

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, January 20th, at 4:00 pm.**

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

Approve Minutes of Regular Meeting of December 16th, 2025 – Motioned by Robert Cavanagh, seconded by Patrick DeFilipp, it was unanimously voted to approve the minutes of the Regular Meeting of December 16th, 2025.

Approve Minutes of the Special Joint Meeting of December 17th, 2025 – Motioned by Robert Cavanagh, seconded by Denis Bergeron, it was unanimously voted to approve the minutes of the Special Joint Meeting of December 17th, 2025.

Approve Minutes of the Public Hearing of December 17th, 2025 – Motioned by Robert Cavanagh, seconded by Denis Bergeron, it was unanimously voted to approve the minutes of the Public Hearing of December 17th, 2025.

Financial Report – Revenues and expenses for the period came in slightly under budget. Interest income was below budget due to the liquidity required to fund the Lewiston storm surge tank project and the decision not to renew certificates of deposit. As of December 2025, Lewiston has drawn the full \$4 million available for the project, and no additional draws are expected. Staff continue to work through implementation issues with the new Muni-link utility billing software. Difficulties were encountered in November when generating usage reports; however, after completing a full month of billing in December, the staff were able to produce more accurate usage reports. The accounts receivable aging reports in Muni-link currently combine water and sewer balances, and the conversion process affected the aging of receivables, resulting in higher balances in the older aging categories than actual. These issues are expected to be corrected over the next 120 days. No debt payments were made in December 2025. Cash balances remained relatively consistent, with cash on hand totaling approximately \$2.2 million, 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 Sewer Rate Increase – The 2026 Sewer District Budget includes an 8% rate increase. Before implementing the increase, the District must notify customers and hold a public hearing. Staff are preparing for both, with customer notifications planned for February 4th and the public hearing proposed for February 17th during the next Trustee meeting. The remaining question is whether the meeting should be held at an alternate location, though past public hearings have not required additional space, and the District office is the preferred option.

2026 Bond Application – The Sewer District plans to apply for a bond to fund the replacement of the Washington Street Pumping Station. Staff are working on the funding application and have scheduled an initial consultation with Skelton Taintor and Abbott as Bond Counsel. City Council approval will be required before accepting the bond, and the packet includes the Maine Bond Bank's 2026 spring bond issuance schedule.

Board Appointments – Except for the Mayor's seat, Trustees serve four-year terms. Two Trustee seats are up for renewal in 2026, and current Trustees seeking reappointment must apply with the City Clerk by March 2026. The packet includes the current appointment schedule.

Lewiston Auburn Clean Water Authority and Financials

Cost Apportionment – December was a normal month, allowing the Authority to further reduce the imbalance. The year ended with Lewiston overpaying \$12,769.10, which will be corrected through the audit process. The January apportionment remained at 62/38.

LACWA Operations Report – The anaerobic digesters are performing well, and a new feedstock trial is increasing usable gas production. One generator remains offline but is expected to be operational soon. Septic receiving has exceeded expectations, generating an additional \$157,052 in revenue in 2025. The plan for the Lewiston Landfill permit application as a backup disposal site is progressing, and the Authority is working with Lewiston on an MOU. There is currently an at-large vacancy at the Authority, and following past practice, Auburn is next in line to fill the position.

OLD BUSINESS

Washington Street Pump Station Update – Wright Pierce is developing the 90% design drawings for the station, expected to be completed by February 5th. After completion, the drawings will be submitted to the Maine DEP for review and approval. Once approved, the project can move to the bidding phase in March 2026.

Taylor Brook Redesign Update – No significant progress has been made on this project. The survey is complete, and the job will move to concept design.

Facilities Assessment Update – This project is ending. We have one last meeting scheduled to go over alternatives. The consultant will then develop costs and get us a draft final report.

Clean Water Act, Master Plan Update – The final document has been submitted to the Maine DEP for review. The DEP indicated they need to observe how effective the new Storm Surge Tank is, a process that may take two to three years, and may then reassess whether the alternatives in the final report are necessary. The DEP also noted the two communities are in very different positions, prompting a follow-up meeting in Auburn. The DEP suggested that if the District can contain a ten-year storm within our collection system, we could potentially be deregulated as a CSO community. The District plans to work on this in 2026 by modeling interceptor flows upstream of CSO-001.

