

# 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, September 16, 2025 @ 4:00P.M.

## AGENDA

1. Approve Minutes of Regular Meeting of August 19, 2025.
2. Financial Report Update - *Mike Bailey*
3. Open Session / Public Comment.
4. New Business
  - Broad Street Extension.
  - Worthley Brook, Pump Failure.
  - Personnel Policies and Procedures Handbook.
5. LACWA Apportionment & Financials
6. Old Business
  - Facilities Assessment, Update.
  - Washington Street Pumping Station, Update.
7. Project Update
8. Executive session pursuant to 1 M.R.S.A 405 (6) (A) to discuss a personnel matter.
9. Adjourn Regular Meeting.

**Upcoming:** Sewer Trustee Meeting October 21, 2025.

A true record,  
Attest: *Ziz*  
Mike Bailey, Clerk

September 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, September 16th, 2025, 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) and Michael Bailey (Finance Director).

**Approve Minutes of Regular Meeting of August 19th, 2025** – Motioned by Stephen Milks, seconded by Robert Cavanagh, it was unanimously voted to approve the minutes of the Regular Meeting of August 19th, 2025.

**Financial Report** – Revenues and expenses are generally in line with the budget, with only minor timing-related variances. The interest income is below budget due to the need for liquidity to fund the storm surge tank project with Lewiston, which led to a decision not to renew the CDs. As of August 2025, Lewiston has drawn \$3.66 million of the \$4 million allocated for the project. The Finance Director, Mike Bailey, spoke with Ralph Lenfesty, Assistant Finance Director for Lewiston, and Travis Peaslee, General Manager at LACWA, to develop a plan for drawing down the remaining funds. The Maine Municipal Bond Bank is requesting documentation on how the full \$4 million has been utilized, so the remaining funds must be spent promptly. We agreed that LACWA will invoice the District for its remaining \$340,000 before Lewiston makes another draw.

There were no debt payments made in August, resulting in relatively stable cash levels. The current cash balance of \$3.1 million is adequate to cover existing debt obligations and ongoing operations.

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

#### **NEW BUSINESS**

**Broad Street Extension** – Over the past two years, the City of Auburn has worked to assess the feasibility and cost of expanding water and sewer services in South Auburn. The city may receive \$8 million in federal funding for this expansion—covering water, sewer, and sidewalk infrastructure—but it requires a \$2 million local funding match. While the federal funding has received preliminary approval, it's not yet finalized.

The expansion could support 500 to 2,500 new residential units over the next five years. The city has asked the Auburn Water and Sewer District to contribute toward the local funding match. However, the District typically does not fund system expansions, in line with its policies and Public Utilities Commission (PUC) regulations. Expansions are historically privately funded and later transferred to the District if they meet standards.

Still, the District is open to exploring potential options and plans to consult legal counsel to review relevant rules and policies before responding to the city's formal request.

**Worthley Brook Pump Failure** – The Worthley Brook Pumping Station (WBPS), the largest in Poland, is 20 years old with original controls. Its pump size is unique, making replacements difficult. A spare pump, purchased when the station was new, was recently used after one of the main pumps failed. The cost to replace the failed pump (\$49,910.92) is less than rebuilding it (estimated \$77,000). Therefore, it's recommended to budget for a new pump in 2026 to replace the spare now in use. Robert Cavanagh took notice of the thirty-day deadline for the replacement pump and recommended that the District place an order before the rates/terms change. **On motion of Steven Milks, seconded by Patrick DeFilipp, there was a vote to authorize the Superintendent to pursue the purchase of a new pump for Worthley Brook Pump Station.**

**Personnel Policies and Procedures Handbook** – The District's Personnel Policies and Procedures Handbook, last updated in November 2023, requires revisions due to internal updates and upcoming state law changes, including a new section on Paid Family Medical Leave effective in 2026. HR Consulting Maine, previously used for the last update, will assist in ensuring efficiency and low cost. The update is not expected to exceed \$1,000 and will be funded from existing legal budgets. A draft of the revised manual is anticipated by November or December of 2025.

#### **Lewiston Auburn Clean Water Authority**

**Cost Apportionment** – Due to recent dry weather, Auburn's share of wastewater flow has increased. As a result, the apportionment rate is being adjusted to 60% Lewiston and 40% Auburn. This rate may be revised again if flows change, to keep the year-end distribution balanced.

**Operations Report** – The treatment plant continues to perform well, with no discharge violations reported in the past month. Septic receiving revenue remains strong, exceeding expectations. A total of 594 yards of biosolids were successfully transported to the Hartland Landfill. The CSO tank project is progressing and remains on schedule. However, the influent pumping station upgrade—designed to improve peak flow capacity—has encountered a challenge: the new, larger pumps are not operating efficiently during low-flow periods. As a result, the project is currently on hold while the authority assesses potential solutions.

