

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, December 17, 2024 @ 4:00 P.M.

AGENDA

1. Approve Minutes of Regular Meeting of November 19, 2024.
2. Financial Report Update - **Mike Bailey**
3. Open Session
4. Activity Report/Project Update - **Matt Waite**
5. New Business
 - 2025 Meeting Schedule.
 - Future Projects.
6. LACWA Apportionment & Financials
7. Old Business
 - Miller Street Inflow Investigations.
 - SCADA Agreements.
 - District Telecommuting Policy, Update.
 - Water Metering.
 - 2025 Draft Budget.
8. Adjourn Regular Meeting.

Upcoming: Joint Budget Workshop December 18, 2024 @ 5:00pm
Public Hearing, Budget Approval December 18, 2024 @ 5:15pm.
Sewer Trustee Meeting January 21, 2024.

A true record:

Attest:  _____

Edward Williams, Clerk

December 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, December 17, 2024 at 4:00pm.

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

APPROVE MINUTES OF REGULAR MEETING OF November 19, 2024

On motion of Stephen Milks, seconded by Dan Bilodeau, it was unanimously voted: **To approve the minutes of the Regular Meeting of November 19, 2024.**

FINANCIAL REPORT UPDATE - Revenues are strong. Variances are favorable in metered sales and interest income. The cash on hand is at \$180,000. Five CDs have been rolled over for another 3 months. CIP is up slightly due largely to the LACWA storm surge tank work.

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

ACTIVITY REPORT/PROJECT UPDATE - The crew has been cleaning sewer lines as weather permits. The manholes on Cook Street have been raised to grade. A question was asked about the investigation of sewer issues. The District does not charge for the investigation as we need to determine if it is a customer or District issue.

Androscoggin Siphon – The Sewer District has contracted with Vortex to perform preliminary cleaning and inspection of the siphon.

Poland Road-Taylor Brook Bridge - The Sewer District has contracted with Vortex to inspect the sewer main on Poland Road which crosses the Taylor Brook Bridge. The sewer main is in conflict with the MDOT Bridge Replacement Project. The final report is pending.

NEW BUSINESS

2025 Meeting Schedule –

On motion of Denis Bergeron, seconded by Stephen Milks, it was unanimously voted: **To approve the 2025 Meeting Schedule.**

FUTURE PROJECTS –The District has several major projects that will assist with long range planning and operations. These projects include Metering, Facilities Planning, Asset Management and Operations restructuring. Our management team is working to understand these projects and the financial impact on our budgets. Superintendent Broadbent would like to bring these items back to the Board in March, 2025 to consider amending the budgets to include the funding of these projects.

LACWA APPORTIONMENT & FINANCIALS – The apportionment for December was set at 63/37. Septic receiving volumes continue to exceed projections. The CSO Project construction is well underway. Excavation for the influent pump station is on-going.

The Authority has provided a draft Purchase and Sale Agreement with TD Wood for the compost facility. If accepted the sale could occur around the first of the year.

OLD BUSINESS –

MILLER I/I INVESTIGATION UPDATE - Wright-Pierce feels there is enough capacity within the storm water system to handle additional flows if we block the discovered by-pass line. The District will install a

properly sized ball plug into the by-pass line to test the effects. If there are no adverse impacts the District will permanently plug the by-pass line in the Spring of 2025.

Wright-Pierce prepared and submitted a PowerPoint presentation to the New England Water Works Association which will be presented at the Spring Conference in Boston.

SCADA AGREEMENTS UPDATE – Superintendent Broadbent has continued to meet with Lewiston to develop a plan to ensure the SCADA burden at the lake is shared equally. He has proposed that AWSD provide all SCADA coverage and billing 50% of the labor to Lewiston per other contracts. Lewiston would like their technician to start training under our technician and they will pay for the training. The District will be adding a SCADA Technician.

Superintendent Broadbent worked with Travis Peaslee, General Manager of LACWA and they have reached an agreement for the District to provide SCADA service on a more regular basis.

On motion of Denis Bergeron, seconded by Robert Cavanagh, it was unanimously voted: **To authorize Superintendent Broadbent to sign the agreement with LACWA to provide SCADA Services.**

DISTRICT TELECOMMUTING POLICY -The policy calls for 2 days at work and up to 3 days at home. This will have to be productive for it to continue. Trustee Cavanagh thought it should be 3 days at work. The District has the ability to change the policy. There are controls in place. The employee will sign an agreement which states what is allowed and not allowed while working at home.

On motion of Denis Bergeron, seconded by Stephen Milks, it was unanimously voted: **To approve the Telecommuting Policy as presented.**

WATER METERING – Supt. Broadbent and Assist. Supt. Matt Waite went to Medford Ma. and met with their metering department. They have replaced 11,000 meters since March, 2024. The ease of use and leak detection was impressive. Since March they have discovered and repaired 19 leaks. They read and produced the bills in less than an hour during our visit. Our hope is to distribute an RFQ in January/February to help us select the best metering technology and we can then work on replacement strategies.

2025 DRAFT BUDGET –There have been no significant changes since the last meeting COLA is 2.5% The District will fund the full 1% for the PFML (paid family medical leave). Fixed costs are at a 3-year average. Revenues reflect a 0% increase. \$5,000 was added to expenses to replace the slush fund that has been cleared out.

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

Respectfully submitted,

Diane Drinkwater

Approved: January 21, 2025

A true record:

Attest: _____

Edward Williams, Clerk