Activity Report – In December, the sewer crew had limited issues with mains, manholes, and lift stations. Several backups were investigated and found to be on the homeowner's side, except one on Marston Street that may involve a service cut in a sleeved line; Vortex will camera and repair it if needed. Crews spent time clearing snow and maintaining lift stations, and a pre-Christmas power outage required moving portable generators to Poland. Plans are underway to install a permanent generator on Pond View Drive/Taylor Pond, with negotiations ongoing with the landowner. Three quotes for a new sewer crane truck have been received, and at least two are below the 2026 budgeted amount of \$100,000. Several winter training opportunities are being offered to staff, including NEWWA certification, DEP erosion control certification, fall protection training, and a free ten-hour OSHA construction course.

Executive Session Pursuant to 1 M.R.S.A. 405 (6) (A) to Discuss a Personnel Matter (Superintendent Goals) – On the motion of Robert Cavanagh, seconded by Denis Bergeron, there was a vote to move the meeting into Executive Session, with unanimous agreement.

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At 5:01 PM, the trustees concluded their meeting in Executive Session. On the motion of Patrick Defilipp, seconded by Robert Cavanagh, there was a vote to adjourn the meeting.

Respectfully submitted,

Tiffany Spence

Tiffany Spence

A true record,

Attest: *MB*

Mike Bailey, Clerk

AUBURN SEWER - FINANCIAL INFORMATION

Sewer Metered Revenue - Versus Prior Year

Month	2026	2025	MTD Change	%	YTD Change	%
January	\$372,790	\$563,576	\$4,213	\$0	\$4,213	1.14%
February		\$327,577	(\$327,577)	-100.0%	(\$323,364)	-46.45%
March		\$338,120	(\$339,120)	-100.0%	(\$662,484)	-63.99%
April		\$357,697	(\$328,697)	-100.0%	(\$1,020,181)	-73.24%
May		\$328,875	(\$328,875)	-100.0%	(\$1,349,056)	-78.35%
June		\$339,666	(\$339,666)	-100.0%	(\$1,688,722)	-81.92%
July		\$367,388	(\$367,388)	-100.0%	(\$2,056,110)	-84.65%
August		\$348,772	(\$348,772)	-100.0%	(\$2,404,882)	-86.58%
September		\$361,940	(\$361,940)	-100.0%	(\$2,766,822)	-88.13%
October		\$385,093	(\$385,093)	-100.0%	(\$3,151,915)	-89.42%
November		\$365,348	(\$365,348)	-100.0%	(\$3,517,263)	-90.42%
December		\$284,803	(\$284,803)	-100.0%	(\$3,802,066)	-91.07%
Year-to-Date:	\$372,790	\$4,174,855				

Sewer Metered Gallons Sold

Month	2026	2025	MTD Change	%	YTD Change	%
January	40,712,621	40,975,761	(266,140)	-0.65%	(266,140)	-0.65%
February		44,263,147	(44,263,147)	-100.0%	(44,529,287)	-52.24%
March		41,691,007	(41,691,007)	-100.0%	(86,220,294)	-67.93%
April		41,161,483	(41,161,483)	-100.0%	(127,381,776)	-75.78%
May		44,379,274	(44,379,274)	-100.0%	(171,761,050)	-80.84%
June		43,566,105	(43,566,105)	-100.0%	(215,328,155)	-84.10%
July		44,489,507	(44,489,507)	-100.0%	(259,818,662)	-86.45%
August		49,581,943	(49,581,943)	-100.0%	(309,400,605)	-88.37%
September		47,900,641	(47,900,641)	-100.0%	(357,301,246)	-89.77%
October		46,653,029	(46,653,029)	-100.0%	(403,954,275)	-90.84%
November		36,633,505	(36,633,505)	-100.0%	(440,587,780)	-91.54%
December		37,391,279	(37,391,279)	-100.0%	(477,979,059)	-92.15%
Year-to-Date:	40,712,621	518,691,680				

