Daily field work.
8. Onsite coverage for cyclical or rotating tasks.

**Job Expectations and Work Standards:**

While telecommuting, employees should perform the full range of their normal job duties. Employees are expected to be fully available during their regular work hours through email, by phone, video chat, or other means. Employees are expected to meet deadlines and work goals as they would in-office, and the operations of the District are to remain the same, or be improved, by telecommuting. It is essential that each department be staffed appropriately during regular business hours.

Employees participating in telecommuting are expected to adhere to the following work standards, in addition to position-specific work standards as established by their supervisor:

1. Teleworkers must be as accessible and responsive while telecommuting as they are during their regular on-site workdays, regardless of work location.
2. Timeliness, quality, and quantity of work must be maintained or improved while telecommuting.



3. Attendance and punctuality must be maintained during telecommuting.
4. Voicemail, emails, and other correspondence must be responded to timely and in the same manner as if the employee were in a District work location.
5. Employees are expected to respond promptly to District communication, such as email, text, instant messaging, video chat, etc. in the same way employees are expected to respond promptly while working at a District worksite.
6. Telecommuting should not result in additional work for other staff, delayed work correspondence, or any impact on another employee who may rely on the telecommuting employee for operations.

**Telecommuting Work Schedules:**

A telecommuting employee must work on-site a minimum of two full, regular workdays per week. All departments should consider the establishment of one core business day per week where all department members work in-person to ensure collaboration, communication, and connection. Each supervisor is responsible for reviewing the telecommuting schedules for their staff.

Limited exceptions to these schedule requirements may be considered on a case-by-case basis. In no event will an employee work on-site less than 40% of their regular work schedule without prior approval by the supervisor.

**Individual Employee Schedules:**

Each employee participating in telecommuting must schedule their planned off-site workdays and location. Schedules should be listed in a shared calendar for employees eligible to work off-site. If an employee must make changes to their work schedule, their supervisor should be notified as soon as possible, and the calendar should be updated promptly.

It is expected that all telecommuting employees may experience an unforeseen, immediate need to return to the principal work location. Telecommuting employees must be available and able to come to the principal location at any time, as needed and as identified by the supervisor. In the event such on-site attendance is required, supervisors will notify the employee with as much advance notice as reasonably possible.

**Travel and Reimbursement:**

Teleworkers do not receive travel pay for reporting to their regularly assigned workplace on their telecommute day. Any time spent driving from a remote work location, such as a personal residence, to a District facility, is not considered compensable work time and not subject to compensation or travel reimbursement.

**General Telecommuting Requirements and Considerations:**

1. While telecommuting, the employee continues to be subject to all applicable District, State and federal rules, policies, and procedures. All the rules applicable at the regular worksite are applicable while telecommuting.
2. Existing laws, rules, policies, and contract provisions of the District are applicable to all teleworkers. If the teleworker is conducting authorized District business and their actions are within the course and scope of their employment, the same workplace rules that apply to District facilities will be applicable to teleworkers' home workplaces. This would include policies on Internet usage, cybersecurity, safety and health, and standards of conduct.
3. In the case of an employee who has been formally reprimanded through a disciplinary action that results in the placement of a document in an employee's official personnel file relating to an issue arising from working off-site, telecommuting privileges and arrangements shall be revoked.
4. Telecommuting employees must not engage in any non-work-related activities while telecommuting that would not be permitted at the regular worksite. Telecommuting employees may take care of personal business during lunch periods, as they would at the regular worksite.

**Remote Work Location and Workspace Requirements:**

Telecommuting employees must designate a workspace at home or another approved remote location that is suitable for performing official business and is maintained in a safe condition, free from hazards. The employee must perform their work in the designated area when telecommuting.

Telecommuters must have a method for expediently receiving and responding to communications (phone calls, messages, emails, etc.) from other staff, supervisors, and when applicable, clients or the public. All precautions necessary must be taken to secure District information and equipment in their workspace and prevent unauthorized access to any District system or information. Data and information used by telecommuters must be treated with the same caution and respect that confidential material is given in the regular workspace. Telecommuters must comply with all District IT policies related to technology use, data security, and remote access.

