

Office of

**AUBURN SEWERAGE DISTRICT**

Office Telephone # 784-6469

The regular monthly 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 21, 2026 @ 4:00 P.M.

**AGENDA**

1. Approve Minutes of Regular Meeting of March 17, 2026.
2. Financial Report Update - *Mike Bailey*
3. Open Session / Public Comment.
4. New Business
  - 2026 Bond Application Status.
  - W-3 Pumping Station, Standby Power.
  - Personnel Policies & Procedures Handbook.
  - Equipment Purchases.
  - Taylor Brook Re-design, Update.

Executive Session pursuant to 1 M.R.S.A § 405(6)(A) to discuss a Personnel Matter and 1 M.R.S.A § 405(6)(C) to discuss potential land transactions.

5. LACWA Apportionment & Financials

6. Old Business

- Washington Pumping Station.
- Facilities Assessment, Update.
- Clean Water Act Master Plan Update 2025- Approval Letter.
- Activity Report.

7. Executive Session pursuant to 1 M.R.S.A § 405(6)(A) to discuss a Personnel Matter (Superintendent Review).

8. Adjourn Regular Meeting.

Upcoming: Sewer Trustee Meeting May 19, 2026.

A true record,

Attest: 

Mike Bailey, Clerk

April 21<sup>st</sup>, 2026

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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, 268 Court Street, on **Tuesday, April 21<sup>st</sup>, at 4:00 pm.**

**Members present:** Stephen Ness (President), Robert Cavanagh (Treasurer), Denis Bergeron, and Denis D'Auteuil.

**Also Present:** Michael Broadbent (Superintendent), Michael Abbott (District Engineer), and Mike Bailey (Finance Director).

**Members Absent:** Patrick Defilipp

**Agenda Item 1: Approve Minutes of Regular Meeting and the Public Hearing on March 17<sup>th</sup>, 2025 –**  
**Motioned by Denis Bergeron, seconded by Denis D'Auteuil, there was a vote to approve the minutes of the Regular Meeting of March 17<sup>th</sup>, 2026.**

**Passed 4-0**

**Agenda Item 2: Financial Report** – The Finance Director, Mike Bailey, provided a verbal presentation of the financial report for the preceding month.

**Agenda Item 3: Open Session/Public Comment** -As no one from the public was in attendance, the Open Session was closed.

**Agenda Item 4: New Business**

**2026 Bond Application Status** – The District is nearing completion of financing for the \$2,278,852 Washington Street Pumping Station replacement project. The remaining steps are as follows:

- April 6<sup>th</sup>: Bond counsel submitted loan agreements to the MMBB
- April 20<sup>th</sup>: MMBB will release financing rates for the Spring 2026 issuance
- May 11<sup>th</sup>: Bond counsel will file the final loan documents
- May 21<sup>st</sup>: Loan closing; the District will receive funding

**W-3 Pumping Station, Standby Power** – The District has funding to install a standby generator at the W-3 Pumping Station, located on Pond View Drive on the west side of Taylor Pond. We are currently working with an adjacent property owner to secure an easement needed for the installation. A map of the Taylor Pond generator location was included in the packet.

**Personnel Policies and Procedures Handbook** – Over the past several months, the District has worked with HR Consulting Maine to update its personnel policies. This includes adding a section on Maine's Paid Family Medical Leave (PFML) program. PFML takes effect on May 1<sup>st</sup>, 2026; The District will review and consider approval of these updates ahead of the new requirement.

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**Equipment Purchases** – The District regularly uses mid-sized excavators for maintenance and construction projects. These machines are well-suited for many jobs due to their smaller size and flexibility. In the past, we have rented this equipment as needed, typically spending between \$35,000 and \$55,000 per year. Because this need is ongoing, the District is exploring purchasing an excavator instead of continuing to rent the equipment. After reviewing several options, the preferred machine would cost about \$130,000. We've looked at both leasing and financing options; Leasing the equipment for three years would cost slightly less overall than financing it through a loan. The Superintendent recommended moving forward with a three-year lease to own term and continuing to charge the cost to individual projects, similar to how rental expenses are currently handled.

