

AUBURN SEWERAGE DISTRICT

OFFICE TELEPHONE: 207-784-6469

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, November 18, 2025 @ 4:00P.M.

AGENDA

1. Approve Minutes of Regular Meeting of October 21, 2025.
2. Introductions, welcome Michael Abbott as District Engineer.
3. Financial Report Update - **Mike Bailey**
4. Open Session / Public Comment.
5. New Business
 - Proposed Rate Schedule.
 - Health Insurance Options.
6. LACWA Apportionment & Financials
7. Old Business
 - Extension Investments.
 - 2026 Draft budget review.
8. Project Update.
9. Executive Session pursuant to 1 M.R.S.A § 405(6)(A) to discuss a Personnel Matter.
10. Adjourn Regular Meeting.

Upcoming:

- Sewer Trustee Meeting December 16, 2025.
- Joint Budget Workshop December 17, 2025 5:00pm
- Public Hearing, budget adoption December 17, 2025 5:15pm

A true record,
Attest: 
Mike Bailey, Clerk

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, November 18th, at 4:00 pm.**

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

Approve Minutes of Regular Meeting of October 21st, 2025 – **Motioned by Denis Bergeron, seconded by Robert Cavanagh, it was unanimously voted to approve the minutes of the Regular Meeting of October 21st, 2025.**

Financial Report – Revenues are slightly above budget, and expenses are slightly below budget. A \$20,000 grant tied to a 2022 fiscal sustainability plan was received and recorded as other income. Interest income is below budget because liquidity was needed for Lewiston's storm surge tank project, reducing CD renewals. As of October 2025, Lewiston has drawn \$3.8 million of the \$4 million project funding. No debt payments were made in October, contributing to a modest cash increase. With \$2.4 million in cash on hand, the organization is well-positioned to meet its debt obligations and operational needs.

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

NEW BUSINESS

Proposed Rate Schedule – The Superintendent created a presentation outlining the District's rate-increase options and a 2026 timeline. Any new rates must comply with Maine law, which requires public notice and a public hearing before they can take effect.

Health Insurance Options – The District initially budgeted a 10% increase for 2026 health insurance costs, but learned in early November that rates would rise 28.8%. This prompted meetings with Cross Insurance and the Maine Municipal Association to review options. Cost comparisons were prepared based on the current 85% District / 15% employee premium split and continued use of the Health Reimbursement Account, which historically has been used at 37%. Although the timing was difficult, negotiations reduced the impact, resulting in a 25% overall increase for both the District and employees. **On the motion of Denis Bergeron, seconded by Patrick DeFilipp, there was a unanimous vote to continue with the current health insurance plan through Cross Insurance.**

Lewiston Auburn Clean Water Authority and Financials

Cost Apportionment – The apportionment rate has become increasingly unbalanced, shifting more of the expense toward Auburn in the second half of the year. While it was previously attributed to dry weather, staff are no longer certain of the cause.

LACWA Operations Report – Biosolids deliveries are on schedule, and cogeneration facilities are operating well despite a recent issue with the #1 unit. Septic receipts exceed projections, and effluent quality has been great over the past month. The Authority's draft 2026 budget aligns with current projections, so it won't affect them.

OLD BUSINESS

Extension Investment – Both Districts had Verrill Dana review their ability to invest in system extensions. Michael Hodgins' memo confirms the Districts have discretion to invest or not, but historical actions—Auburn Water District's 1988 PUC order and the Sewer District's similar policy—opted against investment in extensions, aligning with practices of other utilities at the time. Reversing these decisions is possible, but statutory requirements could prevent investments if they would cause a rate increase.

2026 Budget Review – The updated draft budget includes several adjustments since last month: health insurance costs were updated, the COLA adjustment was increased based on the CPUJ index and a KMA Human Resource Consulting survey, and proposed equipment expenditures were reduced. On the **motion of Stephen Milks, seconded by Robert Cavanagh**, there was a **vote to approve a 3.5% cost-of-living increase for District staff.**

CSO Masterplan Update – Thighe-Bond is finalizing the CSO Master Plan Update, with a draft review expected by the end of October and the final report due to DEP at the end of November.

