



August 20<sup>th</sup>, 2025

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The Regular Meeting of the trustees of the Water District was held at the office of the Auburn Water District, 268 Court Street, on **Wednesday, August 20th, 2025, at 4:00 pm.**

**Members present:** Robert Cavanagh (Treasurer), Jeffrey Harmon, Denis Bergeron (President), Timothy Simpson, Bruce Rioux, and David Lyon. **Also present:** Mike Broadbent (Superintendent) and Michael Bailey (Finance Director). **Public Attendance:** Stephen Beale  
**Absent:** Eric Gould

**Approve Minutes of the Regular Meeting of July 16th, 2025.** On the motion of Bruce Rioux, seconded by Robert Cavanagh, it was voted to approve the minutes of the Regular Meeting of July 16<sup>th</sup>, 2025.

**Financial Report** – Largely due to timing, revenues are slightly above budget, and expenses are slightly under budget. Miscellaneous operating revenue is over budget due to a \$17,000 trade-in credit on our old loader and \$30,000 in Capacity Development Grant income from the closure of our 2024 grant. There were no principal or interest payments in July. Cash levels remain relatively consistent with the prior month. The cash on hand of \$4.0 million is sufficient to service existing debt and fund operations.

**Public Comment:** Stephen Beale was in attendance and commented on the upcoming retirement of the DOT commissioner. Stephen then suggested that the Superintendent reach out to the DOT to confirm that Lake Shore Dr. will continue to be maintained with state aid.

#### **NEW BUSINESS**

**Kamstrup Meter Installation Update** – The District is installing new meters and building inventory. The data summary will be used to assess current revenue loss and support funding for the meter replacements. Superintendent Broadbent states that the features offered by the new meter systems, such as temperature and maintenance alerts, will be a help to our staff as well as our customers. Timothy Simpson questioned the bill increase from the meter changeover, as these meters will provide a more accurate reading than the previous meters. Jeff Harmon suggests careful, benefit-forward communication when presenting this implementation to the public.

**Court Street Paving** - In the fall of 2024, several water main breaks on Court Street were caused by a faulty pressure-reducing valve (PRV) on Troy Street, despite prior service. The District filed a \$75,375 damage claim—mostly for paving—with its insurer, Maine Municipal Association.

**Draft Audit** - Mike Bailey has collaborated with RHR Smith on the draft financial statements, addressing various issues like incorrect loan terms and formatting. RHR Smith has been helpful and transparent throughout the process. There is an outstanding issue that was presented to the board: the draft shows \$196k in capital reductions versus \$124k in prior-year contributions, related to Contributions in Aid of Construction (CIAC). A \$345k loan forgiveness for a \$626k Vactor Truck purchase should be included as a capital contribution. If corrected, the net position change would increase to an estimated \$1 million, aligning with the previous year. Finance Director Mike Bailey has contacted RHR Smith to confirm this adjustment.

RHR Smith provided a 2025 engagement letter with a proposed total fee of \$10,400 (\$8,840 for the audit and \$1,560 for financial statement preparation), up from \$7,200 in 2024. The increase is due to new quality management standards and the firm's overall workload. RHR Smith requires a signed letter and a 50% deposit by the end of August to secure the engagement. Despite the increase in fees, the cost is considered reasonable compared to other offers. Based on previous experience, the District's finance director, Mike Bailey, recommends continuing with RHR Smith. **Robert Cavanagh motioned** for Superintendent Broadbent to execute the engagement letter with RHR Smith for the 2025 Audit. This motion was **seconded by David Lyon, with unanimous agreement.**

#### **OLD BUSINESS**

**Facilities Assessment** - The District began working with Weston and Sampson to develop conceptual site plans for a new Operations Center. Initial efforts focused on determining garage space needs and layout preferences. The District provided vehicle and equipment details, and the consultant has created a preliminary garage layout, which is currently under internal review.

**Water Quality Update** - Lake Auburn's water quality is currently excellent, with turbidity, phosphorus, and algae levels all below seasonal averages. A few unusual fecal spikes were detected, likely due to bird activity and fish entering through the intake pipe. A watershed update was included for informational purposes, and any questions can be addressed at the upcoming meeting. Jeff Harmon recommended a meeting with the Police Officials to discuss habitual offenders who are disregarding direct notices at Lake Auburn regarding no bodily contact. Bruce Rioux then stated that he would mention this at the upcoming Watershed meeting.

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**Lakeshore Drive MPI Project** - Wright Pierce has begun work on the Lakeshore Drive project, completing a pre-construction survey, subsurface borings, and wetland surveys both upstream and downstream.

**Infrastructure Planning Study for Lake Auburn Water Supply** - The District has begun working with CDM Smith and agreed on a water quality monitoring plan for the study. Most, or all, of the data collection will be handled by District staff.