The employee's telecommuting workspace is the employee's responsibility and is not the District's responsibility. The employee's telecommuting workspace must comply with recommended safety rules for the workplace as outlined in this Policy, and, at minimum, include a smoke detector, working fire extinguisher, clear unobstructed exits, adequate electrical circuitry, ergonomic furniture, and appropriate lighting. Additionally, it must be secured, so that District data is not compromised, shared, or lost and to minimize theft or damage to equipment. High-speed internet service must be available and functional.

**Safety:**

Telecommuting employees must work in an environment that allows them to perform their duties safely and efficiently. If utilizing a home office space, the telecommuting employee is expected to keep a home office as clean and free from obstructions as if in a regular District office. The employee must ensure that safety and ergonomic standards are met in the remote workspace. The workspace must have adequate lighting, ventilation, and furniture that is ergonomical and safe to use. Home-based teleworkers will be required to keep their office free of dangerous obstructions, loose wires, and other hazards, and electrical and telecommunications outlets should be available and in good working order.

If a teleworker has a work-related accident at their remote work location during designated work hours and while conducting authorized District business, they will be subject to the same District rules and regulations regarding work-related accidents and must report the incident immediately to a supervisor. The employee must follow District policy for reporting on-the-job work injuries. The claim investigation will include evaluation of the telecommute work location in relation to the workspace and safety requirements as set forth in this policy and the agreement signed by the employee.

The District assumes no liability for injuries to the employee that occur outside the employee's scheduled work hours or while not engaged in District business. The District assumes no liability for injuries to any third parties or the employee's family members on the employee's telecommuting workspace. The District is not liable for damage to the employee's real property or personal items.

**Equipment and Technical Support:**

The employee is responsible for ensuring they have the appropriate equipment to successfully telework. The District is not required to provide telecommuting employees with materials or supplies needed to establish an alternate worksite (desk, chair, computer, software, cell phone, fax, copier, etc.), and assumes no responsibility for set-up, safety compliance, or operating costs at an alternate worksite.

The District may provide equipment but is not obligated to do so. The use of any District supplies or equipment at non-District remote work locations must be pre-approved by the supervisor. The District retains ownership of all equipment, tools, supplies, licenses provided, as well as District electronic communication and work product. Should District equipment, such

as laptops, cell phones, etc. be used at a remote work location while telecommuting, the telecommuting employee is responsible to reasonably protect District equipment, software, and supplies from possible theft, loss, and damage.

The District will not provide funding or reimbursement beyond what is standard practice for District work locations. The District will not fund or incur costs to support an employee's telecommuting activities.

The following are the responsibility of the employee:

- The acquisition maintenance and repair of personal equipment, such as personal computer, printer, etc. and other equipment and supplies required to work from a remote location
- Remote location workspace furniture, ergonomic equipment, and related modifications
- Costs associated with the initial setup or maintenance of the telecommuting workspace
- Internet and network access and related continuing charges
- Purchase, repair, or replacement of employee-owned equipment and supplies. Note: The District will not provide technical support for non-District equipment. Employees are responsible for the maintenance and repair of their own equipment.
- Purchase, repair, or replacement of District-owned equipment and supplies if mishandled or lost during employee's use.
- Homeowner's and Renter's insurance covering the home office space, including any changes in rates or coverage required for telecommuting and maintaining a home office.
- Cost of utilities while working remotely, including cell phone/telephone charges (except as provided as part of the standard allowance), heating, electricity, home maintenance costs, etc.

**Other Telecommuting Equipment and Infrastructure Guidelines:**

1. Employees must have high-speed internet to connect to and utilize District email, applications, and files.
  - a. If the employee's connectivity does not support use of video calls, such as Teams or Zoom video meetings, the employee will be required to work on-site or in a location with high-speed internet for such events. If the employee regularly has connectivity issues, the employee may not be eligible to telecommute.
  - b. If the employee's high-speed internet fails or is unavailable on a telecommute date, the employee will be required to work on-site or at an alternative off-site location.
2. All non-District devices connecting to District network or accessing District applications must have up-to-date operating systems, browsers, and security software and must meet all applicable IT policies.
3. Work products must be stored on the District systems (such as SharePoint or OneDrive). Work products or other District documents must not be saved on the employee's personal desktop, flash drives, etc.
4. District IT is not responsible for troubleshooting or fixing non-District-related network equipment or for supporting any non-District-issued hardware used in a home office environment.

