

# **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, May 20, 2025 @ 4:00 P.M.**

## **AGENDA**

1. Approve Minutes of Special Meeting of April 15, 2025.
2. Financial Report Update - **Mike Bailey**
  - Paid Family Medical Leave.
  - Propane Bid.
3. Open Session / Public Comment.
4. Activity Report/Project Update - **Matt Waite**
5. New Business
  - Stetson Road Development, consideration of new public pumping station.
  - Inflow and Infiltration update.
6. LACWA Apportionment & Financials
7. Old Business
  - District Goals.
  - Meter Stipend.
  - SCADA Agreements.
  - Washington Street Pumping Station, Engineering Services Agreement.
  - Poland Road, Taylor Brook Bridge, Engineering Services Agreement.
  - Facilities assessment.
8. Adjourn Regular Meeting.

**Upcoming:** Sewer Trustee Meeting June 17, 2025.

April 15, 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 15, 2025 at 4:00pm.

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

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

#### **APPROVE MINUTES OF SPECIAL MEETING OF APRIL 1, 2025**

On motion of Denis Bergeron, seconded by Robert Cavanagh, it was voted: **To approve the minutes of the Special Meeting of April 1 2025.** Stephen Milks abstained from the vote.

**FINANCIAL REPORT UPDATE** (Michael Bailey) - Revenues and expenses are close to budget. The District is in a strong cash position with \$4.4 million cash on hand

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

**ACTIVITY REPORT/PROJECT UPDATE** - Following a review of the activity report, Superintendent Broadbent moved on to the project update.

**DOT PAVING PROJECTS** - Manholes have been ordered. The District is renting a Mr. Manhole for 1 month to drill out the manholes. It enables the crew to do 10-12 manholes a day. This device is an innovative solution for repairing, restoring and removing sewer manhole structures. If the District likes it we may want to purchase it. The rental fee is \$6,000/month. To purchase it would be \$50,000. This device can also do water gate valves with the use of an additional attachment.

**CITY PAVING PROJECTS** – The majority of the City contracts have been awarded to Gendron & Gendron. The District will supply Gendron with field maps and new frames and covers as needed.

The cross connection between the storm drain and sewer collection system on Court Street has been temporarily plugged. The City of Auburn will be responsible for the permanent separation of the two systems.

**ANDROSCOGGIN SEWER SIPHON** – The District consulted with Vortex and received a quote of \$62,000 for the cleaning and inspection of the triple barrel siphon.

On motion of Stephen Milks, seconded by Denis Bergeron, it was unanimously voted: **To contract with Vortex to clean and inspect the Androscoggin Sewer Siphon.**

#### **NEW BUSINESS**

**METER STIPEND** – The Sewer District currently shares in all costs related to billing and meter software and also pays the Water District \$50,000 annually. Superintendent Broadbent would like the District to consider revising its current practices for the 2026 budget. Superintendent Broadbent told the trustees that the water could replace the meters without bonding. There will be increased revenue from the meter replacements that will equally benefit the Sewer District.

**LACWA APPORTIONMENT & FINANCIALS** – The Clean Water Authority is planning to apply for SRF funding for a sludge dryer project which would greatly reduce disposal fees and O&M costs. This is a PFAS issue and there are funds available.

The Authority has been working hard to determine the best long-range plan for biosolids. The six trips a week to the Hartland landfill is not a long term solution but the most economical way to dispose of biosolids.

### **OLD BUSINESS**

**DISTRICT GOALS** -Superintendent Broadbent continues to develop short- and long -term goals for the District. There are several shared goals that will require coordination between the Districts. Other goals are District specific. We need to adopt goals and set time frames for completion.

The Sewer District does not have by-laws. Superintendent Broadbent would like the District to adopt by-laws. The Water District will be updating their by-laws. Trustee Bergeron said that it would be a good exercise to read the by-laws.

Trustee Cavanagh asked that the Board be updated on the District goals and that this item be kept as an Agenda item in Old Business.

**SCADA AGREEMENTS** On March 24, a Notice of Breach was sent to the City of Lewiston with a 90-day cure. There has been no response. Lewiston is working to assign their technician to cover the on-call of shared facilities.

**METER BID RESULTS** - The District received four proposals for water meters and meter equipment. Superintendent Broadbent and District staff feel the best meter and technology for Auburn would be Kamstrup. They offer the best pricing through an established vendor of the District. We have budgeted \$75,000 this year to replace meters and set up AMI reading equipment. The increase in revenue will help determine what the Sewer District should pay for the meter replacement. These new meters are guaranteed to be accurate and warranted for 20 years.

Superintendent Broadbent would like to work with the Board to develop a 1–2-year plan to replace all water meters. He thinks the District can replace two thirds of its meters without impacting user rates.

### **OTHER BUSINESS**

There was a discussion of Trustee attendance. Trustee Dan Bilodeau has missed 5 consecutive meetings. Dan was sent a letter with reference to his attending the April 15<sup>th</sup> meeting. He did not respond to the letter and has not attended this meeting.

Stephen Milks expressed more concern over the absence of the new Trustee who has yet to attend a sewer meeting.

On motion of Denis Bergeron, seconded by Robert Cavanagh it was voted: **To remove Dan Bilodeau as a Trustee of the Sewer District Board of Trustees.** Vote passed 4 in Favor-1 Against

Trustee Patrick DeFilipp recommended that the District send the new Trustee, Graca Muzela, a letter regarding his missed attendance.

On motion of Patrick DeFilipp, seconded by Denis Bergeron, it was unanimously voted: **To adjourn the meeting.**

Respectfully submitted,

Diane Drinkwater

**AUBURN SEWERAGE DISTRICT  
BALANCE SHEET  
PERIOD ENDING - April 30, 2025**

	<u>4/30/2025</u>	<u>12/31/2024</u>
<b>Property, Plant and Equipment:</b>		
Plant in Service	38,939,765.80	38,904,979.87
Less: Accumulated Depreciation	(19,131,531.76)	(18,971,531.76)
	<u>19,808,234.04</u>	<u>19,933,448.11</u>
<b>Construction Work In Progress</b>	2,883,248.47	1,649,788.62
<b>Current Assets:</b>		
Cash/Money Market	4,288,875.71	1,051,118.32
Accounts Receivable	220,998.96	260,825.56
Construction Assessments	0.00	0.00
City of Auburn Debt	214,171.67	234,868.01
Inventory	125,888.40	125,888.40
PrePays	7,045.99	(0.51)
<b>Total Current Assets</b>	<u>4,856,980.73</u>	<u>1,672,699.78</u>
<b>Investments:</b>		
CD's	0.09	3,748,941.41
<b>Total Investments</b>	<u>0.09</u>	<u>3,748,941.41</u>
<b>Deferred Charges</b>	0.00	0.00
<b>Total Assets</b>	<u><u>27,548,463.33</u></u>	<u><u>27,004,877.92</u></u>

	<u>4/30/2025</u>	<u>12/31/2024</u>
<b>Equity Capital</b>	21,567,952.56	21,409,386.19
<b>Long Term Debt</b>	4,549,031.70	4,580,683.70
<b>Equipment Leases</b>	71,659.31	42,349.03
<b>Current Liabilities:</b>		
Current Portion of LTD	443,065.36	443,065.36
Accounts Payable	675,602.39	435,129.50
Accrued Interest & Other	58,011.54	89,559.22
Customer Deposits	18,005.00	17,705.00
Pre-Treatment Costs	(27,166.76)	(13,000.08)
Accrued LAWPCA	192,302.23	0.00
<b>Total Current Liabilities</b>	<u>1,359,819.76</u>	<u>972,459.00</u>
<b>Total Equity &amp; Liabilities</b>	<u><u>27,548,463.33</u></u>	<u><u>27,004,877.92</u></u>