Project Update

DOT Paving Project; Center Street – Northeast Paving is progressing slowly on Center Street due to seasonal temperature limitations for surface pavement. Two crews are working—shimming during the day and paving at night, requiring night shift personnel from the District(s) to raise gate valves. Two manholes needed readjustment after extended traffic exposure. The Maine DOT Utility Coordinator has been contacted for support.

Facilities Assessment – There has been no noted progress on this project over the last month.

Washington Street Pump Station – The consultant is working on 90% design drawings; the project is progressing on schedule.

Taylor Brook Redesign – The consultant will be collecting initial survey data starting November 17th, 2025.

On the **motion of Stephen Milks, seconded by Denis Bergeron**, there was a vote to **move the meeting into an Executive Session to discuss a personnel matter.**

Following the Executive Session, there was a **motion by Robert Cavanagh, seconded by Steven Milks, for a paid day off for District employees the day after Christmas, December 26th. This vote was for this year only.**

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
ELEVEN MONTHS ENDED NOVEMBER 30, 2025**

	November	2025		Y-T-D THRU November 2025	
	YTD - 2024	BUDGET	ACTUAL	BUDGET	VARIANCE
<u>REVENUES:</u>					
Metered Income	\$3,859,055	\$4,150,000	3,890,052.66	\$3,795,585	\$94,468
Industrial Surcharge	37,970	43,000	29,526	39,325	(9,799)
Shared Debt with City	20,696	42,000	20,696	38,500	(17,804)
Jobbing & Mdse. - NET	18,799	20,000	17,106	18,333	(1,227)
Sewer Assessments	48,148	25,000	23,625	22,917	708
Finance Charges	5,427	6,500	5,361	5,958	(598)
Interest Income	147,523	156,000	49,379	143,000	(93,621)
Industrial Treatment Sampling	38,958	45,000	38,968	41,250	(2,282)
Capacity Fees (SDS)	73,875	40,000	27,375	36,667	(9,292)
Other Income	-	-	19,860	0	19,860
TOTAL REVENUES	4,250,451	4,527,500	4,121,950	4,141,535	(19,586)
			91.04%	83.33%	< Standard
<u>EXPENSES:</u>					
Payroll	481,134	592,929	491,399	551,760	(60,361)
Employee Benefits	165,520	309,444	212,152	283,657	(71,505)
Maint. of Sewers	55,581	99,669	37,605	91,363	(53,758)
Lift Stations	107,559	94,593	108,573	86,710	21,863
Maint. of Buildings	51,466	50,649	57,358	46,428	10,930
Maint. of Trucks	30,659	38,600	25,264	35,383	(10,119)
Office Expense	35,739	38,389	43,269	35,190	8,079
Collection Expense	679	(325)	(8)	(298)	290
General Expense	10,981	7,812	10,153	7,161	2,992
Insurance	52,693	54,556	48,226	50,010	(1,784)
Legal & Accounting Fees	48,241	10,879	19,914	9,972	9,941
Billing Expense	63,162	95,726	68,457	87,749	(19,292)
L.A.W.P.C.A.	1,887,119	2,059,354	1,916,194	1,887,741	28,453
SUB-TOTAL	2,990,533	3,452,275	3,038,554	3,172,827	(134,273)
Interest	156,793	163,024	151,545	149,439	2,106
TOTAL EXPENSES	3,147,326	3,615,299	3,190,099	3,322,266	(132,167)
			88.24%	83.33%	< Standard
Bonds - Principal Payments	291,393	443,065	443,065	443,065	0
SURPLUS FROM OPERATIONS	811,733	469,136	488,785	376,204	112,581