**Telecommuting Policy Employee Agreement**

Auburn Water & Sewer District

*The Employee agrees to:*

1. Be familiar with, understand, and comply with this Policy.
2. Comply with all District required safety and security policies and procedures
3. Be responsible for costs associated with and ensuring that own equipment is equal to and compatible with District equipment, software, and network needs in order to fully perform all functions of their positions while at a remote work location.
4. Be responsible for maintaining any equipment owned by the employee or the District.
5. Secure appropriate approval before beginning to telecommute.
6. Be transparent and accountable for all tasks and responsibilities of their position.

*The Employee understands the home safety rules and workspace ergonomic requirements laid out in this Policy, summarized as follows, and agrees to maintain a safe telecommute environment:*

1. Furniture is ergonomically comfortable and safe to use.
2. Workspace has adequate lighting.
3. Workspace is free of dangerous obstructions, loose wires, and other hazards.
4. Workspace has proper ventilation.
5. Smoke detectors are installed and working properly; a fire extinguisher is accessible.
6. Electrical outlets are available and in good working order.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date



Join us as the cities of Lewiston and Auburn break ground on a historic \$30M infrastructure project that will improve public health and the cleanliness of the Androscoggin River.

WEDNESDAY OCTOBER 16

11:00 AM

535 LINCOLN ST

LEWISTON, MAINE

CONTACT PAULA DROUIN WITH QUESTIONS

[PDROUIN@LACWA.ORG](mailto:PDROUIN@LACWA.ORG)

207-782-0917 EXT. 27

# Order for Services



<b>Company Legal Name</b>	awsd.org	<b>Contact Name</b>	Mike Broadbent	<b>Contract Term (Years)</b>	2
<b>Company Address</b>	268 Court Street Auburn Maine 04212	<b>Phone</b>	207-784-6469	<b>Start Date</b>	5/31/2024
<b>Company Phone</b>	207-607-9115	<b>Email</b>	mbroadbent@awsd.org	<b>Sales Representative</b>	Charlie Waters (678) 805-2010 ext 203 charlie.waters@proliant.com

Basic Plus							
Primary Frequency	FEIN Qnt.		Base Fee	Rate	Description	Employee Quantity	Total Per Payroll
Weekly	1		\$15.05	\$1.90	per check	25	\$62.55

### Included Products/Services

- Automated Tax LookUp
- Check Signing/Stuffing
- Direct Deposit
- Electronic Onboarding
- Garnishment/Child Support Payments
- HRIS
- Self-Service
- Work Number Wage Verification
- Accrual Tracking
- Electronic Onboarding "Click to Sign"
- Mobile
- New Hire Reporting
- Payroll Processing
- Report Writer
- Tax Filing
- GL - Other

Additional Services				
Name	Rate	Quantity	Description	Total
401K Interface	\$9.23	1	per interface	\$9.23
Workers Comp Reporting	\$6.92	1	per company	\$6.92
Attendance on Demand Integration Only	\$0.06	25	per employee	\$1.50
				<b>\$17.65</b>
				<b>Total Per Payroll*</b>
				<b>\$80.20</b>

# Order for Services



## Year End Fees

	Quantity	Base per Company ID	Rate	# of Company IDs	Total
W-2/1099(turnover not included)	25	\$50.00	\$3.50	1	\$137.50
				<b>Total:</b>	<b>\$137.50</b>

## One-Time Fees

	Quantity	Rate	Description	Cost	Discount	Total
Payroll Setup				\$475.00	\$475.00	\$0.00
Onboarding Setup				\$500.00	\$500.00	\$0.00
Onboarding Custom Fillable Documents		\$300.00	per document	\$0.00	\$0.00	\$0.00
GL Setup	1	\$750.00		\$750.00	\$0.00	\$750.00
					<b>Total:</b>	<b>\$750.00</b>

## Total Cost Summary

<b>One-Time Fees</b>	<b>\$750.00</b>
<b>Year-End Fees</b>	<b>\$137.50</b>
<b>Annual Fee (estimated)</b>	<b>\$4,170.40</b>

- \* Total assumes One Payroll Run per Pay Cycle
- \* For processing of off-cycle payroll runs, the Company will be charged the lower of \$1.25 or the quoted per check rate plus the base fee stated on this quote
- \* Base Fee Applies to All Payroll Runs, Including Adjustment Runs.
- \* Estimated Totals Only which do not include applicable sales tax.. Proliant will notify client of bill total once the project is complete.
- \* Total Delivery Fees for Paperless Delivery are not included and are TBD