

Office of

## **AUBURN SEWERAGE DISTRICT**

**Office Telephone # 784-6469**

Regular 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, April 15, 2025 @ 4:00 P.M.**

### **AGENDA**

1. Approve Minutes of Special Meeting of April 1, 2025.
2. Financial Report Update - **Mike Bailey**
3. Open Session / Public Comment.
4. Activity Report/Project Update - **Matt Waite**
5. New Business
  - Meter Stipend
6. LACWA Apportionment & Financials
7. Old Business
  - District Goals.
  - SCADA Agreements.
  - Meter Bid Results.
8. Adjourn Regular Meeting.

**Upcoming:** Sewer Trustee Meeting May 20, 2025.

April 1, 2025

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 April 1, 2025 at 4:00pm.

Members present: Robert Cavanagh (Treasurer), Denis Bergeron, Stephen Ness (President) and Patrick DeFilipp. Also Present: Michael Broadbent, Superintendent and Michael Bailey, Finance Director.

**Absent:** Dan Bilodeau, Stephen Milks, Graca Muzela and Matt Waite

**APPROVE MINUTES OF REGULAR MEETING OF JANUARY 21, 2025**

On motion of Patrick DeFilipp, seconded by Denis Bergeron, it was unanimously voted: **To approve the minutes of the Regular Meeting of January 21 2025.**

**APPROVE MINUTES OF THE REGULAR MEETING OF FEBRUARY 18, 2025.**

On motion of Patrick DeFilipp, seconded by Denis Bergeron, it was unanimously voted: **To approve the minutes of the Regular Meeting of February 18, 2025.**

**APPROVE MINUTES OF THE REGULAR MEETING OF MARCH 18, 2025.**

On motion of Patrick DeFilipp, seconded by Denis Bergeron, it was unanimously voted: **To approve the minutes of the Regular Meeting of March 18, 2025.**

**FINANCIAL REPORT UPDATE** (Michael Bailey) - Revenues and expenses are close to budget. The four CDs expired in February, 2025. It was decided not to re-invest the funds due to the liquidity needs of the storm surge tank. The cash on hand of \$4.6 million is sufficient to service existing debt and fund operations.

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

**ACTIVITY REPORT/PROJECT UPDATE** - Activities have been normal for the sewer district. There was a frozen main on Grandview. That sewer main is shallow.

**DOT PROJECTS** - The District did not receive any bids for adjusting manholes. Auburn Public Works has a device called "Mister Manhole". We have been training on the use of that piece of equipment which would allow us to do a couple dozen manholes a day. Work on Minot Avenue is scheduled for April 21<sup>st</sup>. There will be one week of night work due to the location.

**CITY PAVING PROJECTS** – We are awaiting the City's receipt of bids for the 2025 paving projects. The crew will begin the process of locating and collecting GPS data and conducting a condition assessment of the manholes within the project limits.

**NEW BUSINESS**

**ELECTION OF OFFICERS –**

Trustee Dan Bilodeau has been absent for 4 meetings with no correspondence. City Policy says that if you miss three consecutive meetings you could be removed. Trustee Denis Bergeron said that it would be a good idea to send Trustee Bilodeau a letter to see if he wants to remain a trustee. He will be sent a letter and if there is no response by the April 15<sup>th</sup> meeting, the matter will be referred to the City Council.

On motion of Patrick DeFilipp, seconded by Denis Bergeron, it was voted: **To approve the current Slate of Officers.**

Trustee Stephen Ness said that if no one was interested he would stay on as President.

A friendly amendment was made to appoint Michael Bailey as Clerk to replace Edward Williams.

<b>President:</b>	Stephen Ness
<b>Treasurer:</b>	Robert Cavanagh
<b>Superintendent:</b>	Michael Broadbent
<b>Clerk:</b>	Michael Bailey

The vote passed.

**DISTRICT GOALS** - There are several initiatives for the Trustees to consider for 2025. The breakdown and costs for each was provided by Superintendent Broadbent. He has worked on some additional goals; updating Sewer District Rules and Regulations and adopting a Policy for sewer pump stations. The City is looking to see where the City can grow.

The new metering platform is a major goal. We are looking to replace all the meters in the next couple of years. What is the Sewer District's responsibility in the cost of this changeover? Superintendent Broadbent is asking other sewer entities how they handle the cost of their meter replacements. We would like for the Sewer District to be an equal partner in this process. Superintendent Broadbent will bring options to the next meeting for further discussion. He also mentioned that we should conduct a modeling of the sewer system which would be very helpful for future development inquiries.

**CLEAN WATER ACT MASTER PLAN** – The Auburn Sewer District, City of Lewiston and LACWA have partnered on submitting a Clean Water Act Master Plan update every 5 years for the past 20 years. The main reason for this is the shared treatment facility and that both systems contribute to the overflow of Structure B at the LACWA treatment facility. Lewiston's consultant, Tighe & Bond, has prepared this proposal and divided the work load out amongst the three entities. The District is responsible for 11% of the total project which is \$28,070. Superintendent Broadbent sees value in partnering up with the other entities for 2025. Future updates can be done independently.

On motion of Denis Bergeron, seconded by Patrick DeFilipp, it was unanimously voted: **To authorize the District to partner up with the City of Lewiston and LACWA for 2025 at a cost of \$28,070.**

**LACWA APPORTIONMENT & FINANCIALS** – LACWA has kept their options open regarding biosolids. They have considered several long term options. Funds from the DEP would help with the building of their own dryer system resulting in considerable savings to the treatment facility.