Sewer Metered Revenue - Versus Budget

Month	2026	BUDGET	MTD Change	%	YTD Change	%
January	\$372,790	\$384,705	(\$11,915)	-3.1%	(\$11,915)	-3.10%
February	\$0	\$341,912	(\$341,912)	-100.0%	(\$353,827)	-88.70%
March	\$0	\$351,814	(\$351,814)	-100.0%	(\$705,641)	-65.43%
April	\$0	\$378,924	(\$378,924)	-100.0%	(\$1,084,565)	-74.42%
May	\$0	\$367,936	(\$367,936)	-100.0%	(\$1,452,501)	-79.58%
June	\$0	\$348,553	(\$348,553)	-100.0%	(\$1,801,054)	-82.85%
July	\$0	\$351,675	(\$351,675)	-100.0%	(\$2,152,728)	-85.24%
August	\$0	\$346,742	(\$346,742)	-100.0%	(\$2,501,471)	-87.03%
September	\$0	\$384,030	(\$384,030)	-100.0%	(\$2,885,500)	-88.56%
October	\$0	\$355,401	(\$355,401)	-100.0%	(\$3,240,901)	-89.68%
November	\$0	\$377,706	(\$377,706)	-100.0%	(\$3,618,607)	-90.66%
December	\$0	\$340,203	(\$340,203)	-100.0%	(\$3,958,810)	-91.39%
Year-to-Date:	\$372,790	\$4,331,600				

Sewer Gross Payroll

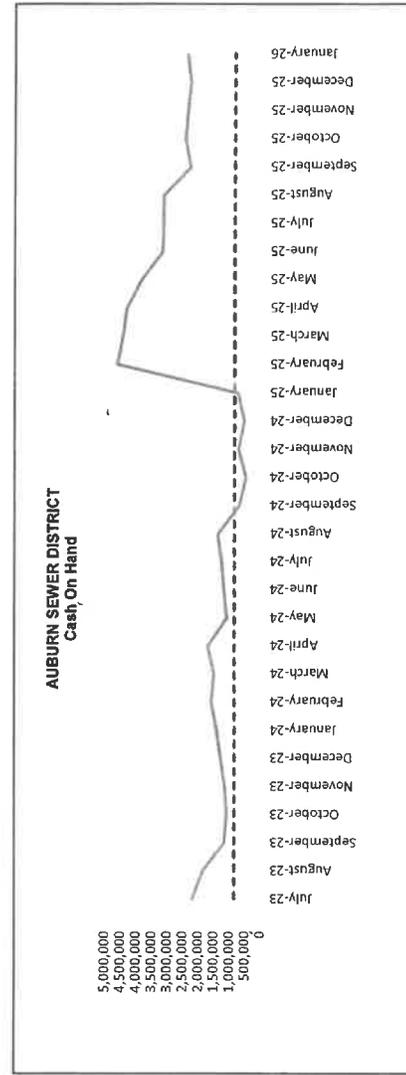
Month	2026	Budget	MTD Change	%	YTD Change	%
January	\$35,216	\$63,037	(\$27,821)	-44%	(\$27,821)	-44.14%
February		\$54,057	(\$54,057)	-100%	(\$81,879)	-69.93%
March		\$65,399	(\$65,399)	-100%	(\$147,278)	-80.70%
April		\$63,199	(\$63,199)	-100%	(\$210,476)	-85.67%
May		\$65,787	(\$65,787)	-100%	(\$276,263)	-88.69%
June		\$52,687	(\$52,687)	-100%	(\$328,950)	-90.33%
July		\$64,617	(\$64,617)	-100%	(\$393,567)	-91.79%
August		\$64,950	(\$64,950)	-100%	(\$458,518)	-92.87%
September		\$54,882	(\$54,882)	-100%	(\$513,400)	-93.58%
October		\$62,859	(\$62,859)	-100%	(\$576,258)	-94.24%
November		\$67,624	(\$67,624)	-100%	(\$643,883)	-94.81%
December		\$50,670	(\$50,670)	-100%	(\$694,552)	-95.17%
Year-to-Date:	\$35,216	\$729,768				