AUBURN SEWER - FINANCIAL INFORMATION

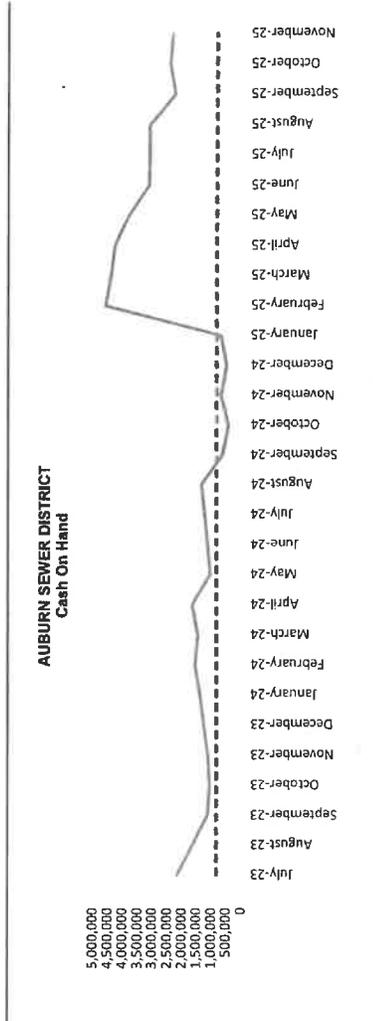
Sewer Metered Revenue - Versus Prior Year					
Month	2025	2024	MTD Change	%	YTD Change
January	\$368,576	\$379,824	\$30,752	9.10%	\$30,752
February	\$327,577	\$356,311	\$28,734	0.29%	\$2,018
March	\$339,120	\$336,063	\$3,057	0.49%	\$5,075
April	\$357,697	\$376,670	\$18,973	-0.99%	(\$13,898)
May	\$328,875	\$338,467	(\$9,592)	-1.35%	(\$23,490)
June	\$339,666	\$374,199	(\$34,533)	-9.2%	(\$58,023)
July	\$367,388	\$340,707	\$26,681	7.8%	(\$31,342)
August	\$348,772	\$347,357	\$1,415	3.4%	(\$19,927)
September	\$361,940	\$384,476	(\$22,535)	-0.71%	(\$42,462)
October	\$385,093	\$360,198	\$24,896	6.9%	(\$17,566)
November	\$365,348	\$319,509	\$45,838	0.73%	\$28,272
December	\$389,053	\$312,966	\$76,087	-0.73%	(\$284,294)
Year-to-Date:	\$3,890,053	\$4,174,347	\$312,966	-100.0%	(\$284,294)

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)
February	44,263,147	43,330,144	933,003	2.15%	(6,388,563)
March	41,691,007	46,113,452	(4,422,445)	-9.59%	(10,811,009)
April	41,161,483	42,113,148	(951,665)	-2.26%	(11,762,674)
May	44,379,274	43,762,840	616,434	1.41%	(11,146,240)
June	43,668,105	45,688,902	(2,120,797)	-4.64%	(13,267,037)
July	44,489,507	42,742,343	1,747,163	4.09%	(11,519,873)
August	49,581,943	45,409,704	4,172,239	9.19%	(7,347,634)
September	47,900,641	54,232,549	(6,331,908)	-11.68%	(13,679,542)
October	48,653,029	48,220,643	4,432,386	3.32%	(15,247,156)
November	123,420	41,101,500	(40,978,080)	-98.70%	(56,225,236)
December	0	40,978,761	(40,978,761)	-100.00%	(97,203,997)
Year-to-Date:	444,790,316	541,994,313	(97,203,997)	-17.93%	

Sewer Metered Revenue - Versus Budget					
Month	2025	BUDGET	MTD Change	%	YTD Change
January	\$344,280	\$368,576	(\$24,297)	-6.6%	(\$24,297)
February	\$355,274	\$327,577	\$27,697	8.5%	\$3,400
March	\$339,120	\$337,065	\$2,056	0.6%	\$5,456
April	\$357,697	\$353,038	(\$4,641)	-1.5%	\$1,115
May	\$328,875	\$352,510	(\$23,635)	-6.7%	(\$23,520)
June	\$339,666	\$333,940	\$5,726	1.7%	(\$17,795)
July	\$367,388	\$336,931	\$30,457	9.0%	\$12,663
August	\$348,772	\$334,121	\$14,651	4.4%	\$27,314
September	\$361,940	\$367,929	(\$5,989)	-1.6%	\$21,324
October	\$385,093	\$340,501	\$44,593	13.1%	\$65,917
November	\$365,348	\$351,871	\$13,476	1.0%	\$89,383
December	\$389,053	\$325,941	\$63,112	-100.00%	(\$256,547)
Year-to-Date:	\$3,890,053	\$4,150,000			