#### **OLD BUSINESS**

**COURT STREET @ MECHANICS ROW/PLUG FOR INFLOW BYPASS LINE**- This work had to be postponed due to weather. It is scheduled for next week and the weather does look favorable.

**SCADA AGREEMENTS** – The Water District has taken the lead. A Notice of Breach has been sent to the City of Lewiston with a 90-day cure. It was sent two weeks ago with no action at this time.

**CISA/CYBERSECURITY AND INFRASTRUCTURE SECURITY AGENCY** -The Auburn Water and Sewer District was one of 20 systems selected by the Maine Drinking Water Program to complete a Cyber Security Assessment of our equipment, networks and processes. The assessment was completed by a

division of the U.S. Department of Homeland Security, CISA. They made several recommendations to improve our security, the majority of which include appointing an internal point of contact for cyber security, development of policy and practices and insuring proper training. The assessment team said that we have done a very good job up to this point. Trustee Bergeron commented on the need for someone with technical knowledge. Superintendent Broadbent said that this was just an update with no recommendations at this time.

**STAFFING UPDATE** — Our most senior employee, Randy Holmes is retiring after 42 years and 5 months of service to the District. A sewer employee was promoted to the Water District leaving the Sewer District with an open position. The position has been advertised and interviews have been scheduled.

Eddie Williams , the District's Director of Customer and Technical Services, recently earned his Grade 1 Water Distribution Certification.

Jacob Gilbert, Sewer Operator, recently earned his Grade 1 Sewer Collection Certification.

The actions of these individuals demonstrates their commitment to professional development and success of the organization.

**EXECUTIVE SESSION IN ACCORDANCE WITH 1 M.R.S.A. § 405 (6) (A), TO DISCUSS A PERSONNEL MATTER.**

On motion of Denis Bergeron, seconded by Patrick DeFilipp, it was unanimously voted: **To move into executive session to discuss a personnel matter.**

The meeting came out of executive session.

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

Respectfully submitted,

Diane Drinkwater

**AUBURN SEWERAGE DISTRICT  
OPERATING STATEMENT - TRUSTEES' REPORT  
THREE MONTHS ENDED MARCH 31, 2025**

	YTD - 2024	2025 BUDGET	Y-T-D THRU March 2025		
			ACTUAL	BUDGET	VARIANCE
<b>REVENUES:</b>					
Metered Income	\$694,135	\$4,150,000	1,035,763.10	\$1,027,467	\$8,297
Industrial Surcharge	7,186	43,000	7,707	9,875	(2,167)
Shared Debt with City	0	42,000	0	10,500	(10,500)
Jobbing & Mdsc. - NET	4,253	20,000	12,243	5,000	7,243
Sewer Assessments	0	25,000	750	6,250	(5,500)
Finance Charges	1,044	6,500	1,334	1,625	(291)
Interest Income	18,872	156,000	30,591	39,000	(8,409)
Industrial Treatment Sampling	7,083	45,000	10,625	11,250	(625)
Capacity Fees (SDS)	4,500	40,000	4,500	10,000	(5,500)
<b>TOTAL REVENUES</b>	<b>737,074</b>	<b>4,527,500</b>	<b>1,103,514</b>	<b>1,120,966</b>	<b>(17,452)</b>
			<b>24.37%</b>	<b>83.33%</b>	<b>&lt; Standard</b>
<b>EXPENSES:</b>					
Payroll	77,786	592,929	130,129	148,274	(18,145)
Employee Benefits	30,443	309,444	57,681	77,361	(19,680)
Maint. of Sewers	3,610	99,669	8,156	24,917	(16,761)
Lift Stations	30,437	94,593	22,290	23,648	(1,359)
Maint. of Buildings	10,856	50,649	18,271	12,662	5,609
Maint. of Trucks	4,673	38,600	9,384	9,650	(266)
Office Expense	8,692	38,389	11,602	9,597	2,004
Collection Expense	138	(325)	198	(81)	279
General Expense	1,268	7,812	1,237	1,953	(716)
Insurance	12,820	54,556	12,548	13,639	(1,091)
Legal & Accounting Fees	8,783	10,879	5,939	2,720	3,219
Billing Expense	12,508	95,726	21,013	23,932	(2,918)
L.A.W.P.C.A.	343,113	2,059,354	518,816	514,839	3,978
<b>SUB-TOTAL</b>	<b>545,126</b>	<b>3,452,275</b>	<b>817,264</b>	<b>863,110</b>	<b>(45,846)</b>
Interest	32,259	267,669	47,800	66,917	(19,117)
<b>TOTAL EXPENSES</b>	<b>577,385</b>	<b>3,719,944</b>	<b>865,064</b>	<b>930,028</b>	<b>(64,963)</b>
			<b>23.25%</b>	<b>83.33%</b>	<b>&lt; Standard</b>
Bonds - Principal Payments	0	443,065	31,652	31,652	0
<b>SURPLUS FROM OPERATIONS</b>	<b>159,689</b>	<b>364,491</b>	<b>206,797</b>	<b>159,287</b>	<b>47,511</b>