**Goff Hill Parking Agreement** - The District created a one-year parking agreement for the consideration of the owners of 491 Court Street, allowing use of its access road and nearby parking spaces by the Goff Hill altitude valve. Verrill Law drafted the agreement with careful attention to the District's operational needs. **On the motion of Bruce Rioux**, the board would like the Superintendent to execute the parking agreement with the owners of 491 Court St. This motion was **seconded by Timothy Simpson**, with unanimous agreement.

#### **ACTIVITY REPORT & PROJECT UPDATE**

**DOT Paving Projects:** AWD has been performing daily trench maintenance since the valve adjustments in April. The final step in this project phase is raising the gates to match the finished pavement grade, with paving on Center Street scheduled for August 18th, 2025.

**Mechanics Row, Main Street, Academy Street, High Street(s):** Shaw Brothers has finished milling and shimming for the project. The District will begin raising its facilities to the final grade starting August 18th, 2025.

**Loring Avenue Water Main Replacement Project:** At this time, our responsibilities on Loring are complete; trenches are paved, and shoulders and lawns have been repaired and sodded.

**Spring Street Water Main Replacement:** The Spring Street water main replacement is tentatively set to start in the last full week of August. Resident and business notifications have been sent, and materials are ready. Due to traffic and customer impact, the initial phase may be done at night.

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**Executive Session Pursuant to 1 M.R.S.A. 405 (6) (A) to Discuss Goals of the Superintendent -**  
**On the motion of Jeffrey Harmon, seconded by Timothy Simpson, a vote was taken to move the discussion into an executive session. Public attendees and the recording secretary were asked to leave at this time.**

Before the meeting's adjournment, Superintendent Broadbent notified the trustees of a dividend check from MMA of \$3941.00, which the trustees had agreed to distribute to District employees.

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

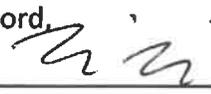
Respectfully submitted,

*Tiffany Spence*

Tiffany Spence

A true record,

Attest:

  
\_\_\_\_\_  
Mike Bailey, Clerk

**AUBURN WATER DISTRICT  
OPERATING STATEMENT - TRUSTEES' REPORT  
EIGHT MONTHS ENDED August 31, 2025**

	July	2025	Y-T-D Aug 2025		
	YTD - 2024	BUDGET	ACTUAL	BUDGET	Variance
<b>REVENUES:</b>					
Water Sales	\$1,944,959	\$2,918,000	\$1,947,145	\$1,905,587	\$41,558
Rent income	48,109	72,000	43,491	48,000	-\$4,509
Interest Income	44,673	63,000	25,137	42,000	-\$16,863
Mdse. & Jobbing - NET	30,724	47,000	-4,406	31,333	-\$35,739
Public Fire Protection	613,336	818,000	613,336	545,333	\$68,003
Private Fire Prot.	314,004	472,001	318,809	314,667	\$4,142
Misc. Op. Revenue	44,051	75,000	104,536	50,000	\$54,536
<b>TOTAL REVENUES</b>	<b>3,039,855</b>	<b>4,465,001</b>	<b>\$3,048,049</b>	<b>\$2,936,921</b>	<b>\$111,127</b>
				<b>75%</b>	
<b>EXPENSES:</b>					
Payroll	679,588	1,362,916	\$806,211	\$918,902	-\$112,691
Treatment:					
UV Treatment Plant	397,952	620,000	\$335,760	\$413,333	-\$77,573
Chloramine Facility	4,216	21,800	\$4,928	\$14,533	-\$9,606
Laboratory	25,690	50,500	\$12,081	\$33,667	-\$21,586
Trans & Dist Maint:					
Maint of Mains	116,605	110,000	\$120,084	\$73,333	\$46,751
Dist System	93,430	152,986	72,458	\$101,991	-\$29,533
Other	14,144	23,000	\$4,988	\$15,333	-\$10,346
Administration:					
Employee Benefits	281,352	495,572	\$336,395	\$330,381	\$6,014
Legal & Accounting	57,908	50,000	\$26,623	\$33,333	-\$6,710
Customer Billing	15,801	28,000	\$16,593	\$18,667	-\$2,074
Insurances	53,143	66,000	\$45,956	\$44,000	\$1,956
Other	45,559	77,200	\$55,311	\$51,467	\$3,845
Vehicles	48,912	156,000	\$44,357	\$104,000	-\$59,643
Gull Management	42,213	63,320	\$42,213	\$42,213	\$0
Lake Auburn Watershed	86,306	115,000	\$55,247	\$76,667	-\$21,420
<b>SUB-TOTAL</b>	<b>1,962,819</b>	<b>3,392,294</b>	<b>\$1,979,205</b>	<b>\$2,271,821</b>	<b>-\$292,615</b>
				<b>75%</b>	
Interest	97,642	125,283	\$97,655	\$83,522	\$14,133
<b>TOTAL EXPENSES</b>	<b>2,060,461</b>	<b>3,517,577</b>	<b>\$2,076,860</b>	<b>\$2,355,343</b>	<b>-\$278,482</b>
Bonds - Principal Payments	152,951	816,024	\$180,961	\$180,961	\$0
<b>SURPLUS FROM OPERATIONS</b>	<b>826,444</b>	<b>131,400</b>	<b>\$1,895,899</b>	<b>\$400,617</b>	<b>\$389,610</b>