SEWER Capital Spending Versus Budget

Capital Expenditures - 2025	Budget	YTD Actual
Equipment Trailer	25,000.00	
Crew Truck #37	100,000.00	
Conduit Bender	5,500.00	
W-3 Generator	50,000.00	
Risk and Resiliency Plan Update	5,000.00	
W-7, Control Pane	5,000.00	
Fixed Asset Software	\$7,500	
Office Improvements	\$5,000	
4 Computers, I-pad	\$5,000	
Equipment	\$18,100	
Morrow Rd	50,000.00	
Taylor Brook	200,000.00	23,278.27
Infiltration Studies	100,000.00	
Relining Projects	274,000.00	
Paving Projects	102,000.00	
Washington Street Pumping Station	2,200,000.00	116,422.00
Facilities Study	13,750.00	12,375.00
Projects (total includes benefit costs on labor)	2,939,750.00	139,700.27
Total Capital	\$2,955,850	\$139,700

AUBURN SEWER DISTRICT CUSTOMER ACCOUNTS RECEIVABLE

Aging	Current	30 day	60 day	90 day	120 day	Finance Chgs	Other	Totals
January	\$ 166,302.02	\$ 63,573.38	\$ 16,607.95	\$ 654.51	\$ 20,244.60	\$ -	\$ -	\$ 287,782.38
	63.4%	21.6%	5.9%	0.2%	9.6%	0.0%	0.0%	0.0%



**AUBURN SEWERAGE DISTRICT
OPERATING STATEMENT - TRUSTEES' REPORT
ONE MONTH ENDED JANUARY 31, 2026**

	YTD - 2025	2026		Y-T-D THRU JANUARY 2026	
		BUDGET	ACTUAL	BUDGET	VARIANCE
REVENUES:					
Metered Income	\$344,280	\$4,331,600	372,789.61	360,967	\$11,823
Industrial Surcharge	2,216	43,000	2,035	3,583	(1,548)
Shared Debt with City	0	42,000	0	3,500	(3,500)
Jobbing & Mds. - NET	735	60,000	7,137	5,000	2,137
Sewer Assessments	0	29,506	1,500	2,459	(959)
Finance Charges	543	6,500	865	542	323
Interest Income	16,355	70,000	1,703	5,833	(4,130)
Industrial Treatment Sampling	3,542	45,000	3,542	3,750	(208)
Capacity Fees (SDS)	3,750	46,413	1,500	3,868	(2,368)
Other income	0	0	552	0	552
TOTAL REVENUES	371,421	4,674,019	391,623	389,502	2,122
			8.38%	83.33%	< Standard
EXPENSES:					
Payroll	43,076	729,768	35,216	60,814	(25,598)
Employee Benefits	18,050	291,609	28,628	24,301	4,327
Maint. of Sewers	3,046	69,574	2,189	5,798	(3,609)
Lift Stations	7,165	123,143	8,692	10,262	(1,570)
Maint. of Buildings	4,852	60,724	4,913	5,060	(148)
Maint. of Trucks	3,792	31,600	1,159	2,633	(1,474)
Office Expense	5,763	87,477	5,037	7,290	(2,252)
Collection Expense	13	(325)	122	(27)	150
General Expense	0	10,669	449	889	(440)
Insurance	8,115	61,360	7,355	5,113	2,241
Legal & Accounting Fees	2,856	16,147	75	1,346	(1,271)
Billing Expense	5,617	162,726	9,680	13,561	(3,881)
L.A.W.P.C.A.	171,613	2,127,129	181,378	177,261	4,117
SUB-TOTAL	273,959	3,771,601	284,893	314,300	(29,407)
Interest	14,482	221,560	14,233	18,463	(4,231)
TOTAL EXPENSES	288,440	3,993,161	299,126	332,763	(33,638)
			7.49%	83.33%	< Standard
Bonds - Principal Payments	0	506,235	0	0	0
SURPLUS FROM OPERATIONS	82,981	174,623	92,498	56,738	35,759