**AUBURN SEWERAGE DISTRICT  
BALANCE SHEET  
PERIOD ENDING - March 31, 2025**

	3/31/2025	12/31/2024	3/31/2025	12/31/2024
<b>Property, Plant and Equipment:</b>				
Plant in Service	38,939,765.80	38,904,979.87	Equity Capital	21,527,835.67
Less: Accumulated Depreciation	(19,091,531.76)	(18,971,531.76)	Long Term Debt	4,549,031.70
	19,848,234.04	19,933,448.11	Equipment Leases	71,659.31
<b>Construction Work In Progress</b>	2,403,511.06	1,649,788.62		42,349.03
<b>Current Assets:</b>			<b>Current Liabilities:</b>	
Cash/Money Market	4,405,700.67	1,051,118.32	Current Portion of LTD	443,065.36
Accounts Receivable	174,614.78	260,825.56	Accounts Payable	442,235.66
Construction Assessments	0.00	0.00	Accrued Interest & Other	47,475.45
City of Auburn Debt	234,868.01	234,868.01	Customer Deposits	17,905.00
Inventory	125,888.40	125,888.40	Pre-Treatment Costs	(23,625.09)
PrePays	10,569.24	(0.51)	Accrued LAWPCA	127,803.23
<b>Total Current Assets</b>	<b>4,951,641.10</b>	<b>1,672,699.78</b>	<b>Total Current Liabilities</b>	<b>1,054,859.61</b>
<b>Investments:</b>				
CD's	0.09	3,748,941.41		
<b>Total Investments</b>	<b>0.09</b>	<b>3,748,941.41</b>		
<b>Deferred Charges</b>	<b>0.00</b>	<b>0.00</b>		
<b>Total Assets</b>	<b>27,203,386.29</b>	<b>27,004,877.92</b>	<b>Total Equity &amp; Liabilities</b>	<b>27,203,386.29</b>
				<b>27,004,877.92</b>

AUBURN SEWER - FINANCIAL INFORMATION

Sewer Metered Revenue - Versus Prior Year						
Month	2025	2024	MTD Change	%	YTD Change	%
January	\$368,576	\$337,824	\$30,752	9.1%	\$30,752	9.10%
February	\$327,577	\$356,311	(\$28,734)	-8.1%	\$2,018	0.29%
March	\$339,120	\$336,063	\$3,057	\$0	\$5,075	0.49%
April	\$376,870	(\$376,870)	(\$743,740)	-100.0%	(\$371,595)	-26.41%
May	\$338,467	(\$338,467)	(\$676,934)	-100.0%	(\$710,662)	-40.68%
June	\$374,199	(\$374,199)	(\$748,398)	-100.0%	(\$1,084,261)	-51.16%
July	\$340,707	(\$340,707)	(\$681,414)	-100.0%	(\$1,424,261)	-57.92%
August	\$337,357	(\$337,357)	(\$674,714)	-100.0%	(\$2,124,324)	-62.99%
September	\$384,476	(\$384,476)	(\$768,952)	-100.0%	(\$2,146,800)	-67.47%
October	\$360,198	(\$360,198)	(\$720,396)	-100.0%	(\$2,506,998)	-70.77%
November	\$319,509	(\$319,509)	(\$639,018)	-100.0%	(\$2,826,507)	-73.19%
December	\$312,566	(\$312,566)	(\$625,132)	-100.0%	(\$3,139,073)	-75.20%
Year-to-Date:	\$1,035,274	\$4,174,347				

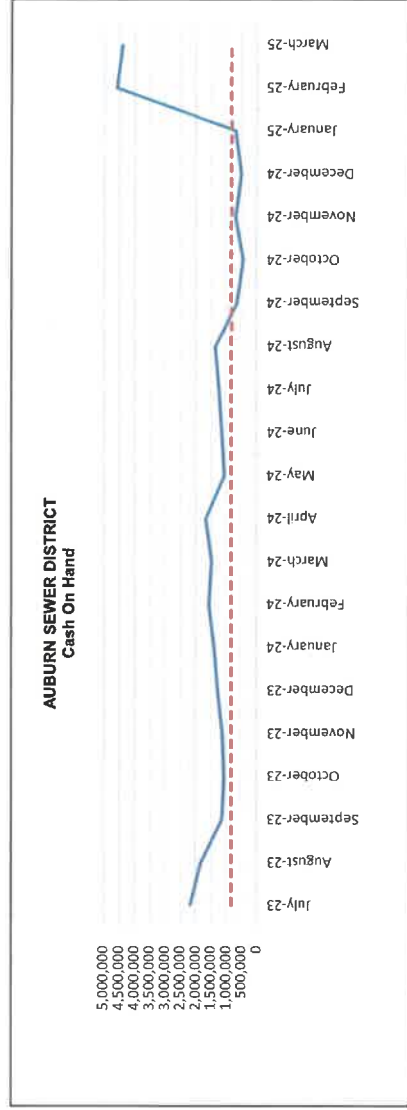
Sewer Metered Gallons Sold						
Month	2025	2024	MTD Change	%	YTD Change	%
January	40,978,761	48,300,327	(7,321,566)	-15.16%	(7,321,566)	-15.16%
February	44,263,147	43,330,144	933,003	2.15%	(6,388,563)	-6.97%
March	41,691,007	46,113,452	(4,422,445)	-9.59%	(10,811,009)	-7.85%
April	0	42,113,148	(42,113,148)	-100.00%	(52,924,157)	-29.43%
May	0	43,762,840	(43,762,840)	-100.00%	(96,686,996)	-43.24%
June	0	45,688,902	(45,688,902)	-100.00%	(142,375,898)	-52.87%
July	0	\$42,742,343	(\$42,742,343)	-100.00%	(\$185,118,241)	-59.32%
August	0	\$45,409,704	(\$45,409,704)	-100.00%	(\$230,527,945)	-64.49%
September	0	\$54,232,549	(\$54,232,549)	-100.00%	(\$284,760,494)	-69.17%
October	0	\$48,220,643	(\$48,220,643)	-100.00%	(\$332,981,137)	-72.40%
November	0	41,101,500	(41,101,500)	-100.00%	(374,082,637)	-74.56%
December	0	40,978,761	(40,978,761)	-100.00%	(415,061,398)	-76.58%
Year-to-Date:	126,932,915	541,994,313				