#### **OLD BUSINESS**

**Facilities Assessment Update** – Feedback on the garage layout has been shared with the consultant, who is now working on revisions. Preliminary room dimensions for the administrative areas have also been received and are currently under review by our staff.

**Washington Street Pumping Station Update** – Wright-Pierce is nearing completion of the electrical and controls specifications for the new station. The project is advancing according to the planned schedule.

#### **Project Update**

**DOT Paving Project; Center Street** – This project is facing ongoing challenges, as the contractor has not yet met the proficiency standards for the finished pavement. Additionally, the shimming on Turner and Union Street(s) has not been completed. Once the shimming is finished, the District can proceed with raising the remaining eight sewer manholes.

**Mechanics Row, Main Street, Academy Street, High Street(s)** – From the Sewer District's standpoint, the project is complete, with all structures raised and final pavement applied.

September 16<sup>th</sup>, 2025

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**Sewer Lining** – National Water Main Cleaning Company has completed lining in all areas except Chestnut Street. A defect was discovered during inspection, which the District must repair before lining can proceed there.

**E-6** – The District completed erosion-prevention site work around the station, and the homeowner is satisfied. The project is now closed.

**Executive Session Pursuant to 1 M.R.S.A 405 (6) (A) to Discuss Goals for the Superintendent -**  
**On the motion of Denis Bergeron, seconded by Robert Cavanagh, there was a vote to move the discussion into an executive session. Though none were present, public attendees and the recording secretary were asked to leave at this time.**

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

Respectfully submitted,

*Tiffany Spence*

Tiffany Spence

A true record:

Attest: *Mike Bailey*

Mike Bailey, Clerk



**AUBURN SEWER - FINANCIAL INFORMATION**

Sewer Metered Revenue - Versus Prior Year

Month	2025	2024	MTD Change	%	YTD Change	%
January	\$368,576	\$337,824	\$30,752	9.1%	\$30,752	9.10%
February	\$327,577	\$356,311	(\$28,734)	-8.1%	\$2,018	0.29%
March	\$339,120	\$336,063	\$3,057	0.9%	\$5,075	0.48%
April	\$357,697	\$378,670	(\$20,973)	-5.0%	(\$13,898)	-0.89%
May	\$328,875	\$338,467	(\$9,592)	-2.8%	(\$23,490)	-1.35%
June	\$339,666	\$374,199	(\$34,533)	-9.2%	(\$58,023)	-2.74%
July	\$367,388	\$340,707	\$26,681	7.8%	(\$31,342)	-1.27%
August	\$348,772	\$337,357	\$11,415	3.4%	(\$19,927)	-0.71%
September	\$361,940	\$384,476	(\$22,535)	-5.0%	(\$42,462)	-1.33%
October	\$360,198	\$360,198	(\$360,198)	-100.0%	(\$402,660)	-11.37%
November	\$319,509	\$319,509	(\$319,509)	-100.0%	(\$722,169)	-18.70%
December	\$312,566	\$312,566	(\$312,566)	-100.0%	(\$1,034,735)	-24.79%
Year-to-Date:	\$3,139,612	\$4,174,347				

Sewer Metered Revenue - Versus Budget

Month	2025	BUDGET	MTD Change	%	YTD Change	%
January	\$344,280	\$368,576	(\$24,297)	-6.6%	(\$24,297)	-6.59%
February	\$355,274	\$327,577	\$27,697	8.5%	\$3,400	0.49%
March	\$339,120	\$337,065	\$2,055	0.6%	\$5,456	0.53%
April	\$357,697	\$363,088	(\$5,391)	-1.5%	\$115	0.01%
May	\$328,875	\$352,510	(\$23,635)	-6.7%	(\$23,520)	-1.34%
June	\$339,666	\$333,940	\$5,726	1.7%	(\$17,795)	-0.85%
July	\$367,388	\$336,931	\$30,457	9.0%	\$12,663	0.52%
August	\$348,772	\$334,121	\$14,651	4.4%	\$27,313	0.99%
September	\$361,940	\$367,929	(\$5,989)	-1.6%	\$21,324	0.68%
October	\$360,198	\$340,501	\$19,697	5.8%	(\$319,176)	-9.22%
November	\$319,509	\$361,871	(\$42,362)	-11.7%	(\$681,048)	-17.81%
December	\$312,566	\$325,941	(\$13,375)	-4.1%	(\$1,006,988)	-24.26%
Year-to-Date:	\$3,139,612	\$4,150,000				

