

AUBURN SEWERAGE DISTRICT

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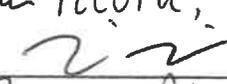
Regular meeting of the Trustees of the Auburn Sewerage District will be held in-person at the Auburn Sewerage District office at 268 Court Street on Tuesday, December 16, 2025 @ 4:00P.M.

AGENDA

1. Approve Minutes of Regular Meeting of November 18, 2025.
2. Financial Report Update - **Mike Bailey**
3. Open Session / Public Comment.
4. New Business
 - 2026 Meeting Schedule.
 - 2026 Agenda Items.
5. LACWA Apportionment & Financials
6. Old Business
 - Washington Street Pumping Station, Update.
 - Poland Road, Taylor Brook Bridge Update.
 - Facilities Assessment, Update.
 - 2026 Draft Budget Updates.
7. Activity Report and Project Update. **-Mike Abbott**
8. Adjourn Regular Meeting.

Upcoming:

- Joint Budget Workshop December 17, 2025 5:00pm
- Public Hearing, budget adoption December 17, 2025 5:15pm
- Regular Meeting of January 20, 2026.

A true record,
Attest: 

Mike Bailey, Clerk

December 16th, 2025

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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 16th, at 4:00 pm.**

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

Approve Minutes of Regular Meeting of November 18th, 2025 – Motioned by Robert Cavanagh, seconded by Patrick DeFilipp, it was unanimously voted to approve the minutes of the Regular Meeting of November 18th, 2025.

Financial Report – Revenues and expenses were slightly under budget, and interest income was lower than projected due to the need to maintain liquidity for the Lewiston storm surge tank project and the decision not to renew certificates of deposit. As of November 2025, Lewiston had drawn \$3.8 million of the \$4 million available for the project, with no additional draws during the month. The new Muni-link billing software went live in November, and staff are working through conversion challenges; usage statistics are currently lower than normal due to reporting issues associated with the transition and are expected to improve after a full month of operation. One debt payment was made in November 2025, and cash balances remained stable, with \$2.3 million on hand, which is sufficient to fund operations and service existing debt.

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

NEW BUSINESS

2026 Meeting Schedule – Included with the packet was a draft Trustee Meeting schedule for 2026. Sewer District Trustee meetings, by charter, are held on the third Tuesday of every month. Holidays and other potential conflicts are taken into consideration. After reviewing the calendar, Superintendent Broadbent did not anticipate any holiday conflicts for 2026.

On the motion of Denis Bergeron, seconded by Robert Cavanagh, there was a vote to adopt the proposed meeting schedule for 2026.

2026 Agenda Items – It is beneficial to allocate time to discuss future agenda items and the process for bringing them forward. Identifying items in advance helps ensure that staff could place them on meeting agendas promptly, allowing for proper discussion and consideration.

The President of the Board sets the agenda for each meeting at his or her discretion. Article 1, Section 10 of the Auburn Water District By-laws outlined the procedure for introducing new business items, and the Sewer District had consistently followed this established process.

One item identified for renewed discussion in January 2026 was Superintendent Goals. Updates on the 2025 goals are available, and it would be appropriate to establish goals for 2026 at that time.

Lewiston Auburn Clean Water Authority and Financials

Cost Apportionment – The apportionment rate returned to near its historical average over the past month. Assuming a similar trend continued in December, the cost apportionment for the year is expected to result in an imbalance of less than \$10,000 between the two entities.

LACWA Operations Report – The plant is operating efficiently and effectively. Effluent quality is strong, and the team is managing the treatment process well. Septic receiving continued to exceed budget expectations; as of 2025, septage receiving has generated more than \$154,294 above budget. The Anaerobic Digestion and Co-Generation facilities were also operating well, with gas production consistent with seasonal averages. However, generation capacity remained limited to one generator, and there was no clear timeline or cost estimate available for returning the system to full operation.

OLD BUSINESS

Washington Street Pump Station Update – In their final Geotechnical Report, SW Cole recommended that one additional test boring be advanced at the final location of the wet well to further refine the pile lengths required to support the structure. At that time, Wright-Pierce was conservatively assuming forty to fifty-foot piles for estimating purposes. This could have represented a significant expense for a contractor if the required piles were longer than estimated, while piles exceeding forty feet could have limited subcontractor options.

The boring conducted during conceptual design had been located approximately seventy feet from the final wet well location and one hundred feet from the final building location. Wright-Pierce recommended the additional boring to help reduce potential cost inflation and/or change orders during construction. This additional boring had not been included in the final design amendment. To facilitate the timely completion of the work in December 2025, Superintendent Broadbent authorized the boring at \$13,800.