SEWER Capital Spending Versus Budget			
Capital Expenses - 2025	Budget	YTD Actual	
JCB Loader	\$12,500	\$9,650	
Suitcase Generators	\$600		
E-6 Generator	\$50,000	\$8,524	
Moose/Worthy P.S Generator hook-ups	\$10,000		
Pipe Saw	\$1,500	\$367	
Localor	\$2,750	\$2,750	
Misc Tools	\$5,000	\$200	
Utility Billing Software	\$26,165	\$6,062	
Accounting Software	\$18,000		
Office Improvements	\$8,000		
Ergonomic Office Furniture	\$2,000		
4 Computers, I-pad	\$3,600	600	
Equipment	\$140,115	\$28,153	
2024 Lining Projects	187,000.00	6,000.00	
2024 Manhole Adjustments	186,000.00		
Miller Street Investigation	100,000.00	69,663.43	
Siphon Cleaning	10,000.00	8,281.50	
Taylor Brook Bridge	30,000.00		
2025 Lining Projects, Granite, Loring	60,000.00	564.00	
Paving Projects, MH Adjustments	206,000.00	61,968.00	
Court/Mechanics Row Separation Project	100,000.00		
Androscoogin River siphon	50,000.00		
Washington Street Pumping Station	1,500,000.00	2,978.11	
Storm Surge Tank	2,998,671.93	2,200,196.22	
Projects (total includes benefit costs on labor)	5,427,671.93	2,349,651.26	
Total Capital	\$5,567,787	\$2,377,804	

Sewer Metered Revenue - Versus Budget						
Month	2025	BUDGET	MTD Change	%	YTD Change	%
January	\$344,280	\$368,576	(\$24,297)	-6.6%	(\$24,297)	-6.59%
February	\$355,274	\$327,577	\$27,697	8.5%	\$3,400	0.49%
March	\$339,120	\$337,065	\$2,055	0.6%	\$5,456	0.53%
April	\$0	\$363,038	(\$363,038)	-100.0%	(\$357,582)	-25.61%
May	\$0	\$352,510	(\$352,510)	-100.00%	(\$710,092)	-40.61%
June	\$0	\$333,940	(\$333,940)	-100.00%	(\$1,044,032)	-50.13%
July	\$0	\$336,931	(\$336,931)	-100.00%	(\$1,380,963)	-57.07%
August	\$0	\$334,121	(\$334,121)	-100.00%	(\$1,715,084)	-62.28%
September	\$0	\$367,929	(\$367,929)	-100.00%	(\$2,083,014)	-66.73%
October	\$0	\$340,501	(\$340,501)	-100.00%	(\$2,423,514)	-70.00%
November	\$0	\$361,871	(\$361,871)	-100.00%	(\$2,785,386)	-72.84%
December	\$0	\$325,941	(\$325,941)	-100.00%	(\$3,111,326)	-74.97%
Year-to-Date:	\$1,038,674	\$4,150,000				

Sewer Gross Payroll						
Month	2025	Budget	MTD Change	%	YTD Change	%
January	\$43,076	\$51,217	(\$8,141)	-16%	(\$8,141)	-15.89%
February	\$39,367	\$43,921	(\$4,554)	-10%	(\$12,695)	-13.34%
March	\$47,686	\$53,136	(\$5,450)	-10%	(\$18,145)	-12.24%
April	\$0	\$51,348	(\$51,348)	-100%	(\$69,493)	-34.81%
May	\$0	\$53,451	(\$53,451)	-100.00%	(\$122,945)	-48.58%
June	\$0	\$42,807	(\$42,807)	-100%	(\$165,752)	-56.02%
July	\$0	\$52,501	(\$52,501)	-100.00%	(\$218,253)	-62.65%
August	\$0	\$52,772	(\$52,772)	-100.00%	(\$271,024)	-67.56%
September	\$0	\$44,591	(\$44,591)	-100.00%	(\$315,615)	-70.81%
October	\$0	\$51,072	(\$51,072)	-100.00%	(\$366,687)	-73.81%
November	\$0	\$54,944	(\$54,944)	-100.00%	(\$421,631)	-76.42%
December	\$0	\$41,169	(\$41,169)	-100.00%	(\$462,800)	-78.05%
Year-to-Date:	\$130,129	\$592,929				

AUBURN SEWER DISTRICT CUSTOMER ACCOUNTS RECEIVABLE									
Aging	Current	30 day	60 day	90 day	120 day	Finance Chgs	Other	Totals	
March	\$ 145,815.87	\$ 34,034.22	\$ 10,067.63	\$ 11,224.23	\$ 16,826.53	\$ 2,637.30	\$ -	\$ 222,607.78	
February	\$ 170,208.09	\$ 33,564.55	\$ 9,620.90	\$ 10,758.78	\$ 18,730.51	\$ 2,808.81	\$ -	\$ 245,691.64	
January	\$ 147,086.47	\$ 34,445.00	\$ 8,427.78	\$ 13,959.32	\$ 14,822.25	\$ 2,738.79	\$ -	\$ 221,479.61	