**AUBURN SEWERAGE DISTRICT  
OPERATING STATEMENT - TRUSTEES' REPORT  
FOUR MONTHS ENDED April 30, 2025**

	April	2025	Y-T-D THRU April 2025		
	YTD - 2024	BUDGET	ACTUAL	BUDGET	VARIANCE
<b><u>REVENUES:</u></b>					
Metered Income	\$1,406,868	\$4,150,000	1,392,970.67	\$1,384,018	\$8,952
Industrial Surcharge	15,789	43,000	10,236	13,713	(3,477)
Shared Debt with City	20,696	42,000	20,696	14,000	6,696
Jobbing & Mdse. - NET	5,912	20,000	18,039	6,667	11,372
Sewer Assessments	750	25,000	2,250	8,333	(6,083)
Finance Charges	2,077	6,500	1,835	2,167	(332)
Interest Income	38,444	156,000	33,753	52,000	(18,247)
Industrial Treatment Sampling	14,167	45,000	14,167	15,000	(833)
Capacity Fees (SDS)	6,000	40,000	6,000	13,333	(7,333)
<b>TOTAL REVENUES</b>	<b>1,510,702</b>	<b>4,527,500</b>	<b>1,499,946</b>	<b>1,509,231</b>	<b>(9,286)</b>
			<b>33.13%</b>	<b>83.33%</b>	<b>&lt; Standard</b>
<b><u>EXPENSES:</u></b>					
Payroll	171,319	592,929	181,348	199,622	(18,274)
Employee Benefits	61,800	309,444	77,860	103,148	(25,288)
Maint. of Sewers	4,944	99,669	10,576	33,223	(22,647)
Lift Stations	50,255	94,593	32,646	31,531	1,115
Maint. of Buildings	20,491	50,649	24,643	16,883	7,760
Maint. of Trucks	10,862	38,600	10,257	12,867	(2,610)
Office Expense	13,955	38,389	14,583	12,796	1,787
Collection Expense	409	(325)	92	(108)	201
General Expense	3,270	7,812	3,134	2,604	530
Insurance	23,055	54,556	19,515	18,185	1,330
Legal & Accounting Fees	12,466	10,879	6,103	3,626	2,476
Billing Expense	18,705	95,726	26,330	31,909	(5,579)
L.A.W.P.C.A.	686,225	2,059,354	693,272	686,451	6,820
<b>SUB-TOTAL</b>	<b>1,077,756</b>	<b>3,452,275</b>	<b>1,100,357</b>	<b>1,152,737</b>	<b>(52,380)</b>
Interest	59,079	267,669	60,326	89,223	(28,897)
<b>TOTAL EXPENSES</b>	<b>1,136,835</b>	<b>3,719,944</b>	<b>1,160,683</b>	<b>1,241,960</b>	<b>(81,277)</b>
			<b>31.20%</b>	<b>83.33%</b>	<b>&lt; Standard</b>
Bonds - Principal Payments	31,022	443,065	34,091	34,091	(0)
<b>SURPLUS FROM OPERATIONS</b>	<b>342,845</b>	<b>364,491</b>	<b>305,171</b>	<b>233,180</b>	<b>71,992</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	0.9%	\$5,075	0.49%
April	\$357,697	\$376,670	(\$18,973)	(\$0)	(\$13,898)	-0.99%
May		\$338,467	(\$338,467)	-100.0%	(\$352,365)	-20.19%
June		\$374,199	(\$374,199)	-100.0%	(\$726,564)	-34.28%
July		\$340,707	(\$340,707)	-100.0%	(\$1,067,271)	-43.38%
August		\$337,357	(\$337,357)	-100.0%	(\$1,404,628)	-50.21%
September		\$384,476	(\$384,476)	-100.0%	(\$1,789,103)	-56.22%
October		\$360,198	(\$360,198)	-100.0%	(\$2,149,301)	-60.68%
November		\$319,509	(\$319,509)	-100.0%	(\$2,468,810)	-63.93%
December		\$312,566	(\$312,566)	-100.0%	(\$2,781,376)	-66.63%
Year-to-Date:	\$1,392,971	\$4,174,347				

## 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	\$2,056	0.6%	\$5,456	0.53%
April	\$357,697	\$363,038	(\$5,341)	-1.5%	\$115	0.01%
May	\$0	\$352,510	(\$352,510)	-100.00%	(\$352,395)	-20.15%
June	\$0	\$333,940	(\$333,940)	-100.00%	(\$686,335)	-32.95%
July	\$0	\$336,931	(\$336,931)	-100.00%	(\$1,023,266)	-42.29%
August	\$0	\$334,121	(\$334,121)	-100.00%	(\$1,357,387)	-49.29%
September	\$0	\$367,929	(\$367,929)	-100.00%	(\$1,725,317)	-55.27%
October	\$0	\$340,501	(\$340,501)	-100.00%	(\$2,065,817)	-59.67%
November	\$0	\$361,871	(\$361,871)	-100.00%	(\$2,427,689)	-63.48%
December	\$0	\$325,941	(\$325,941)	-100.00%	(\$2,753,629)	-66.35%
Year-to-Date:	\$1,396,371	\$4,150,000				

## 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	41,161,483	42,113,148	(951,665)	-2.26%	(11,762,674)	-6.54%
May	0	43,762,840	(43,762,840)	-100.00%	(55,525,514)	-24.83%
June	0	45,688,902	(45,688,902)	-100.00%	(101,214,416)	-37.58%
July	0	\$42,742,343	(\$42,742,343)	-100.0%	(\$143,956,759)	-46.13%
August	0	\$45,409,704	(\$45,409,704)	-100.0%	(\$189,366,463)	-52.98%
September	0	\$54,232,549	(\$54,232,549)	-100.0%	(\$243,599,012)	-59.17%
October	0	\$48,220,643	(\$48,220,643)	-100.0%	(\$291,819,654)	-63.45%
November	0	41,101,500	(41,101,500)	-100.00%	(332,921,155)	-66.45%
December	0	40,978,761	(40,978,761)	-100.00%	(373,899,916)	-68.99%
Year-to-Date:	168,094,397	541,994,313				

## 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	\$51,219	\$51,348	(\$129)	0%	(\$18,274)	-9.15%
May	\$0	\$53,451	(\$53,451)	-100.00%	(\$71,726)	-28.34%
June	\$0	\$42,807	(\$42,807)	-100%	(\$114,533)	-38.71%
July	\$0	\$52,501	(\$52,501)	-100.00%	(\$167,034)	-47.95%
August	\$0	\$52,772	(\$52,772)	-100.00%	(\$219,805)	-54.79%
September	\$0	\$44,591	(\$44,591)	-100.00%	(\$264,396)	-59.32%
October	\$0	\$51,072	(\$51,072)	-100.00%	(\$315,468)	-63.50%
November	\$0	\$54,944	(\$54,944)	-100.00%	(\$370,412)	-67.13%
December	\$0	\$41,169	(\$41,169)	-100.00%	(\$411,581)	-69.41%
	\$181,348	\$592,929				