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)	-15.16%
February	44,283,147	43,330,144	953,003	2.19%	(6,368,563)	-6.97%
March	41,691,007	46,113,452	(4,422,445)	-9.59%	(10,811,009)	-7.85%
April	41,161,483	42,113,148	(951,665)	-2.26%	(11,762,674)	-6.54%
May	44,379,274	43,762,840	616,434	1.41%	(11,146,240)	-4.98%
June	43,568,105	45,688,902	(2,120,797)	-4.64%	(13,267,037)	-4.93%
July	44,489,507	42,742,343	1,747,163	4.09%	(11,519,873)	-3.66%
August	49,581,943	45,409,704	4,172,239	9.19%	(7,347,634)	-3.09%
September	47,900,641	54,232,549	(6,331,908)	-11.68%	(13,679,542)	-3.32%
October	0	\$48,220,643	(\$48,220,643)	-100.0%	(\$61,900,165)	-13.46%
November	0	41,101,500	(41,101,500)	-100.0%	(103,001,685)	-20.56%
December	0	40,978,761	(40,978,761)	-100.0%	(143,980,446)	-28.56%
Year-to-Date:	398,013,867	541,994,313				

Sewer Gross Payroll

Month	2025	Budget	MTD Change	%	YTD Change	%
January	\$43,076	\$51,217	(\$8,141)	-16%	(\$8,141)	-15.89%
February	\$39,367	\$43,921	(\$4,554)	-10%	(\$12,695)	-13.34%
March	\$47,686	\$63,136	(\$15,450)	-10%	(\$18,145)	-12.24%
April	\$51,219	\$51,348	(\$129)	0%	(\$18,274)	-9.15%
May	\$39,100	\$53,451	(\$14,351)	-27%	(\$32,626)	-12.89%
June	\$43,115	\$42,807	\$308	1%	(\$32,318)	-10.92%
July	\$60,433	\$52,501	\$7,932	15%	(\$24,386)	-7.00%
August	\$51,410	\$52,772	(\$1,362)	-3%	(\$25,747)	-6.42%
September	\$31,283	\$44,591	(\$13,308)	-30%	(\$39,055)	-8.76%
October	\$0	\$51,072	(\$51,072)	-100.0%	(\$90,127)	-18.14%
November	\$0	\$54,944	(\$54,944)	-100.0%	(\$145,071)	-26.29%
December	\$0	\$41,169	(\$41,169)	-100.0%	(\$186,240)	-31.41%
Year-to-Date:	\$406,689	\$592,973				

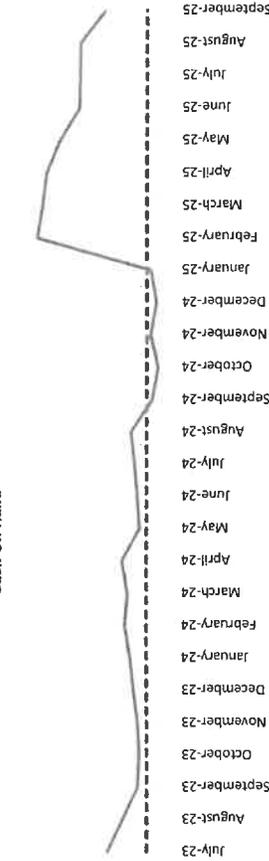
SEWER Capital Spending Versus Budget

Capital Expenses - 2025	Budget	YTD Actual
JCB Loader	\$12,500	
Suitcase Generators	\$600	
E-6 Generator	\$50,000	\$81,365
Moose/Worthly P.S Generator hook-ups	\$10,000	\$14,055
Pipe Saw	\$1,500	\$67
Locator	\$2,750	\$2,787
Misc Tools	\$5,000	\$2,019
Utility Billing Software	\$26,165	\$19,750
Accounting Software	\$18,000	\$5,566
Office Improvements	\$8,000	
Ergonomic Office Furniture	\$2,000	\$1,210
4 Computers, I-pad	\$3,600	1,225.85
Equipment	<b>\$140,115</b>	<b>\$128,344</b>
2024 Lining Projects	187,000.00	6,000.00
2024 Manhole Adjustments	186,000.00	63,145.49
Miller Street Investigation	100,000.00	58,688.65
Siphon Cleaning	10,000.00	8,281.50
Taylor Brook Bridge	30,000.00	
2025 Lining Projects, Granite, Loring	60,000.00	2,158.17
Paving Projects, MH Adjustments	206,000.00	166,053.25
Courty/Mechanics Row Separation Project	100,000.00	2,500.00
Androsoggin River siphon	50,000.00	
Washington Street Pumping Station	1,500,000.00	24,339.83
Storm Surge Tank	4,000,000.00	3,658,386.20
Projects total includes benefit costs on labor	<b>6,429,000.00</b>	<b>3,889,553.09</b>
<b>Total Capital</b>	<b>\$5,569,115</b>	<b>\$4,117,897</b>