**Auburn Sewer District  
Accounts Payable Check Register  
March 1, 2025 thru March 31, 2025**

4/8/2025

<u>Check</u>	<u>Date</u>	<u>Per</u>	<u>Vendor</u>	<u>Inv Date</u>	<u>Description</u>	<u>Amount</u>
7981	3/7/2025	3	Andros. Registry Of Deeds	3/7/2025	release lien Lien Release Fees	22.00
						<b><u>22.00</u></b>
7982	3/7/2025	2	MissionSquare	2/28/2025	Mission Square 401 Employee Benefits	3,689.02
						<b><u>3,689.02</u></b>
7983	3/7/2025	2	Petro's Ace Hardware	2/10/2025	W-5 Supplies Expense - E5 - PS	72.43
7983	3/7/2025	2	Petro's Ace Hardware	2/10/2025	W-5 Supplies Expense - E5 - PS	17.97
						<b><u>90.40</u></b>
7984	3/14/2025	3	Matthew Morrill	3/14/2025	Refund Tenant Dep Balance A/R - Customer Accts Rec	27.51
						<b><u>27.51</u></b>
7985	3/14/2025	3	Robert Cavanagh	3/15/2024	Trustee Stipend-Treasurer Misc Expense-A&G Office	150.00
						<b><u>150.00</u></b>
7986	3/14/2025	2	Fortier's Locksmith	2/21/2025	Padlock - Pump Stations Supplies - T&D - Ops	119.94
						<b><u>119.94</u></b>
7987	3/14/2025	2	Lew-Auburn Water Pollution	2/18/2025	Sargent thru 013125 LAWPCA Storm Surg Tank	271,077.75
						<b><u>271,077.75</u></b>
7988	3/14/2025	3	Maine Municipal Bond Bank	2/18/2025	2009 FS Accrued Interest	2,438.88
7988	3/14/2025	3	Maine Municipal Bond Bank	2/18/2025	Bonds - 2009FS - Principal	31,652.00
						<b><u>34,090.88</u></b>
7989	3/14/2025	3	McMaster-Carr Supply Co.	3/11/2025	Batteries, etc Misc Expense-Buildings	709.30
						<b><u>709.30</u></b>
7990	3/14/2025	3	Stephen Ness	3/15/2024	Trustee Stipend-President Misc Expense-A&G Office	150.00
						<b><u>150.00</u></b>



**Auburn Sewer District**  
**Accounts Payable Check Register**  
**March 1, 2025 thru March 31, 2025**

4/8/2025

<u>Check</u>	<u>Date</u>	<u>Per</u>	<u>Vendor</u>	<u>Inv Date</u>	<u>Description</u>	<u>Amount</u>
7991	3/14/2025	3	RHR Smith & Co	3/10/2025	2024 Progress Billing Accounting & Audit	2,600.00
						<b><u>2,600.00</u></b>
7992	3/21/2025	3	Andros. Registry Of Deeds	3/21/2025	Placement of Liens Lien Release Fees	48.00
						<b><u>48.00</u></b>
7993	3/21/2025	3	MissionSquare	3/5/2025	109636 Mission Sq 401 Employee Benefits	704.53
						<b><u>704.53</u></b>
7994	3/21/2025	2	K. L. Jack & Co., Inc.	2/25/2025	Generator Supplies E-5 Generator	196.42
						<b><u>196.42</u></b>
7995	3/21/2025	2	Lew-Auburn Water Pollution	2/25/2025	2005FR Accrued - LAWPCA	365.29
7995	3/21/2025	2	Lew-Auburn Water Pollution	2/25/2025	2008FR Accrued - LAWPCA	1,427.88
7995	3/21/2025	2	Lew-Auburn Water Pollution	2/25/2025	2010FR Accrued - LAWPCA	1,773.52
7995	3/21/2025	2	Lew-Auburn Water Pollution	2/25/2025	2011FR Accrued - LAWPCA	9,483.22
7995	3/21/2025	2	Lew-Auburn Water Pollution	2/25/2025	2015FR Accrued - LAWPCA	59,173.36
7995	3/21/2025	2	Lew-Auburn Water Pollution	2/25/2025	2021FR Accrued - LAWPCA	3,393.76
7995	3/21/2025	2	Lew-Auburn Water Pollution	2/26/2025	CSO-Sebago thru 013125 LAWPCA Storm Surg Tank	13,400.15
						<b><u>89,017.18</u></b>
7996	3/21/2025	4	Maine Municipal Emp.Hlth.	4/1/2025	39021- Apr25 Ins Accrued Dental	379.92
7996	3/21/2025	4	Maine Municipal Emp.Hlth.	4/1/2025	39021- Apr25 Ins Employee Benefits	30.30