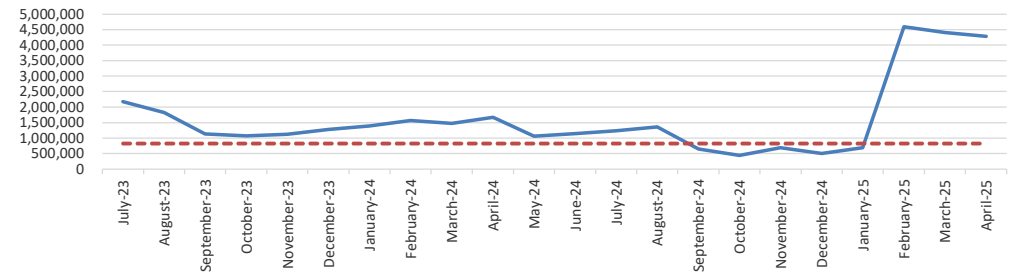
## SEWER Capital Spending Versus Budget

Capital Expenses - 2025	*Budget	*YTD Actual
JCB Loader	\$12,500	\$9,650
Suitcase Generators	\$600	
E-6 Generator	\$50,000	\$22,444
Moose/Worthy P.S Generator hook-ups	\$10,000	
Pipe Saw	\$1,500	\$367
Locator	\$2,750	\$5,575
Misc Tools	\$5,000	\$200
Utility Billing Software	\$26,165	\$15,250
Accounting Software	\$18,000	
Office improvements	\$8,000	
Ergonomic Office Furniture	\$2,000	
4 Computers, I-pad	\$3,600	600
<b>Equipment</b>	<b>\$140,115</b>	<b>\$54,085</b>
2024 Lining Projects	187,000.00	6,000.00
2024 Manhole Adjustments	186,000.00	
Miller Street Investigation	100,000.00	70,575.43
Siphon Cleaning	10,000.00	8,281.50
Taylor Brook Bridge	30,000.00	
2025 Lining Projects, Granite, Loring	60,000.00	6,564.00
Paving Projects, MH Adjustments	206,000.00	85,589.00
Court/Mechanics Row Seperation Project	100,000.00	
Androscoggin River siphon	50,000.00	
Washington Street Pumping Station	1,500,000.00	2,978.11
Storm Surge Tank	2,998,671.93	2,632,016.80
<b>Projects (total includes benefit costs on labor)</b>	<b>5,427,671.93</b>	<b>2,812,004.84</b>
<b>Total Capital</b>	<b>\$5,567,787</b>	<b>\$2,866,090</b>

## AUBURN SEWER DISTRICT CUSTOMER ACCOUNTS RECEIVABLE

Aging	Current	30 day	60 day	90 day	120 day	Finance Chgs	Other	Totals
April	\$ 165,143.85	\$ 39,668.16	\$ 8,686.95	\$ 12,849.75	\$ 18,318.42	\$ 2,563.24	\$ -	\$ 247,230.37
	66.8%	16.0%	3.5%	5.2%	7.4%	1.0%	0.0%	
March	\$ 145,815.87	\$ 34,034.22	\$ 10,067.63	\$ 11,224.23	\$ 18,828.53	\$ 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 Cash On Hand



**Auburn Sewer District**  
**Accounts Payable Check Register**  
**April 1, 2025 thru April 30, 2025**

<u>Check</u>	<u>Date</u>	<u>Per</u>	<u>Vendor</u>	<u>Inv Date</u>	<u>Description</u>	<u>Amount</u>
8001	4/11/2025	3	Amazon.Com Sales Inc	3/10/2025	Bulbs 1V17-QJ1Q-43RN Expense-Moosebrook PS	17.48
						<b><u>17.48</u></b>
8002	4/11/2025	3	AT Southern Maine LLC	3/31/2025	LOF, Inspection, Electrical Truck #35 (2013 Vacuum Truck)	1,575.39
						<b><u>1,575.39</u></b>
8003	4/11/2025	3	Gilman Electrical Supply	3/12/2025	Ballast Bypass Expense-Evergreen Rd PS	26.28
						<b><u>26.28</u></b>
8004	4/11/2025	3	Lew-Auburn Water Pollution	3/10/2025	March Ops Accrued - LAWPCA	104,295.04
						<b><u>104,295.04</u></b>
8005	4/11/2025	3	Morin Brick Company	3/28/2025	Bricks-Manhole Supplies - Mains - Mnt	1,255.46
						<b><u>1,255.46</u></b>
8006	4/11/2025	4	St Lawrence & Atlantic RR Co	4/1/2025	S7801A Pipeline Misc Expense-Mains-Mnt	50.00
8006	4/11/2025	4	St Lawrence & Atlantic RR Co	4/1/2025	S8030A Pipeline Misc Expense-Mains-Mnt	110.00
8006	4/11/2025	4	St Lawrence & Atlantic RR Co	4/1/2025	S4038A Waste Pipe Misc Expense-Mains-Mnt	100.00
						<b><u>260.00</u></b>
8007	4/18/2025	4	Andros. Registry Of Deeds	4/18/2025	release liens Lien Release Fees	22.00
						<b><u>22.00</u></b>
8008	4/18/2025	3	Lew-Auburn Water Pollution	3/27/2025	CSO-Sargent thru 022825 LAWPCA Storm Surg Tank	220,474.58
8008	4/18/2025	3	Lew-Auburn Water Pollution	3/27/2025	CSO-Sebago thru 031425 LAWPCA Storm Surg Tank	9,097.91
						<b><u>229,572.49</u></b>
8009	4/18/2025	4	Maine Municipal Assoc.	4/1/2025	Worker's Comp Insurance - Workers Comp	3,444.00
						<b><u>3,444.00</u></b>

**Auburn Sewer District**  
**Accounts Payable Check Register**  
**April 1, 2025 thru April 30, 2025**

<u>Check</u>	<u>Date</u>	<u>Per</u>	<u>Vendor</u>	<u>Inv Date</u>	<u>Description</u>	<u>Amount</u>
8010	4/18/2025	3	Maple Systems, Inc.	3/28/2025	W5 Generator Interface Expense - W5 - PS	516.07
						<b><u>516.07</u></b>
8011	4/18/2025	4	McMaster-Carr Supply Co.	4/15/2025	E-6 Enclosures E-6 Generator 2025	3,812.00
8011	4/18/2025	4	McMaster-Carr Supply Co.	4/14/2025	E-6 supplies E-6 Generator 2025	110.83
						<b><u>3,922.83</u></b>
8012	4/25/2025	4	Automation Direct.Com, Inc	4/7/2025	Control Panel E-6 Generator 2025	2,098.00
8012	4/25/2025	4	Automation Direct.Com, Inc	4/1/2025	Supplies E-6 Generator 2025	562.00
						<b><u>2,660.00</u></b>
8013	4/25/2025	4	K. L. Jack & Co., Inc.	4/14/2025	E-6 Supplies E-6 Generator 2025	81.59
8013	4/25/2025	3	K. L. Jack & Co., Inc.	3/27/2025	Bolts Truck #37 (2015 GMC Sierra)	178.53
						<b><u>260.12</u></b>
8014	4/25/2025	4	Lew-Auburn Water Pollution	4/1/2025	April Ops Accrued - LAWPCA	107,113.83
						<b><u>107,113.83</u></b>
8015	4/25/2025	4	Industrial Automation Supply	4/8/2025	Supplies E-6 Generator 2025	156.34
8015	4/25/2025	4	Industrial Automation Supply	4/1/2025	Supplies E-6 Generator 2025	551.71
						<b><u>708.05</u></b>
8016	4/25/2025	5	Maine Municipal Emp.Hlth.	5/1/2025	39021-Ins-May25 Accrued IPP Withheld	429.35
8016	4/25/2025	5	Maine Municipal Emp.Hlth.	5/1/2025	39021-Ins-May25 Accrued Dental	379.92
8016	4/25/2025	5	Maine Municipal Emp.Hlth.	5/1/2025	39021-Ins-May25 Employee Benefits	30.90
						<b><u>840.17</u></b>