**On the motion of Denis Bergeron, seconded by Denis D'Auteuill, there was a vote to authorize the Superintendent to lease a Komatsu PC88MR-11 for a 3-year term at a total cost of \$138,391.74.**

**Passed 4-0**

**Additional Vehicle** – The Superintendent requested the purchase of a used mid-sized SUV for the District's engineering department. Currently, two staff members do not have access to a dedicated vehicle and must rely on availability, which is often limited. The Sewer District received \$89,000 from the sale of an older truck, which was not included in the budget. It was proposed that \$30,000 of those funds be used to purchase the vehicle.

**On the motion of Robert Cavanagh, seconded by Denis Bergeron, to authorize the Superintendent to spend up to \$30,000 for the purchase of a mid-sized SUV for use by the Engineering Department.**

**Passed 4-0**

**Taylor Brook Re-Design Update** – The District is responsible for redesigning the Taylor Brook sewer main crossing on Poland Road as part of a planned 2027 bridge project. After further review, an alternative option to reroute the sewer was found to be impractical due to changes in the stream over time. A preferred approach has now been identified that is both cost-effective and minimizes disruption. This plan includes installing two new manholes and a section of sewer line, which will require an easement on a nearby property. The District has met with the property owners, who are supportive of the plan, and the work is underway to finalize the easement. A map of the proposed work was included in the meeting packet.

#### **Agenda Item 5: Lewiston Auburn Clean Water Authority and Financials**

**Cost Apportionment** – Apportionment has been stable, and the authority has left the 2<sup>nd</sup> quarter split at 62/38.

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**LACWA Operations Report** – The Authority reported positive results across all areas, including biosolids processing, anaerobic digestion, septic receiving, and effluent quality. Overall, the facility is operating very well.

The Authority continues to work with Lewiston on a landfill license amendment and a draft agreement for future use. Discussions with a potential partner have also progressed, including a site visit and review of preliminary equipment plans. While the project shows promise, some details are still being worked out. In addition, the Authority has several projects underway, including the expansion of the solids handling facility, the evaluation of a sludge drying project, and ongoing upgrades to pumping systems. All projects are moving forward and focused on improving efficiency and controlling costs.

**Agenda Item 6: Old Business**

**Washington Street Pumping Station Update** – The District held a pre-bid meeting in early April and received strong interest from contractors. Bids were opened at 12:00 p.m. on April 17<sup>th</sup>. The project was awarded to the lowest qualified bidder, whose cost was within the approved budget.

**Facilities Assessment Update** – Weston & Sampson has provided a proposal to update the District's feasibility study. The goal is to evaluate our current facilities and identify improvements needed to meet future needs over the next 30 years. This work will include reviewing how space is used, exploring potential layout changes, evaluating possible building upgrades, and considering options for new or replacement structures. A conceptual cost estimate will also be developed. The total cost for this work is \$9,880, which will be shared between both Districts.

**Clean Water Act Master Plan Update 2025 – Approval Letter** – The District has received approval from the Maine Department of Environmental Protection for its 2025 Clean Water Act Master Plan update. The approval letter, included in the meeting packet, recognizes the District's work and highlights the community's strong position moving forward.

**Activity Report** – The District Engineer, Michael Abbott, provided a verbal presentation on the preceding month's activity report.

**Agenda Item 7: Executive Session Pursuant to 1 M.R.S.A. 405 (6) (A) to Discuss a Personnel Matter (Superintendent Goals)** – On the motion of Denis Bergeron, seconded by Denis D'Auteuil, there was a vote to move the meeting into Executive Session.

Passed 4-0

At 5:03 PM, the trustees concluded their meeting in Executive Session, and at that time, there was a motion by Denis D'Auteuil, seconded by Robert Cavanagh, to adopt the changes to the Personnel Policies and Procedures Handbook as presented.