**Auburn Sewer District**  
**Accounts Payable Check Register**  
**March 1, 2025 thru March 31, 2025**

4/8/2025

<u>Check</u>	<u>Date</u>	<u>Per</u>	<u>Vendor</u>	<u>Inv Date</u>	<u>Description</u>	<u>Amount</u>
7996	3/21/2025	4	Maine Municipal Emp.Hlth.	4/1/2025	39021- Apr25 Ins Accrued IPP Withheld	426.33
						<b><u>836.55</u></b>
7997	3/21/2025	3	Skelton, Taintor & Abbott	3/13/2025	Legal thru 030525 Legal Expenses	400.00
7997	3/21/2025	3	Skelton, Taintor & Abbott	3/13/2025	Legal thru 030525 Legal Expenses	48.00
						<b><u>448.00</u></b>
7998	3/21/2025	3	US Bank Corporate Trust Boston	2/24/2025	2022 A Accrued Interest	63,190.00
7998	3/21/2025	3	US Bank Corporate Trust Boston	2/24/2025	2017 B Accrued Interest	11,018.50
						<b><u>74,208.50</u></b>
7999	3/28/2025	3	Auburn Water District	3/26/2025	Feb Expenses A/P - Due to AWD	129,616.83
						<b><u>129,616.83</u></b>
8000	3/28/2025	3	USA Bluebook	2/28/2025	Claw Grabbers - Vac Trucks Supplies - T&D - Ops	1,040.09
						<b><u>1,040.09</u></b>
<b><u>Grand Total</u></b>						<b><u>608,842.90</u></b>

# Memo

**To:** Sewer District Trustees  
**From:** Michael Broadbent, Superintendent  
**CC:** Files  
**Date:** 4/10/2025  
**Re:** Discussion of April Agenda Items

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## Sewer Trustees

### Financial Report Highlights

Revenues and expenses are close to budget. One bond payment was made in March 2025. That payment combined with the drawdowns of the storm surge tank funds by Lewiston has resulted in a slight decrease in cash. However, cash on hand of \$4.4 million is sufficient to service existing debt and fund operations.

### Activity Report/Project Update

**DOT Paving Projects** Project quantities have been accounted for and ordered. ASD has rented a MR. Manhole. The MR Manhole system is an innovative solution for repairing, restoring, and removing sewer manhole structures. It uses a specialized set of tools and methods to efficiently remove and replace manholes. The unit is set to be delivered this week and should greatly enhance efficiency and reduce the labor intensity of the work.

**City Paving Projects** AWD has located and assessed the condition of assets in the City Project locations. The majority of the City contracts have been awarded to Gendron & Gendron. AWD will supply G&G with field maps and new frames and covers as needed.

**Merrow Road**

This project has been awarded to G&G. ASD worked diligently with Gorrill Palmer and the City to reduce over 14 conflicts to just one. ASD will be responsible for offsetting the sewer force main where a new box culvert will be installed. G&G will not complete this portion of the project in 2025 due to the long lead time for the box culvert. ASD is considering options such as having G&G complete the offset in 2026 when they install the box culvert.

**Sewer Separation**

The cross-connection between the storm drain system and the sewer collection system has been temporarily plugged. ASD will monitor storm events to see if this reduces the volume of inflow in the collection system. The City of Auburn will be responsible for the permanent separation of the two systems.

**Androscoggin Sewer Siphon**

ASD consulted with Vortex and received a quote for the cleaning and inspection of the triple barrel siphon. Please see the quote.

**New Business****Meter Stipend**

At this time the Sewer District shares in all costs related to billing and meter software. In addition Sewer pays the water District \$50,000 annually. Recently I sent a poll out to neighboring utilities to determine what other sewer entities pay for meters and reading services. I would like the Sewer District to consider revising our current practices for the 2026 budget season.

**LACWA Apportionment & Financials**

The Clean Water Authority is planning to apply for SRF funding for a sludge dryer project. The ability to dry sludge will greatly reduce disposal fees and O & M costs.

The Authority has been working hard to determine the best long-range plan for biosolids. At this time, our arrangements with the Hartland landfill provide an economical solution. There have been a number of opportunities to look at regional solutions, I feel the authority has done an excellent job vetting the options.

**Old Business****District Goals**

I have continued to develop short- and long-range goals for the District. There are several shared goals that will require coordination between the Districts. Other goals are District specific. We should discuss adoption of the goals and setting time frames for completion.

**SCADA Agreements**

On March 24, consistent with the vote taken by the Board, we drafted and sent a Notice of Breach to the City of Lewiston regarding SCADA services. I have not heard anything from Lewiston regarding the notice. They are working to assign their technician to cover the on-call of shared facilities.

**Meter Bid Results**        The District received 4 proposals for water meters and metering equipment. District staff and I feel the best meter and technology for Auburn would be Kamstrup. Coincidentally, they also offer the best pricing through an established vendor of the District. We have \$75,000 budgeted this year to replace meters and set up AMI reading equipment.

Over the next two months, I would like to work with the Board to develop a 1-2 year plan to replace all water meters. I feel the District could replace two thirds of its meters without impacting our rates.