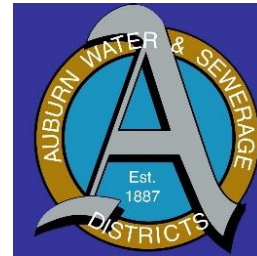


Auburn Sewer District  
Accounts Payable Check Register  
April 1, 2025 thru April 30, 2025

4/30/2025

<u>Check</u>	<u>Date</u>	<u>Per</u>	<u>Vendor</u>	<u>Inv Date</u>	<u>Description</u>	<u>Amount</u>
<u>Grand Total</u>						<u>456,489.21</u>

# Memo



**To:** Sewer District Trustees  
**From:** Michael Broadbent, Superintendent  
**CC:** Files  
**Date:** 5/16/2025  
**Re:** Discussion of May Agenda Items

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## Sewer Trustees

### Financial Report Highlights

Revenues and expenses are close to budget. Two bond payments were made in April 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 \$4.3 million is sufficient to service existing debt and fund operations.

**Maine Paid Family Leave** The State of Maine implemented a paid family leave program beginning in May 2026 that is being funded in 2025. The State requires 1% of gross wages to be remitted to the State quarterly. We elected to pay that 1.00% exclusively through employer contributions and that is what is reflected in our budget for this year. However, the State allows a waiver on these remittances after Q1 2025 if the employer can find a private insurance alternative to the State program. If a private alternative is approved by the State, the employer no longer needs to remit funds to the public pool and payments are paused until May 2026 when the private plan becomes active. We found a private plan alternative through Unum that will charge us .804% of gross wages vs the 1.00% from the State. This private plan has been approved by the state and as a result we have saved approximately \$5,000 in premiums that would have otherwise been paid to the State between Q2 2025 and Q2 2026.

### **Maine Power Options Propane Bid**

Maine Power Options through the Maine Municipal Bond Bank reached out to see if we would like to join their fuel bidding process this year with no commitments necessary. We determined that we own the vast majority of our propane tanks and there may be an opportunity to save some money with a new propane provider. In the past year with Dead River as our propane supplier, we have paid an average of \$1.90/gallon for propane. A bid came in through this process from Frederick Brothers Oil & Propane for \$1.46/gallon. After talking with a representative from Frederick Brothers and confirming they can handle our demand, we signed a supply contract with them for the period of 7/1/2025 – 6/30/2026 that should save us approximately \$6,500 in propane costs.

### **Activity Report/Project Update**

#### **DOT Paving Projects**

ASD recently participated in field training led by Charles Come, a New Hampshire-based small business owner who specializes in the adjustment of water valves and manholes using the *Mr. Manhole* and *Mr. Water Valve* systems. Both the training and equipment exceeded expectations, delivering substantial time and labor savings.

Historically, ASD crews have adjusted an average of **7–10 gate boxes** and **4–5 manholes per day** using traditional manual methods. With the use of this new equipment, the team completed the full scope of sewer manhole and water valve adjustments in just **10 days**, achieving the following:

- **85 water valves adjusted** (typically requiring 8–12 days)
- **39 manholes adjusted** (typically requiring 8–10 days)

In addition to the efficiency gains, crews found the process significantly less physically demanding, helping to reduce fatigue and the potential for injury.

#### **E6 Generator Project**

The Sewer Department, in coordination with the Communication Systems Department, is making strong progress on the E6 Pump Station Generator Project located at Taylor Pond. The project involves relocating the electrical panel and installing a backup generator to improve the station's resilience during power outages and severe weather events.

Once completed, the upgrade will enhance service reliability for both ASD operations and our customers. The majority of sitework has now been completed, with remaining electrical work scheduled in the coming weeks.

### **New Business**

**Stetson Road Development, consideration of new Public Pumping Station**

A.R. Building Company has been approved for a 160-unit development on Stetson Road. A portion of those units (74) will require a wastewater pumping station for successful transportation of sewerage to the District's system. The developer has been very accommodating and has designed the station to meet our satisfaction on all fronts. The remaining accommodation is in regards to the depreciation deposit. The District has established a practice of requiring a deposit of \$50,000 for the acceptance of new facilities. This is to account for the depreciation of the new facilities.

Discussion of deposit requirements, capacity and assessment fees.

**Inflow and Infiltration Update** The District successfully installed a plug in the stormwater bypass line at the intersection of Court St. and Mechanics Row. Since the installation, the District has seen a significant decrease in the storm surge flow in our system. The three-year running average of storm flows put Auburn at 30% of the total storm surge received by the Clean Water Authority. Over the last several storms, our portion has been reduced to 22% and we have not had any overflows or by-passes despite the heavy precipitation.

Wright-Pierce Engineers have submitted a presentation of our findings and results to the New England Water Works Association for Presentation at their Fall Conference in Worcester Mass.

### **LACWA Apportionment & Financials**

The monthly operating report for the Authority was positive. Effluent quality remains good, septage receiving is well above average, the anerobic digesters are running well and biosolids deliveries are going smoothly.

The CSO Project is going well, vertical construction is on-going and the new facilities are taking shape. The Authority is tracking State and Federal funding related to PFAS and biosolids management.

DEP has issued the corrective action requirements for the compost facility. It is presenting some issues for the lenders of the purchaser, TD Wood. The Authority is working with the DEP to better understand the requirements.

### **Old Business**

**District Goals** As determined, included with the packet is the updated District goals. I will continue to update this document each month as we make progress on the goals. Current progress items are underlined.

**Meter Stipend** Finance Director Michael Bailey has prepared an overview of a proposed stipend for 2026. It takes into account meter depreciation and the anticipated revenue increase the District will realize with the replacements. This attachment will be handed out at the meeting.

### **SCADA Agreements**

Since the last Trustee meeting, Lewiston has assigned their SCADA Tech to serve on-call for the UV plant and shared facilities. I have not received a response to the Notice of Breach and they have not communicated on amending our Interlocal Agreements. The 90-day cure period that was outlined in the Notice of Breach will mature on June 22, 2025.

**Washington Street Pumping Station, Engineering Services Agreement.** The District has worked with Wright-Pierce Engineers to develop a scope to finish the design and permitting of the Washington Street Pumping Station. In addition, their scope will include Construction Administration service to ensure the project goes smoothly.

Completing this work is necessary to the successful completion of this project. Unfortunately, it pushes this project out till 2026-2027.

### ***\*Action Item\****

***Motion to approve Station Design, Bidding and Construction Assistance Services for \$155,800 as presented by Wright -Pierce Engineers.***

### **Poland Road, Taylor Brook Bridge, Engineering Services Agreement.**

To accommodate the replacement of the Taylor Brook Bridge on Poland Rd, the District is required to relocate the gravity sewer main. There are only a couple of options and none of them are simple given the proximity of the Bridge and surrounding homes. The District has engaged Wright-Pierce Engineers to design a solution that would involve a new gravity main and stream crossing of Taylor Brook.