Sewer Gross Payroll					
Month	2025	Budget	MTD Change	%	YTD Change
January	\$43,076	\$51,217	(\$8,141)	-16%	(\$8,141)
February	\$39,367	\$43,921	(\$4,554)	-10%	(\$12,695)
March	\$47,686	\$53,136	(\$5,450)	-10%	(\$18,145)
April	\$51,219	\$51,348	(\$129)	0%	(\$18,274)
May	\$39,100	\$53,461	(\$14,351)	-27%	(\$32,626)
June	\$43,115	\$42,807	\$308	1%	(\$32,318)
July	\$60,433	\$52,501	\$7,932	15%	(\$24,386)
August	\$51,410	\$52,772	(\$1,362)	-3%	(\$25,747)
September	\$31,283	\$44,591	(\$13,308)	-30%	(\$39,055)
October	\$67,945	\$51,072	\$16,873	33%	(\$22,182)
November	\$16,765	\$54,944	(\$38,179)	-69%	(\$50,361)
December	\$0	\$41,169	(\$41,169)	-100.00%	(\$101,530)
Year-to-Date:	\$491,399	\$592,929			

AUBURN SEWER DISTRICT CUSTOMER ACCOUNTS RECEIVABLE						
Aging	Current	30 day	60 day	90 day	120 day	Totals
November-23	\$ 238,033.89	\$ 46,230.66	\$ 21,505.66	\$ 8,136.82	\$ 3,918.73	\$ 348,825.66
October-23	68.3%	13.1%	6.2%	2.4%	10.1%	0.0%
September-23	\$ 164,043.93	\$ 32,492.36	\$ 9,130.51	\$ 7,998.60	\$ 22,457.72	\$ 248,203.12
August-23	\$ 181,246.64	\$ 40,923.06	\$ 8,587.95	\$ 12,618.48	\$ 23,195.50	\$ 266,247.98
July-23	\$ 164,785.40	\$ 32,855.68	\$ 9,386.93	\$ 11,838.29	\$ 23,307.60	\$ 244,906.28



SEWER Capital Spending Versus Budget			
Capital Expenses - 2025	Budget	YTD Actual	YTD Actual
JCB Loader	\$12,500	\$61,365	\$61,365
Suitcase Generators	\$600	\$50,000	\$67,727
E-6 Generator	\$10,000	\$1,500	\$367
Moose/Worthy P.S Generator hook-ups	\$2,750	\$2,787	\$2,787
Pipe Saw	\$5,000	\$2,019	\$2,019
Locator	\$26,165	\$18,000	\$6,697
Misc Tools	\$8,000	\$2,000	\$1,210
Utility Billing Software	\$2,000	\$3,600	2,529.79
Accounting Software	\$3,600	\$185,463	\$185,463
Office Improvements	\$187,000.00	187,000.00	187,000.00
Ergonomic Office Furniture	186,000.00	186,000.00	186,000.00
4 Computers, I-pad	100,000.00	100,000.00	100,000.00
Equipment	10,000.00	30,000.00	60,697.81
2024 Lining Projects	30,000.00	30,000.00	30,000.00
2024 Manhole Adjustments	60,000.00	60,000.00	104,369.42
2024 Street Investigation	206,000.00	206,000.00	259,799.60
Miller Street Investigation	100,000.00	100,000.00	2,500.00
Siphon Cleaning	50,000.00	50,000.00	50,000.00
Taylor Brook Bridge	1,500,000.00	1,500,000.00	24,339.83
2025 Lining Projects, Granita, Loring	4,000,000.00	4,000,000.00	3,605,944.68
Paving Projects, MH Adjustments	6,428,000.00	6,428,000.00	4,317,196.96
Court/Mechanics Row Separation Project	2,500.00	2,500.00	2,500.00
Androscoggin River siphon	50,000.00	50,000.00	50,000.00
Washington Street Pumping Station	1,500,000.00	1,500,000.00	1,500,000.00
Storm Surge Tank	4,000,000.00	4,000,000.00	4,000,000.00
Projects (total includes benefit costs on labor)	6,428,000.00	4,317,196.96	4,317,196.96
Total Capital	\$6,669,115	\$4,603,658	\$4,603,658