**Upcoming:**                      Sewer Trustee Meeting, May 20, 2025 4:00pm

**AUBURN SEWERAGE DISTRICT  
MONTHLY ACTIVITY REPORT  
March 2025**

**MAINS**

Location	Hrs.	Comments	OK	Plug	Maint.	Misc.	New
Morrow Rd	14	Test Pits				1	
Hotel Rd	8	Clean Inverts			1		
2 Week Checks	28	Inspect trouble spots in Collection S.			1		
Andro Sewer Siphon	4	Project Planning	1				
Lining	2	Provide Maps and Access to CS			1		
<b>2025 Monthly Total Hrs.</b>	<b>56</b>						
<b>2025 Monthly Totals</b>	<b>5</b>		<b>1</b>	<b>0</b>	<b>3</b>	<b>1</b>	<b>0</b>
<b>2024 Monthly Totals</b>	<b>9</b>		<b>0</b>	<b>0</b>	<b>8</b>	<b>1</b>	<b>0</b>
<b>2025 YTD Totals</b>	<b>16</b>		<b>1</b>	<b>1</b>	<b>10</b>	<b>4</b>	<b>0</b>
<b>2024 YTD Totals</b>	<b>11</b>		<b>0</b>	<b>0</b>	<b>8</b>	<b>3</b>	<b>0</b>

**MANHOLES**

Location	Ck'd	Comments	OK	Cover	Misc.	Frame & Cover	New
Hutchins St	1	Collect Main Depth			1		
Meadow Lane	1	Patched Manhole			1		
Turner St	1	Patches Manhole			1		
Projects	1	Locate & Inspect Manholes			1		
Mr Manhole	1	Training			1		
<b>2025 Monthly Totals</b>	<b>5</b>		<b>0</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>0</b>
<b>2024 Monthly Totals</b>	<b>6</b>		<b>0</b>	<b>0</b>	<b>3</b>	<b>3</b>	<b>0</b>
<b>2025 YTD Totals</b>	<b>6</b>		<b>0</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>0</b>
<b>2024 YTD Totals</b>	<b>17</b>		<b>0</b>	<b>0</b>	<b>13</b>	<b>4</b>	<b>0</b>

**SERVICES**

Location	Ck'd	Comments	New	OK	Misc.	on owner
13 Granite St	2	Checked Up & Downstream MH				1
16 Temple St	2	Checked Up & Downstream MH				1
18 Farview Ct		Checked Up & Downstream MH				1
221 Gamage Ave	2	Checked Up & Downstream MH				1
606 Poland Rd	2	Checked Up & Downstream MH				1
308 Center St	2	Checked Up & Downstream MH				1
15 Oak St	1	Private Sewer Issue		1		
<b>2025 Monthly Totals</b>	<b>7</b>		<b>0</b>	<b>1</b>	<b>0</b>	<b>6</b>
<b>2024 Monthly Totals</b>	<b>8</b>		<b>0</b>	<b>1</b>	<b>1</b>	<b>6</b>
<b>2025 YTD Totals</b>	<b>14</b>		<b>0</b>	<b>2</b>	<b>2</b>	<b>10</b>
<b>2024 YTD Totals</b>	<b>16</b>		<b>2</b>	<b>1</b>	<b>0</b>	<b>13</b>

## LIFT STATIONS

Location	No.	Comments
Marrow	4	Weekly Check
River	5	Weekly Check
Lewiston Junction	4	Weekly Check
Worthley	4	Weekly Check
Washington St	4	Weekly Check
Moose Brook	4	Weekly Check
Ash Landfill	3	Weekly Check
Crestwood	4	Weekly Check
Rte 122	3	Weekly Check
Rte 26	4	Weekly Check
Dockside	4	Weekly Check
E1	4	Weekly Check
E2	4	Weekly Check
E3	4	Weekly Check
E5	4	Weekly Check
E6	4	Weekly Check
W2	5	Weekly Check
W3	5	Weekly Check
W4	4	Weekly Check
W5	5	Weekly Check
W6	5	Weekly Check
W7	5	Weekly Check
Bradman	4	Weekly Check
Evergreen	4	Weekly Check
LAPS	3	Weekly Check
<b>2025 Monthly Hours</b>	238	
<b>2025 Monthly Totals</b>	103	
<b>2024 Monthly Total</b>	58	
<b>2025 YTD Totals</b>	235	
<b>2024 YTD Totals</b>	195	

## OVERFLOWS

Item		Comments
2025 Monthly Totals	0	
2025 YTD Totals	0	
2024 YTD Totals	1	

## WEATHER:

Month	Precipitation				Temperature			Dep. From norm
	Snowfall(in.)	Total (in.)	Normal Precip.	Days of Precip.	Max (°F)	Min (°F)	Avg- (°F)	
January	10.30	1.41	3.11	7.00	48.00	-4.00	19.40	
February	28.10	2.81	3.00	12.00	49.00	-4.00	19.20	
March	9.30	4.36	3.67	13	58	-1	23	
April								
May								
June								
July								
August								
September								
October								
November								
December								
2025 YTD Totals	47.70	8.58	0.00	32.00				
2024 Totals	42.7	16.41	0.0	36.0				

### DIG SAFE

Month	Total	Contractors	MDOT	APW	School Dept.	Lewiston Water	Consolidated comm.	AWD	CMP	ASD	GAS	MTA
January	49	22	0	2	0	1	0	17	6	0	1	0
February	22	8	0	0	0	0	0	5	7	0	2	0
March	73	33	0	18	0	0	0	12	6	0	4	0
April												
May												
June												
July												
August												
September												
October												
November												
December												
<b>2025 YTD Totals</b>	144	63	0	20	0	1	0	34	19	0	7	0
<b>2024 Totals</b>	162	106	7	10	0	0	0	21	12	0	4	2