The District only has \$30,000 budgeted for this project in 2025. DOT has pushed out the construction schedule for this project and we were working to understand the timeline for budgeting purposes.

### **Facilities Assessment**

The District solicited three consultants to provide proposals for a facilities assessment for all District operations. The proposal that we prefer was presented by Weston and Sampson. We feel their approach and scope best serve the needs of the District. This assessment will help determine the future location and size of our operations facility.

The Districts are not currently budgeted for this work however it is a current goal of both Districts.

### **Upcoming:**

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

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

**MAINS**

Location	Hrs.	Comments	OK	Plug	Maint.	Misc.	New
2 Week Checks	12	Check Trouble Areas In System	1				
Court St at Mechanics Row	15	Storm Drain Plug Installation	1				
Fairview Ct	6	Jet & Clean Main			1		
34 Roak St	1	Investigate Sinkhole				1	
<b>2025 Monthly Total Hrs.</b>	34						
<b>2025 Monthly Totals</b>	4		2	0	1	1	0
<b>2024 Monthly Totals</b>	2		0	0	0	2	0
<b>2025 YTD Totals</b>	15		2	1	8	4	0
<b>2024 YTD Totals</b>	2		0	0	0	2	0

**MANHOLES**

Location	Ck'd	Comments	OK	Cover	Misc.	Frame & Cover	New
Loring Ave	1	Raise MH	1				
MDOT & City Projects	1	Order Steel Plates	1				
Davis & Granite	1	Prepare for City Projects	1				
Center Street -MDOT	21	Lower Manholes	1				
Mr Manhole		Training	1				
AWSD Shop		Label Steel Plates	1				
<b>2025 Monthly Totals</b>	6		6	0	0	0	0
<b>2024 Monthly Totals</b>	8		0	0	7	1	0
<b>2025 YTD Totals</b>	7		6	0	1	0	0
<b>2024 YTD Totals</b>	11		0	0	10	1	0

**SERVICES**

Location	Ck'd	Comments	New	OK	Misc.	on owner
121 Mill St	1	Main flowing				1
124 Western Ave	1	Sewer Service Leak				1
18 Fairview CT	1	Sewer Backup			1	
9 Hutchins	1	New Service	1			
33 Briarcliff Knoll	1		1			
<b>2025 Monthly Totals</b>	5		2	0	1	2
<b>2024 Monthly Totals</b>	7		1	0	0	6
<b>2025 YTD Totals</b>	12		2	1	3	6
<b>2024 YTD Totals</b>	9		1	1	0	7

## LIFT STATIONS

Location	No.	Comments
Merrow	2	Weekly Check
River	2	Weekly Check
Lewiston Junction	2	Weekly Check
Worthley	2	Weekly Check
Washington St	2	Weekly Check
Moose Brook	2	Weekly Check
Ash Landfill	2	Weekly Check
West Crestwood	2	Weekly Check
Rte 122	2	Weekly Check
Rte 26	2	Weekly Check
Dockside	2	Weekly Check
E1	2	Weekly Check
E2	2	Weekly Check
E3	2	Weekly Check
E5	2	Weekly Check
E6	2	Weekly Check
W2	2	Weekly Check
W3	2	Weekly Check
W4	2	Weekly Check
W5	2	Weekly Check
W6	2	Weekly Check
W7	2	Weekly Check
Bradman	2	Weekly Check
Evergreen	2	Weekly Check
LAPS	2	Weekly Check
<b>2025 Monthly Hours</b>	138	
<b>2025 Monthly Totals</b>	50	
<b>2024 Monthly Total</b>	53	
<b>2025 YTD Totals</b>	182	
<b>2024 YTD Totals</b>	137	

## OVERFLOWS

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

**WEATHER\***

Month	Precipitation				Temperature			
	Snowfall(in.)	Total (in.)	Normal Precip.	Days of Precip.	Max (°F)	Min (°F)	Avg- (°F)	Dep. From norm
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	13.00	58.00	-1.00	22.60	
April	3.70	3.81	4.38	18.00	78.00	20.00	42.80	
May								
June								
July								
August								
September								
October								
November								
December								
2025 YTD Totals	51.40	12.39	0.00	50.00	58.25	2.75	26.00	
2024 Totals	63.4	21.26	0.0	48.0				

### 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	137	92	0	6	0	1	7	11	12	0	8	0
May												
June												
July												
August												
September												
October												
November												
December												
<b>2025 YTD Totals</b>	281	155	0	26	0	2	7	45	31	0	15	0
<b>2024 Totals</b>	291	188	7	18	0	0	0	53	17	1	5	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	0	0	1	0	0	0	0
Water District	3	0	0	0	0	0	0	0	2	0	1
<b>2025 Monthly Totals</b>	4	0	0	0	0	0	1	0	2	0	1
<b>2024 Monthly Totals</b>	5	0	0	0	1	0	4	0	0	0	0
<b>2025 YTD Totals</b>	48	0	0	0	29	6	2	0	5	1	5
<b>2024 YTD Totals</b>	38	0	3	0	9	6	13	0	1	0	6

### OTHER ACTIVITIES

1. Vehicle/Equipment Maint. - 37 Hrs
2. Training - 14.25 Hrs (Locating, Mr. Manhole, Management Candidate School)
3. Building & Lift Station Maint. - 151.25 Hrs
4. LACWA - Rod Hill & Dave McNally - 53.5 hrs
5. E6 Generator Install- 114.25 Hrs
6. Locates- 2 Hrs
- 7.
- 8.
- 9.
- 10.



		Lewiston Auburn Clean Water Authority										
		Monthly Cost Apportionment Summary										
		Cost Apportionment Summary - First Half of 2025									TBP 5/7/25	
	Lewiston Sewer Division							Auburn Sewerage District				
Month	Initial %	Intial \$	Op Data %	Op Data \$	Difference \$		Initial %	Intial \$	Op Data %	Op Data \$	Difference \$	
January	63.00%	\$177,583.46	62.49%	\$176,145.87	\$1,437.58	###	37.00%	\$104,295.05	37.51%	\$105,732.63	(\$1,437.58)	0.0
February	63.00%	\$177,583.46	61.19%	\$172,481.45	\$5,102.00	###	37.00%	\$104,295.05	38.81%	\$109,397.05	(\$5,102.00)	0.0
March	63.00%	\$177,583.46	62.80%	\$177,019.70	\$563.76	###	37.00%	\$104,295.05	37.20%	\$104,858.80	(\$563.76)	0.0
April	62.00%	\$174,764.67	62.46%	\$176,061.31	(\$1,296.64)	###	38.00%	\$107,113.83	37.54%	\$105,817.19	\$1,296.64	0.0
May	62.00%	\$174,764.67	62.11%	\$175,074.74	(\$310.07)	###	38.00%	\$107,113.83	37.89%	\$106,803.76	\$310.07	0.0
June	62.00%	\$174,764.67	61.80%	\$174,200.91	\$563.76	###	38.00%	\$107,113.83	38.20%	\$107,677.59	(\$563.76)	0.0
Six Month Adjustment			62.24%		\$5,806.70				37.77%		(\$5,806.70)	0.0
		Cost Apportionment Summary - Second Half of 2025										
	Lewiston Sewer Division							Auburn Sewerage District				
Month	Initial %	Intial \$	Op Data %	Op Data \$	Difference \$		Initial %	Intial \$	Op Data %	Op Data \$	Difference \$	
July	63.00%	\$177,583.46	62.79%	\$176,991.51	\$591.94	###	37.00%	\$104,295.05	37.21%	\$104,886.99	(\$591.94)	0.0
August	63.00%	\$177,583.46	62.28%	\$175,553.93	\$2,029.53	###	37.00%	\$104,295.05	37.72%	\$106,324.57	(\$2,029.53)	0.0
September	63.00%	\$177,583.46	61.86%	\$174,370.04	\$3,213.41	###	37.00%	\$104,295.05	38.14%	\$107,508.46	(\$3,213.41)	0.0
October	63.00%	\$177,583.46	61.43%	\$173,157.96	\$4,425.49	###	37.00%	\$104,295.05	38.57%	\$108,720.54	(\$4,425.49)	0.0
November	63.00%	\$177,583.46	62.39%	\$175,864.00	\$1,719.46	###	37.00%	\$104,295.05	37.61%	\$106,014.50	(\$1,719.46)	0.0
December	63.00%	\$177,583.46	62.09%	\$175,018.36	\$2,565.09	###	37.00%	\$104,295.05	37.91%	\$106,860.14	(\$2,565.09)	0.0
Six Month Total Adj			62.15%		\$11,979.84				37.85%		(\$11,979.84)	0.0
Average / Adjustments year end			62.18%		\$5,806.70				37.77%		(\$5,806.70)	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.												