AUBURN SEWER DISTRICT CUSTOMER ACCOUNTS RECEIVABLE

	Current	30 day	60 day	90 day	120 day	Finance Chgs	Other	Totals
September	\$ 181,246.64	\$ 40,923.06	\$ 8,587.95	\$ 12,818.28	\$ 23,955.50	\$ 2,745.29	\$ (8,934)	\$ 289,247.88
August	67.3%	15.2%	3.2%	4.7%	8.6%	1.0%	0.0%	
July	164,785.40	32,855.68	9,385.93	11,838.29	23,307.60	2,734.38	-	244,908.28
June	\$ 179,342.22	\$ 38,673.68	\$ 8,817.66	\$ 14,614.00	\$ 18,940.08	\$ 2,670.03	0	263,057.65
Year-to-Date:	\$ 172,727.52	\$ 33,901.94	\$ 10,746.42	\$ 10,916.99	\$ 19,474.90	\$ 2,601.17	10	250,378.94

AUBURN SEWER DISTRICT Cash On Hand



**AUBURN SEWERAGE DISTRICT  
OPERATING STATEMENT - TRUSTEES' REPORT  
NINE MONTHS ENDED SEPTEMBER 30, 2025**

	September	2025		Y-T-D THRU September 2025		VARIANCE
	YTD - 2024	BUDGET	ACTUAL	BUDGET		
<b>REVENUES:</b>						
Metered Income	\$3,118,379	\$4,150,000	3,139,611.68	\$3,103,678	\$35,934	
Industrial Surcharge	31,737	43,000	24,319	32,450	(8,130)	
Shared Debt with City	20,696	42,000	20,696	31,500	(10,804)	
Jobbing & Mdse. - NET	16,779	20,000	47,351	15,000	32,351	
Sewer Assessments	20,773	25,000	10,500	18,750	(8,250)	
Finance Charges	4,481	6,500	4,336	4,875	(539)	
Interest Income	121,541	156,000	45,823	117,000	(71,177)	
Industrial Treatment Sampling	31,875	45,000	31,885	33,750	(1,865)	
Capacity Fees (SDS)	45,750	40,000	14,250	30,000	(15,750)	
<b>TOTAL REVENUES</b>	<b>3,412,010</b>	<b>4,527,500</b>	<b>3,338,772</b>	<b>3,387,002</b>	<b>(48,230)</b>	
			<b>73.74%</b>	<b>83.33%</b>	<b>&lt; Standard</b>	
<b>EXPENSES:</b>						
Payroll	381,714	592,929	406,689	445,744	(39,055)	
Employee Benefits	135,594	309,444	180,023	232,083	(52,060)	
Maint. of Sewers	44,474	99,669	27,458	74,752	(47,294)	
Lift Stations	93,587	94,593	90,590	70,945	19,645	
Maint. of Buildings	45,546	50,649	50,422	37,987	12,435	
Maint. of Trucks	28,922	38,600	21,411	28,950	(7,539)	
Office Expense	41,242	38,389	28,012	28,792	(779)	
Collection Expense	450	(325)	300	(244)	543	
General Expense	8,463	7,812	8,456	5,859	2,597	
Insurance	52,453	54,556	39,216	40,917	(1,702)	
Legal & Accounting Fees	43,285	10,879	16,628	8,159	8,468	
Billing Expense	52,453	95,726	52,453	71,795	(19,342)	
L.A.W.P.C.A.	1,544,006	2,059,354	1,565,010	1,544,516	20,495	
<b>SUB-TOTAL</b>	<b>2,472,190</b>	<b>3,452,275</b>	<b>2,486,668</b>	<b>2,590,253</b>	<b>(103,585)</b>	
Interest	130,909	163,024	125,328	122,268	3,060	
<b>TOTAL EXPENSES</b>	<b>2,603,099</b>	<b>3,615,299</b>	<b>2,611,996</b>	<b>2,712,521</b>	<b>(100,525)</b>	
			<b>72.25%</b>	<b>83.33%</b>	<b>&lt; Standard</b>	
Bonds - Principal Payments	291,393	443,065	151,672	151,672	0	
<b>SURPLUS FROM OPERATIONS</b>	<b>517,519</b>	<b>469,136</b>	<b>575,104</b>	<b>522,809</b>	<b>52,295</b>	