### DUTY FOREMAN CALLS (Overtime)

Districts	Total	High/Low Pressure	Water Quality	Alarms	Service Issue	Leak	Misc.	Locates	Hydrants	Meter	Fire Calls
Sewerage District	1			0	1	0	0	0	0	0	0
Water District	25	0	0	0	3	19	0	0	3	0	0
<b>2025 Monthly Totals</b>	26	0	0	0	4	19	0	0	3	0	0
<b>2024 Monthly Totals</b>	5	0	0	0	1	0	4	0	0	0	0
<b>2025 YTD Totals</b>	58	0	0	0	25	24	1	0	3	1	4
<b>2024 YTD Totals</b>	33	0	3	0	6	6	12	0	1	0	5

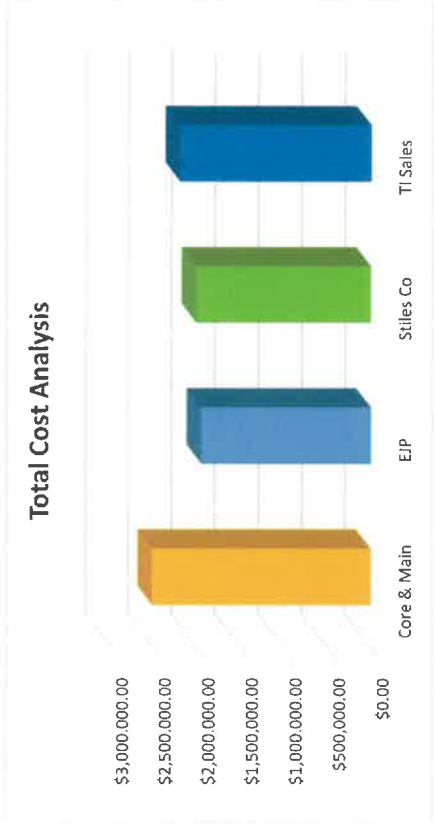
### OTHER ACTIVITIES

1. Vehicle/Equipment Maint. - 65 Hrs
2. Training - 20.75 Hrs (Management Candidate School, GIS & GPS)
3. Building & Lift Station Maint. - 281 Hrs
4. LACWA - 99.5 hrs
5. Facility Snow Removal - 15 Hrs
6. E5 Generator Project - 2 Hrs
7. Locates- 28 Hrs
- 8.
- 9.
- 10.



Summary:			
Core & Main	EJP	Stiles Co	TI Sales
\$2,519,276.22	\$1,951,708.60	\$2,009,736.34	\$2,201,928.92
\$52,636.52	\$60,155.00	\$84,822.44	\$64,028.51

Annual Costs:





**Auburn Water and Sewerage Districts**  
**268 Court Street · Auburn, ME 04210**  
**PO Box 414 · Auburn, ME 04212-0414**  
**Tel: (207) 784-6469 · <https://www.awsd.org>**

March 21, 2025

Re: 2001 SCADA Agreement - Notice of Breach and Notice to Cure.

Kevin,

Pursuant to Section C of Interlocal Agreement #4, and the First Amendment thereto dated May 30, 2012 for Shared SCADA Instrument Technician Services (the "Agreement"), the Auburn Water District is notifying the City of Lewiston of its breach of the Agreement and commencing a 90-day cure period. If the defaults below are not corrected to the reasonable satisfaction of the Auburn Water District within 90 days, the Agreement will be considered terminated 90 days after delivery of this notice.

The instances of the breach which must be remedied within 90 days are as follows:

- Lewiston has failed to provide a qualified SCADA Technician to fulfill the terms of the Agreement since approximately 2022 despite repeated requests from Auburn Water District (*see*, 2001 Agreement, paragraph A(b)), and has created uneconomic duplication of effort for the Auburn Water District (*see*, 2001 Agreement, p. 1);
- Lewiston has failed to consult with the Auburn Water District to employ, supervise and evaluate the technician, or cooperatively operate the SCADA systems (*see*, 2001 Agreement, paragraph A(b));
- The Lewiston SCADA technician has not provided "on-call" coverage for Auburn or the shared facilities since approximately 2020;
- The Lewiston SCADA technician has failed to report to or cooperate with the Auburn Water District for several years (*see*, 2001 Agreement, paragraph A(b)).

In order to correct the deficiencies under Lewiston's performance of the Agreement, consistent with the job description approved by the parties, Lewiston must retain a qualified SCADA technician with the following credentials within 90 days:

- Licensed as a Journeyman Electrician;
- Possessing Programming Capability;
- Possessing thorough Familiarization with the Plant; and
- Possessing a Class 4 Water Operator License.

Further, Lewiston must commit to the services of that technician in cooperation with Auburn Water, consistent with the Agreement, in the following respects:

- Lewiston must allow its employee sufficient time to schedule SCADA work in a timely manner.
- The Lewiston SCADA technician must be available during working hours to respond as needed with priority for SCADA issues for the joint operation of the facility.
- The Lewiston SCADA technician must be available to cover 50% of the on-call hours in conjunction with the Auburn Water employee.

The District has made several attempts to effect corrections over the last several years, this includes our letter dated July 1, 2024. These efforts and Lewiston's failure to adhere to the commitments constitutes a breach of the Agreement, which requires correction within the time frame outlined above. If the Lewiston Water Department would prefer to provide termination of the above referenced Agreement sooner than 90 days, or would like to propose another agreement that would benefit both parties, please let me know.

Sincerely;

A handwritten signature in black ink, appearing to read "Michael Broadbent", written in a cursive style.

Michael Broadbent  
Superintendent  
Auburn Water and Sewer District