## 2025 Auburn Water and Sewer District, Trustee Goals.

### MAY UPDATES ARE UNDERLINED

#### Water Quality Assessment and Strategic Plan

AWD/LWD

- The District has applied for a \$30,000 Maine Drinking Water Program Capacity Development Grant.
- Lewiston is interested in partnering on this project and is currently funded to study extending the intake pipe. We would need an MOU with Lewiston to proceed with the shared project.
- We provided feed back on the initial scope and we were awaiting final development
- Projected costs: \$100,000-150,000

#### Water System Modeling

Water

- Update system hydraulic model
- Run inquiries on known hydraulic issues, system pressure spikes, Hardscrabble fill drain issues
- Establish system capacity.

#### Update Terms and Conditions

Water

- The District is currently managing this on a staff level. We don't anticipate a financial impact.
- Current goal is to have this completed by July 2025.

#### Asset Management / IT

Water/Sewer

- This initiative requires funding for software and additional staffing.
- The District has selected asset management software through the analysis by Raybern Consulting and has drafted a job description for a new staff member. This position would be titled: IT and Asset Management Technician. They would be responsible for design, development of the District's SharePoint sites and applications. Create, maintain, and update asset data in systems like GIS and EAMS. IT Support: Provide technical support for hardware, software and network issues. Webpage and Social Media Management: Develop and maintain the Districts' webpage and manage social media content.
- Projected annual costs: \$150,000

#### Water Meter Replacement

Water/Sewer?

- The District has selected the best platform and is installing software and reading equipment.
- The District could realize an immediate ROI due to the age of our meters, particularly in the commercial and industrial accounts.
- The Sewer District is working to develop funding estimates.
- Mike Bailey is projecting costs and rates to develop options for funding.
- Projected costs: \$2,000,000-4,000,000, depending on approach

**Facilities Planning****Water/Sewer**

- The District Operations Center and Offices are 52 years old. We have needs: Inadequate space/storage for vehicles, equipment and staff. HVAC systems, doors, windows, roof membrane and ADA compliance.
- Our current location presents some challenges: Equipment/truck access to this location is limited which presents difficulties dispatching crews and accepting deliveries. The District stock piles gravel, pipe and some equipment at the Goff Hill Reservoir. This site also has constraints. Some equipment and materials are stored off site and the City would much rather see commercial properties at this location.
- The District has received two proposals for conducting a facilities assessment. This project will cost \$30,000, neither District is budgeted for this work in 2025.

**Adopt Water and Sewer Specifications****Water/Sewer**

- This initiative was started in 2023-2024 but fell apart due to staffing issues. We have a solid starting point.

**Revise/Update AWD Trustee By-laws****Water/Sewer**

- After revising, it would be beneficial for the Sewer District to adopt.
- Along with By-laws, both Districts should adopt Trustee Training protocol.

**Staffing****Water/Sewer**

- There are concerns with the adequacy of District Staffing.
- Policies Procedure Handbook needs updating, last updated in 2022.
- The District does not follow it's adopted wage scale; it contains far too many steps which creates a wide variance in pay. Mike Broadbent and Michael Bailey are working on a summary and options.
- The District should conduct a salary survey in 2025-2026.

**Update Sewer Use Rules and Regulations****Sewer**

- This pairs with the adoption of specifications.
- We need a policy specific to pumping stations.
- No anticipated costs or financial impact.

**Sewer System Modeling****Sewer**

- The District has never modeled the flows through the sewer system.
- This would assist with Inflow and infiltration Identification and removal.
- It would establish specific capacities within the system and prepare us for growth.

May 7, 2025

Mike Broadbent, Superintendent  
268 Court Street  
Auburn, Maine 04210

**SUBJECT: Washington Street Pump Station  
Final Design, Bidding, and Construction Assistance Services**

Dear Mike,

The Auburn Sewer District (District) owns and operates the Washington Street Pump Station located on Washington Street (Route 202) in Auburn, Maine. The pump station is approaching 40 years old and needs an upgrade. In 2023, a preliminary design of the proposed replacement was completed by Wright-Pierce. The preliminary design recommended a submersible pump station and valve vault installed adjacent to the existing wetwell and dry pit, and an electrical building to house electrical equipment, controls and emergency generator adjacent to the existing electrical pad. The proposed pump station force main would tie into the existing force main at the north end of the site. The pump station site sits between Washington Street and a wetland. A wetlands delineation with vernal pool survey and geotechnical evaluation with soil borings was completed as part of preliminary design. The geotechnical evaluation revealed soft silty clay soils at the proposed wetwell location. The geotechnical evaluation recommended the pump station be supported by piles with a structural mat foundation.

During preliminary design, the District noted a preference to complete electrical purchase, installation and startup work in-house. The District also intends to complete all instrumentation design, programming, purchase, installation and startup.

The City has requested a proposal from Wright-Pierce for final design, bidding, and construction phase services. Wright-Pierce is pleased to present the following scope of services:

## **Scope of Services**

### **Task 1: 30% Design**

Wright-Pierce will work with subconsultants, to develop draft 30% design drawings, preliminary specifications table of contents, and design memoranda for civil, architectural, structural, process, mechanical, and electrical work components. Site topographic and boundary survey will be conducted for development of site layout drawings and for District use for coordinating easements with Maine DOT.

Wright-Pierce and the District will meet to coordinate process, instrumentation, and electrical components before finalizing the 30% design memoranda.

## Task 2: 90% Design

Wright-Pierce will develop 90% design documents and cost estimate for District review, City of Auburn, and Maine Department of Transportation for review. 90% design documents will include 90% drawings, specifications, and an updated cost estimate. Electrical memoranda will include electrical equipment sizing for the district to purchase equipment. The District and Wright-Pierce will finalize the desired final scope of work to be completed as part of the 90% design package.