Passed 4-0



**AUBURN SEWERAGE DISTRICT  
BALANCE SHEET  
PERIOD ENDING - April 30, 2026**

	<u>4/30/2026</u>	<u>12/31/2025</u>		<u>4/30/2026</u>	<u>12/31/2025</u>
<b>Property, Plant and Equipment:</b>					
Plant in Service	43,260,467.03	43,037,577.98	<b>Equity Capital</b>	21,631,941.47	21,329,958.82
Less: Accumulated Depreciation	<u>(19,829,775.66)</u>	<u>(19,606,073.71)</u>	<b>Long Term Debt</b>	4,105,647.34	4,137,618.34
	<u>23,430,691.37</u>	<u>23,431,504.27</u>	<b>Equipment Leases</b>	117,264.19	61,477.65
<b>Construction Work In Progress</b>	362,604.82	101,724.76	<b>Current Liabilities:</b>		
<b>Current Assets:</b>			Current Portion of LTD	443,065.36	443,065.36
Cash/Money Market	2,006,568.62	2,247,273.15	Accounts Payable	287,551.96	356,658.80
Accounts Receivable	241,167.40	386,937.23	Accrued Interest & Other	54,479.35	78,398.33
Construction Assessments	0.00	0.00	Customer Deposits	16,760.00	15,815.00
City of Auburn Debt	144,874.28	144,874.28	Pre-Treatment Costs	(33,666.80)	(19,500.12)
Inventory	105,797.91	90,216.43	Accrued LAWPCA	<u>176,620.53</u>	<u>0.00</u>
PrePays	7,608.29	961.97	<b>Total Current Liabilities</b>	<u>944,810.40</u>	<u>874,437.37</u>
<b>Total Current Assets</b>	<u>2,506,016.50</u>	<u>2,870,263.06</u>			
<b>Investments:</b>					
Investments	500,351	0			
<b>Capital Investments</b>	<u>500,351</u>	<u>0</u>			
<b>Deferred Charges</b>	0.00	0.00			
<b>Total Assets</b>	<u>26,799,663.40</u>	<u>26,403,492.18</u>	<b>Total Equity &amp; Liabilities</b>	<u>26,799,663.40</u>	<u>26,403,492.18</u>

**AUBURN SEWERAGE DISTRICT  
OPERATING STATEMENT - TRUSTEES' REPORT  
FOUR MONTHS ENDED APRIL 30, 2026**

	April	2026	Y-T-D THRU April 2026		
	YTD - 2025	BUDGET	ACTUAL	BUDGET	VARIANCE
<b>REVENUES:</b>					
Metered Income	\$1,392,971	\$4,331,600	1,428,808.87	1,443,867	(\$15,058)
Industrial Surcharge	10,236	43,000	10,608	14,333	(3,725)
Shared Debt with City	20,696	42,000	20,696	14,000	6,696
Jobbing & Mdse. - NET	18,039	60,000	27,164	20,000	7,164
Sewer Assessments	2,250	29,506	6,900	9,835	(2,935)
Finance Charges	1,835	6,500	2,237	2,167	71
Interest Income	33,753	70,000	7,119	23,333	(16,214)
Industrial Treatment Sampling	14,167	45,000	14,167	15,000	(833)
Capacity Fees (SDS)	6,000	46,413	6,750	15,471	(8,721)
Other income	0	0	813	0	813
<b>TOTAL REVENUES</b>	<b>1,499,946</b>	<b>4,674,019</b>	<b>1,525,263</b>	<b>1,558,006</b>	<b>(32,744)</b>
			<b>32.63%</b>	<b>83.33%</b>	< Standard
<b>EXPENSES:</b>					
Payroll	181,348	729,768	176,649	243,256	(66,607)
Employee Benefits	77,860	291,609	74,742	97,203	(22,461)
Maint. of Sewers	10,576	69,574	6,962	23,191	(16,230)
Lift Stations	32,646	123,143	34,767	41,048	(6,280)
Maint. of Buildings	24,643	60,724	26,261	20,241	6,020
Maint. of Trucks	10,257	31,600	7,090	10,533	(3,443)
Office Expense	14,583	87,477	17,952	29,159	(11,207)
Collection Expense	92	(325)	(1,252)	(108)	(1,144)
General Expense	3,134	10,669	1,630	3,556	(1,926)
Insurance	19,515	61,360	17,747	20,453	(2,706)
Legal & Accounting Fees	6,103	16,147	5,062	5,382	(320)
Billing Expense	26,330	162,726	53,452	54,242	(790)
L.A.W.P.C.A.	693,272	2,127,129	724,318	709,043	15,275
<b>SUB-TOTAL</b>	<b>1,100,357</b>	<b>3,771,601</b>	<b>1,145,379</b>	<b>1,257,200</b>	<b>(111,821)</b>
Interest	60,326	221,560	56,392	73,853	(17,462)
<b>TOTAL EXPENSES</b>	<b>1,160,683</b>	<b>3,993,161</b>	<b>1,201,771</b>	<b>1,331,054</b>	<b>(129,283)</b>
			<b>30.10%</b>	<b>83.33%</b>	< Standard
Bonds - Principal Payments	34,091	506,235	38,104	38,104	0
<b>SURPLUS FROM OPERATIONS</b>	<b>305,171</b>	<b>174,623</b>	<b>285,388</b>	<b>188,849</b>	<b>96,539</b>