Poland Road, Taylor Brook Bridge Update – The survey crews have been on site gathering data from the property, including the adjacent wetlands. Once the survey is completed, design options and considerations will be discussed.

Facilities Assessment Update – Included with the packets was a conceptual layout provided by Weston and Sampson for the proposed facility on a 3.5-acre lot off Kittyhawk. After reviewing this layout, staff determined that it did not provide sufficient space for facility access and offered no room for future growth. The consultant plans to evaluate different lots with greater acreage and provide alternative options. Superintendent Broadbent and Mike Abbott have a meeting scheduled for the following week with the City's planning staff to identify available lots that could meet our needs.

2026 Draft Budget Update –

- Page 1 – Metered sales proration was changed from two-thirds of the year to half of the year.
- Page 1 – Payroll amount was updated to correct a formula error.
- Page 1 – Employee benefits amount corrected due to a formula error.
- Page 3- Employer FICA was updated with the new payroll amount.
- Page 6 – Cost apportionment changed from 37% to 38% based on the most recent estimate.
- Page 9 – Added Mike Abbott to payroll and updated the salary amount.

December 16th, 2025

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Project Update

Activity Report – The activity report for November was updated; the missing months have not yet been completed, but this is planned for the coming weeks. No abnormalities were reported at that time. The crew(s) will be engaged in winter maintenance, and training is being scheduled for the winter months, including erosion control, slips, trips, falls, and general safety.

Project Update – Project planning for 2026 has begun. We met with the crew(s) and presented the projects included in the draft budget. Work then focused on developing parts lists, construction requirements, and layouts.

On the **motion of Robert Cavanagh, seconded by Denis Bergeron**, there was a unanimous vote to **adjourn the meeting**.

Respectfully submitted,

Tiffany Spence

Tiffany Spence

A true record,

Attest: 

Mike Bailey, Clerk

**AUBURN SEWERAGE DISTRICT
OPERATING STATEMENT - TRUSTEES' REPORT
TWELVE MONTHS ENDED DECEMBER 31, 2025**

	December	2025		Y-T-D THRU		December 2025	VARIANCE
	YTD - 2024	BUDGET	ACTUAL	BUDGET	December		
REVENUES:							
Metered Income	\$4,174,347	\$4,150,000	4,174,855.04	\$4,150,000	\$24,855		
Industrial Surcharge	40,631	43,000	29,763	43,000	(13,237)		
Shared Debt with City	41,393	42,000	41,392	42,000	(608)		
Jobbing & Mds. - NET	(14,689)	20,000	28,690	20,000	8,690		
Sewer Assessments	48,148	25,000	25,225	25,000	225		
Finance Charges	5,935	6,500	5,505	6,500	(995)		
Interest Income	164,212	156,000	51,184	156,000	(104,816)		
Industrial Treatment Sampling	42,500	45,000	42,510	45,000	(2,490)		
Capacity Fees (SDS)	73,875	40,000	28,875	40,000	(11,125)		
Other Income	-	-	20,136	0	20,136		
TOTAL REVENUES	4,576,351	4,527,500	4,448,136	4,527,500	(79,364)		
			98.25%		83.33% < Standard		
EXPENSES:							
Payroll	539,892	592,929	542,432	592,929	(50,496)		
Employee Benefits	183,891	309,444	229,406	309,444	(80,038)		
Maint. of Sewers	69,359	99,669	49,955	99,669	(49,714)		
Lift Stations	126,947	94,593	121,806	94,593	27,213		
Maint. of Buildings	59,878	50,649	62,540	50,649	11,891		
Maint. of Trucks	33,155	38,600	27,171	38,600	(11,429)		
Office Expense	38,159	38,389	46,836	38,389	8,447		
Collection Expense	575	(325)	151	(325)	476		
General Expense	11,017	7,812	10,182	7,812	2,370		
Insurance	56,697	54,556	51,870	54,556	(2,687)		
Legal & Accounting Fees	48,324	10,879	20,444	10,879	9,565		
Billing Expense	68,148	95,726	74,108	95,726	(21,618)		
L.A.W.P.C.A.	1,818,476	2,059,354	1,876,254	2,059,354	(183,100)		
SUB-TOTAL	3,054,518	3,452,275	3,113,153	3,452,275	(339,121)		
Interest	170,907	163,024	164,284	163,024	1,260		
TOTAL EXPENSES	3,225,426	3,615,299	3,277,438	3,615,299	(337,861)		
			90.65%		83.33% < Standard		
Bonds - Principal Payments	433,708	443,065	443,065	443,065	0		
SURPLUS FROM OPERATIONS	917,217	469,136	727,632	469,136	258,496		