The following permits are assumed to be required for construction:

Federal/State/Local	Agency	Permit	Submission
State of Maine	Department of Environmental Protection	National Resource Protection Act	60% Design
City of Auburn	Planning Board	Site Plan	90% Design
State of Maine	Department of Transportation	Utility Location Permit	100% Design
State of Maine	Department of Transportation	Highway Opening Permit	100% Design

## Task 3: 100% Design Bid Documents

Wright-Pierce will develop 100% stamped design documents for bid. Final design documents will include final drawings and specifications for bid. 100% design documents will include civil (site layout, grading, piping), architectural, structural, HVAC, process (pumps, piping, valves), instrumentation, and electrical.

## Task 4: Bid Phase Services

Wright-Pierce will assist the District in advertising for and obtaining bids for the Work. We will distribute bid documents as needed, attend one pre-bid meeting, prepare and distribute addenda during the bidding process to clarify, correct, or change the issued documents (two addenda assumed for cost purposes), attend one bid opening, review the submitted bids for compliance with the bid documents, prepare a bid tabulation sheet, facilitate Notice of Award and contract signing, and assemble and distribute the executed construction documents. The cost of bid advertising will be paid directly by the District.

## Task 5: Construction Administration

Wright-Pierce will assist the District in administration of the construction contract including shop drawing review, attending construction progress meetings, processing requests for information, change orders, and pay requests, completing final inspections for substantial completion and project close-out, and developing record drawings.

## Schedule

We propose the following schedule for completion of the tasks outlined above. If the construction schedule extends beyond the proposed, additional fee may be required.

Task	Proposed Schedule
Task 1: 30% Design	Draft 128 days (10/2/2025, assuming a signed contract by 5/27/25)
Task 2: 90% Design	120 days from 30% Review Comments (2/6/2026, assuming ASD provides 30% comments in 7 days)
Task 3: 100% Design Bid Documents	35 days from 90% Review Comments (3/27/2026, assuming ASD provides 90% comments in 14 days)
Task 4: Bid Phase	60 days assumed
Task 5: Construction Admin.	120 days assumed

## Compensation

Engineer's fee for the services outlined in the Scope of Services section of this proposal is as follows:

For scope tasks 1 through 5, a not to exceed time charge fee of \$155,800.

- Task 1 through 3, is \$118,400 and includes \$12,100 for survey. Adjustment to the allowance will be negotiated with the District after final quotes are received.
- Task 4, Bidding, is a time-charge of \$8,700, assuming a pre-bid conference, bidder questions and issuing an addendum, and evaluation of bids
- Task 5, Construction Administration, is a time-charge of \$28,700, assuming a pre-construction meeting, shop drawing review, four construction meetings or site visits, and equipment start-up.

We appreciate the opportunity to provide this scope of service for the District. If you have any questions or concerns regarding this proposal, please contact me at (207) 319-1503 or the email address below.

Sincerely,

**WRIGHT-PIERCE**



Ben Stiles, PE  
Project Manager

[ben.stiles@wright-pierce.com](mailto:ben.stiles@wright-pierce.com)



Chris Dwinal, PE  
State Group Leader

[chris.dwinal@wright-pierce.com](mailto:chris.dwinal@wright-pierce.com)

April 16, 2025

Mike Broadbent, Superintendent  
268 Court Street  
Auburn, Maine 04210

**SUBJECT: Taylor Brook Crossing Redesign  
Conceptual Design, Final Design**

Dear Mike,

Maine Department of Transportation (MaineDOT) has provided preliminary plans to the District for replacement of the Poland Road Bridge over Taylor Brook. MaineDOT preliminary plans show a conflict between the bridge abutments and the existing sewer on Poland Road and cross country sections near the bridge. The Auburn Sewerage District (District) requested a proposal from Wright-Pierce for engineering services for redesign of the Taylor Brook sewer crossing. Wright-Pierce is pleased to present the following scope of services:

## Scope of Services

### Task 1: Conceptual Design

Wright-Pierce will develop conceptual alternatives analysis for the rerouting of the current Taylor Brook sewer crossing based on Maine DOT draft bridge design plans. Conceptual design includes survey, wetland delineation, borings, evaluation of up to two alternatives, cost evaluations, final alternative selection at the direction of the District, and selected alternative drawings to be used for easement procurement. The City will secure all easements directly with landowners.

### Task 2: Final Design and Permitting

Wright-Pierce and subconsultants will develop design drawings, specifications, and cost estimate for submission to the District, City of Auburn, and Maine DOT for review. The following permits are assumed required for construction:

Federal/State/Local	Agency	Permit	Submission
State of Maine	Department of Environmental Protection	Wetlands Permit	60% Design
City of Auburn	Planning Board	Site Plan	90% Design
Army Corps Of Engineers	Army Corps of Engineers	ACE Permit by Notification	90% Design
State of Maine	Department of Transportation	Utility Location Permit	100% Design
State of Maine	Department of Transportation	Highway Opening Permit	100% Design

Wright-Pierce will assist in filling out and filing the permit applications listed above. All permit fees will be paid directly by the District.

Final design includes the following deliverables:

1. 60% Design Documents including drawings, specification table of contents, key specifications, and construction cost estimate;
2. 90% Design Documents including drawings, specifications, and construction cost estimate update;
3. 100% Stamped Bid Documents including final drawings, specifications, and construction cost estimate.

## Schedule

We propose the following schedule for completion of the tasks outlined above. If the construction schedule extends beyond the proposed, additional fee may be required.

Task	Proposed Schedule
Task 1: Conceptual Design	120 days from signed contract
Task 2: Final Design	120 days from final Conceptual Design

## Compensation

Engineer's fee for the services outlined in the Scope of Services section of this proposal is as follows:

For scope tasks 1 and 2, a not to exceed time charge fee of \$82,000. This fee includes \$25,300 for subcontracted geotechnical investigations, survey and wetlands delineation.

We appreciate the opportunity to provide this scope of service for the District. A supplemental proposal can be provided for bid and construction phase services when the District decides to move forward with bid and construction. If you have any questions or concerns regarding this proposal, please contact me at (207) 319-1503 or the email address below.

Sincerely,

**WRIGHT-PIERCE**



Ben Stiles, PE

Project Manager

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## Architectural and Engineering Feasibility Study

### Auburn Water and Sewerage Districts

#### Operations Building

#### Project Understanding

The Auburn, ME Water and Sewerage District (AWSD) operates out of an approximately 14,200 SF facility occupying a .65-acre lot at 268 Court Street in the center of town. The 50-year-old facility is too small to house current operations with no available space to grow on the current site limiting the operational efficiency of the Utility. The AWSD would like to gain an understanding of the optimal size and arrangement of a facility and site to support continued high quality and cost-effective delivery of services to the growing community of Auburn, ME

#### PHASE A – OPERATIONS BUILDING FEASIBILITY STUDY

##### Task 1 – Project Start-Up

- A. Attend a kick-off meeting with AWSD administration to review the project goals, schedule, the scope of tasks to be undertaken, procedural protocols, and confirmation of the expected deliverables.
- B. Complete a review of all available existing published documents relating to the project.
- C. Visit the subject building sites and each offsite storage location to view how they are organized, how the work is accomplished, and how the facilities affect operational efficiencies. Identify issues within the existing facilities and areas where consolidation may be possible to improve operations.

##### Task 2 – Needs Assessment / Facility Programming

- A. Meet with AWSD supervisory staff, and workforce to review the program requirements for operational needs and an understanding of the day-to-day requirements. The data obtained will be used to identify “near-term needs” and “long-term needs.”
- B. Conduct a physical review of the existing facilities, including review and confirmation of any assessments previously completed.