**AUBURN SEWER - FINANCIAL INFORMATION**

Month	2026	2025	MTD Change	%	YTD Change	%
January	\$372,790	\$368,576	\$4,213	1.1%	\$4,213	1.14%
February	\$361,920	\$327,577	\$34,342	10.5%	\$38,556	5.54%
March	\$332,021	\$339,120	(\$7,099)	-2.1%	\$31,457	3.04%
April	\$382,070	\$357,697	\$24,372	6.8%	\$35,838	2.57%
May	\$328,875	(\$328,875)	-100.0%		(\$328,875)	-17.02%
June	\$339,666	(\$339,666)	-100.0%		(\$632,702)	-30.69%
July	\$367,368	(\$367,368)	-100.0%		(\$1,000,091)	-41.17%
August	\$348,772	(\$348,772)	-100.0%		(\$1,348,862)	-48.56%
September	\$361,940	(\$361,940)	-100.0%		(\$1,710,803)	-54.49%
October	\$385,093	(\$385,093)	-100.0%		(\$2,095,896)	-59.46%
November	\$365,348	(\$365,348)	-100.0%		(\$2,461,244)	-63.27%
December	\$284,803	(\$284,803)	-100.0%		(\$2,746,049)	-65.78%
Year-to-Date:	\$1,428,809	\$4,174,855				

Month	2026	BUDGET	MTD Change	%	YTD Change	%
January	\$372,790	\$384,705	(\$11,915)	-3.1%	(\$11,915)	-3.10%
February	\$361,920	\$341,912	\$20,008	5.9%	\$8,093	1.11%
March	\$332,021	\$351,814	(\$19,793)	-5.6%	(\$11,700)	-1.08%
April	\$382,070	\$378,924	\$3,146	0.8%	(\$2,556)	-1.06%
May	\$0	\$367,898	(\$367,898)	-100.0%	(\$396,481)	-21.72%
June	\$0	\$348,653	(\$348,653)	-100.0%	(\$745,034)	-34.27%
July	\$0	\$351,675	(\$351,675)	-100.0%	(\$1,096,709)	-43.43%
August	\$0	\$348,742	(\$348,742)	-100.0%	(\$1,445,451)	-50.29%
September	\$0	\$384,030	(\$384,030)	-100.0%	(\$1,829,481)	-56.15%
October	\$0	\$355,401	(\$355,401)	-100.0%	(\$2,184,881)	-60.46%
November	\$0	\$377,706	(\$377,706)	-100.0%	(\$2,562,588)	-64.20%
December	\$0	\$340,203	(\$340,203)	-100.0%	(\$2,902,791)	-67.01%
Year-to-Date:	\$1,428,809	\$4,331,600				

