

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.

A true record:

Attest:

  
Michael Bailey, Clerk

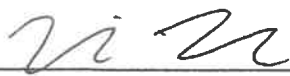
On a motion by Denis Bergeron and seconded by Robert Cavanagh, the Auburn Sewer District Board of Trustees has determined Dan Bilodeau, as an appointed official, has been absent for more than three consecutive Sewer District Trustee Meetings 1/21/2025, 2/18/2025, 3/18/2025, 4/1/2025 and 4/15/2025. In accordance with Title 30-A, Section 2601, the Trustees of the Auburn Sewerage District call for the removal of Trustee Dan Bilodeau.

Motion Passed 4-1

**Approved: April 15, 2025**

**A true record:**

**Attest:**

A handwritten signature in cursive script, appearing to read 'Mi Bailey', written over a horizontal line.

**Michael Bailey, Clerk**

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. The 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

A true record:

Attest: \_\_\_\_\_

Michael Bailey, Clerk

Approved: May 20, 2025

**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 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	<u>(19,131,531.76)</u>	<u>(18,971,531.76)</u>
	<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	<u>(0.51)</u>
<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>27,548,463.33</u>	 <u>27,004,877.92</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	<u>192,302.23</u>	<u>0.00</u>
<b>Total Current Liabilities</b>	<u>1,359,819.76</u>	<u>972,459.00</u>
 <b>Total Equity &amp; Liabilities</b>	 <u>27,548,463.33</u>	 <u>27,004,877.92</u>