- C. Identify all site components to be incorporated into new/renovated facilities including parking, vehicle circulation, loading, material storage, public access, stormwater control, etc.
- D. Prepare a Facility Space Needs Matrix detailing the space required for each facility, including primary operational spaces, support areas and outdoor elements. The matrix will be organized by space type (e.g., offices, employee facilities, shops, vehicle storage, etc.), and will include factors to account for non-usable square footage (corridors, structure, etc.), giving an estimate of each total proposed facility size.
- E. Identify core operations that require direct adjacencies and identify opportunities to reduce or consolidate spaces that are not expected to impact operational efficiency.
- F. Incorporate comments from the AWSD into an updated Facility Space Needs Matrix.

### Task 3 – Master Planning and Site Planning Concept Design

- A. Based on the building and site sizing requirements as determined by the programming exercise, prepare a list of screening criteria for a fatal flaw analysis for potential sites to locate a new AWSD facility.
  - Complete an initial “fatal-flaws” analysis of identified sites based on gross characteristics to eliminate parcels that don’t meet the basic planning requirements.
  - Perform a detailed analysis of up three sites that pass the “fatal-flaws” test. This shall include a zoning analysis, an environmental and human receptor analysis, and a high-level review of neighborhood impacts, topography and other critical considerations.
  - Rank sites to identify their relative suitability for the proposed use, based on a weighted numerical scoring of key factors. Review the results of the ranking with the town and provide recommendations for a preferred site which will then be advanced to the concept planning stage.
- B. Develop up to three building and site alternatives for the preferred site. Alternative site plans will show the general layout of driveways, buildings, circulation, material storage, and parking. Each of the three alternatives will be reviewed with the town and comments incorporated to confirm a single preferred alternative.

### Task 4 –Concept-Level Development Budget

Prepare a conceptual development budget based on the Master Plan and the AWSD preferred alternative. The estimate will be based on dollar per square foot value for each of the space types and anticipated construction type (i.e., new construction or renovations). The cost estimate will also identify potential Owner’s soft costs associated with the project.

## Task 5 – Report and Presentation of Conclusions

Prepare a summary report that outlines the work completed as part of the study, with exhibits illustrating all the completed tasks. Present the study recommendations to AWSO Staff and Trustees, as appropriate.

### SCHEDULE:

It is anticipated that Tasks 1 through 5 will be completed within 3 months of receiving authorization to proceed.

### FEES

<u>Phase ID</u>	<u>Fee</u>
Phase A – Master Plan Feasibility Study	\$27,500
Total Lump Sum Fee	\$27,500

PARKING REGULATIONS:

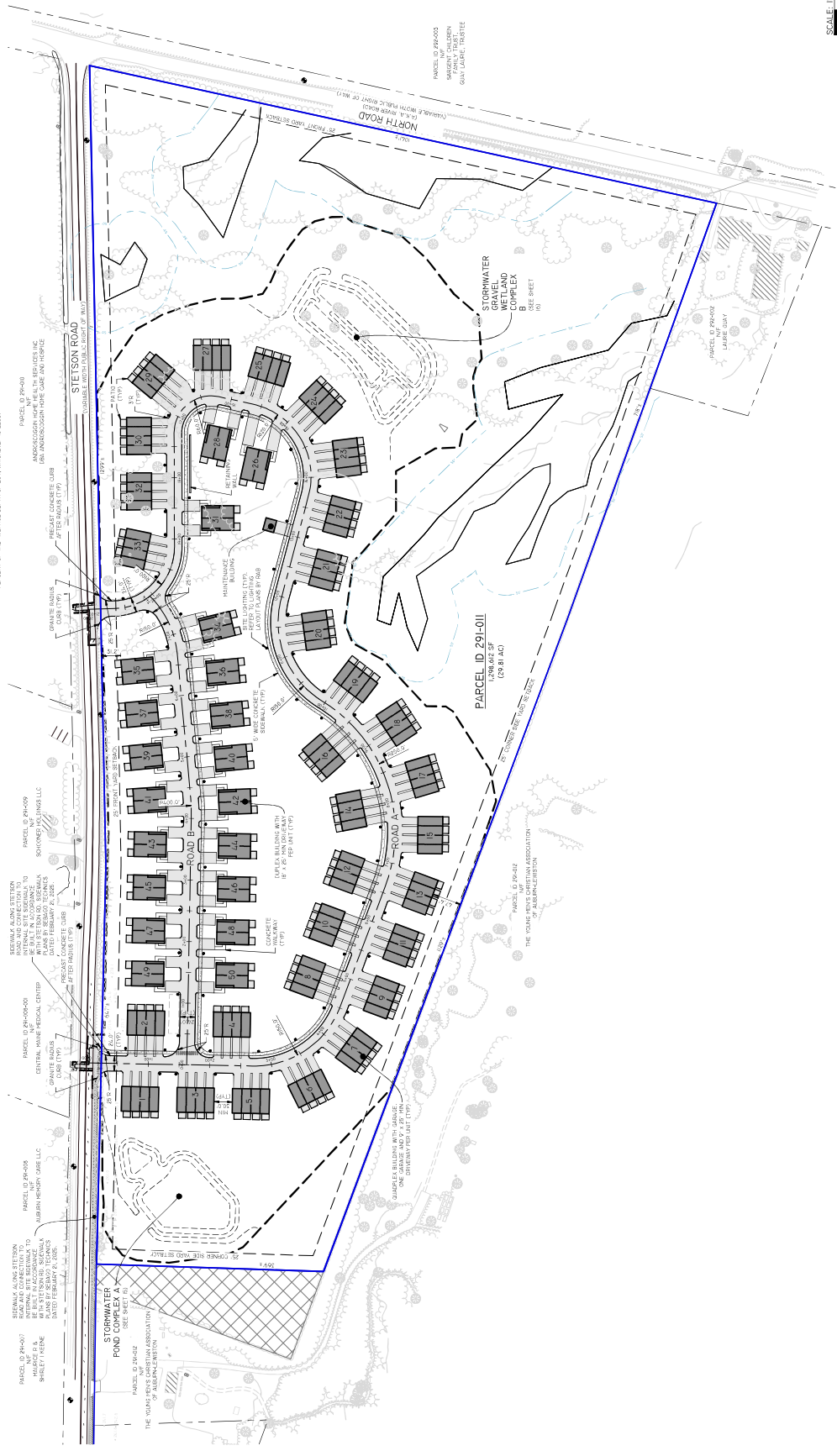
PARKING USE:  
PARKING REQUIREMENT:  
NUMBER OF UNITS:  
PARKING CALCULATION:  
TOTAL PARKING SPACES PROVIDED:

CURRENT ZONING:

MINIMUM LOT AREA:  
MINIMUM FRONTAGE AND LOT WIDTH:

TOTAL SITE AREA:  
TOTAL NUMBER OF DUPL  
TOTAL NUMBER OF QUAD  
TOTAL NUMBER OF RES  
TOTAL NUMBER OF MAIN  
TOTAL NUMBER OF UNIT  
LENGTH OF ROAD A:

THE SIDEWALK EXTENSION WITH PLANS BY SEBAGO TRAIL, ANY REQUIRED UTILITY REPAIRS, EASEMENTS NEEDED, INCLUDING RELOCATION OF ANY PRIVATE MAILBOXES, SIGNS AND LIGHTS.



SCALE: 1"=80'