Month	2026	2025	MTD Change	%	YTD Change	%
January	37,391,279	40,978,761	(3,587,482)	-8.75%	(3,587,482)	-8.75%
February	40,712,621	46,883,540	(6,170,919)	-13.16%	(9,758,402)	-11.11%
March	39,251,680	44,263,147	(5,011,467)	-11.32%	(14,769,898)	-11.88%
April	39,455,897	41,691,007	(2,235,110)	-5.36%	(17,004,879)	-8.78%
May	\$0	41,161,483	(41,161,483)	-100.0%	(58,166,461)	-27.06%
June	\$0	44,378,274	(44,378,274)	-100.0%	(102,545,735)	-39.54%
July	\$0	43,568,106	(43,568,106)	-100.0%	(146,113,840)	-48.23%
August	\$0	44,489,507	(44,489,507)	-100.0%	(190,603,346)	-54.86%
September	\$0	49,581,943	(49,581,943)	-100.0%	(240,185,290)	-60.50%
October	\$0	47,900,641	(47,900,641)	-100.0%	(288,085,930)	-64.75%
November	\$0	48,552,949	(48,552,949)	-100.0%	(336,638,880)	-68.22%
December	\$0	36,633,505	(36,633,505)	-100.0%	(373,372,385)	-70.42%
Year-to-Date:	156,811,477	530,083,862				

Month	2026	Budget	MTD Change	%	YTD Change	%
January	\$35,216	\$63,037	(\$27,821)	-44%	(\$27,821)	-44.14%
February	\$44,331	\$64,057	(\$19,726)	-31%	(\$37,547)	-32.07%
March	\$43,615	\$65,389	(\$21,774)	-33%	(\$59,331)	-32.51%
April	\$33,487	\$63,189	(\$29,702)	-47%	(\$89,033)	-28.10%
May	\$0	\$65,787	(\$65,787)	-100%	(\$154,830)	-43.29%
June	\$0	\$62,687	(\$62,687)	-100%	(\$217,517)	-51.49%
July	\$0	\$64,917	(\$64,917)	-100%	(\$282,434)	-58.80%
August	\$0	\$64,950	(\$64,950)	-100%	(\$347,384)	-64.22%
September	\$0	\$54,882	(\$54,882)	-100%	(\$402,266)	-67.80%
October	\$0	\$62,859	(\$62,859)	-100%	(\$465,125)	-71.11%
November	\$0	\$67,624	(\$67,624)	-100%	(\$532,749)	-73.99%
December	\$0	\$60,670	(\$60,670)	-100%	(\$593,419)	-75.79%
Year-to-Date:	\$176,649	\$728,678				

Capital Expenses - 2026	Budget	YTD Actual
Equipment Trailer	25,000.00	23,628.50
Sewer Truck #37	100,000.00	
Manhole Bender	5,500.00	2,670.50
#3 Generator	50,000.00	
Risk and Resiliency Plan Update	5,000.00	
W-7, Control Panel	5,000.00	4,206.62
Fixed Asset Software	7,500.00	
Office Improvements	\$5,000.00	
4 Computers, I-pad	\$3,600.00	\$1,758.00
Rav4	\$30,000.00	\$26,028.00
Excavator	\$65,437.00	\$65,437.00
Equipment	302,036.50	123,729.03
Merrow Rd	50,000.00	
Taylor Brook	200,000.00	
Infiltration Studies	100,000.00	
Rainfall Projects	274,000.00	
Paving Projects	102,000.00	9,737.68
Washington Street Pumping Station	2,200,000.00	153,726.65
Facilities Study	13,750.00	13,750.00
Projects (total includes benefit costs on labor)	2,939,750.00	177,214.33
<b>Total Capital</b>	<b>\$3,241,767</b>	<b>\$300,943</b>

Month	Current	30 day	60 day	90 day	120 day	Finance Chgs	Other	Totals
April	\$ 180,108.38	\$ 34,701.06	\$ 8,137.04	\$ 6,601.00	\$ 16,879.39	\$ -	\$ -	\$ 246,426.85
	72.5%	14.0%	3.3%	3.5%	6.6%	0.0%	0.0%	
March	163,846.50	37,125.60	9,793.58	26,282.65	17,530.53	-	-	254,580.86
February	196,385.83	32,449.69	36,309.29	6,571.56	18,912.75	-	0	290,628.12
January	186,802.02	63,579.38	15,507.95	654.51	28,244.50	-	-	294,788.36