Non-Cash Items:

Depreciation - 1403-000 \$488,000

Gain on Disposal of Assets -\$17,000

Fire Revenue Timing \$0

Sub - Total Non-Cash \$471,000

Income Statement - Bottom Line \$500,188



AUBURN WATER - FINANCIAL INFORMATION

Month	Water Revenue - Metered Sales - Versus Prior Year		MTD Change	%	YTD Change	%
	2025	2024				
January	\$246,828.80	\$235,986.52	\$10,842.28	5.66%	\$13,200.28	5.66%
February	\$236,634.33	\$231,528.25	\$5,106.08	3.07%	\$20,306.37	4.37%
March	\$228,211.83	\$222,663.80	\$5,548.03	2.49%	\$26,854.59	3.16%
April	\$253,662.84	\$246,705.86	\$6,956.98	2.82%	\$13,843.57	1.45%
May	\$219,136.00	\$216,628.97	\$2,507.03	1.16%	\$16,333.60	1.40%
June	\$228,925.00	\$222,853.52	\$6,071.48	2.72%	\$22,413.28	1.81%
July	\$259,509.00	\$251,514.69	\$7,994.31	3.18%	\$30,406.36	1.89%
August	\$262,241.00	\$242,462.22	\$19,778.78	8.16%	\$10,907.99	0.92%
September	\$259,506.79	\$259,506.79	-\$0.00	-0.00%	(\$22,200.43)	-1.53%
October	\$284,691.08	\$284,691.08	-\$0.00	-0.00%	(\$513,891.51)	-20.88%
November	\$243,585.21	\$243,585.21	-\$0.00	-0.00%	(\$751,176.71)	-28.00%
December	\$213,678.29	\$213,678.29	-\$0.00	-0.00%	(\$970,855.00)	-34.27%
<b>Year Total</b>	<b>\$1,947,145.00</b>	<b>\$2,070,150.95</b>	<b>-\$123,005.95</b>	<b>-6.01%</b>	<b>(\$1,023,005.95)</b>	<b>-34.44%</b>

Month	Water Gallons Sold - Metered		MTD Change	%	YTD Change	%
	2025	2024				
January	52,184,868	51,769,080	415,888	0.80%	415,888	0.80%
February	49,229,620	48,863,100	366,520	0.75%	782,408	0.78%
March	49,452,524	46,478,704	2,973,820	6.38%	5,227,772	3.39%
April	45,632,436	46,478,476	-(846,040)	-1.77%	5,773,812	-2.85%
May	49,744,244	46,594,358	3,149,886	6.76%	4,183,926	1.44%
June	54,040,008	60,307,500	-(6,267,492)	-10.39%	4,789,419	-13.76%
July	51,483,344	54,475,344	-(2,992,000)	-5.49%	50,883,419	-12.63%
August	59,752,876.00	60,457,248.00	-(704,372)	-1%	61,548,380	-31%
September	55,133,584	51,074,200	4,059,384	7.95%	61,572,200	-21.47%
October	45,688,144	45,133,584	554,560	1.23%	61,572,200	-28.94%
November	50,961,620	45,688,144	5,273,476	11.54%	61,572,200	-34.13%
December	411,860,020	679,343,962	-(267,483,942)	-39.38%	61,572,200	-39.01%

Month	Water Revenue - Metered Sales - Versus Budget		MTD Change	%	YTD Change	%
	2025	Budget				
January	\$246,828.80	\$123,365.82	\$123,462.98	100.00%	\$123,365.82	100.00%
February	\$236,634.33	\$101,080.50	\$135,553.83	134.11%	\$258,919.65	127.38%
March	\$228,211.83	\$116,067.74	\$112,144.09	96.54%	\$371,063.74	157.21%
April	\$253,662.84	\$117,200.20	\$136,462.64	116.43%	\$507,526.38	203.63%
May	\$219,136.00	\$110,377.92	\$108,758.08	98.53%	\$616,285.46	236.34%
June	\$228,925.00	\$98,094.06	\$130,830.94	133.43%	\$747,116.40	283.31%
July	\$259,509.00	\$121,415.43	\$138,093.57	113.74%	\$885,210.00	353.34%
August	\$262,241.00	\$114,612.22	\$147,628.78	128.73%	\$1,032,838.78	403.34%
September	\$259,506.79	\$96,510.05	\$162,996.74	168.88%	\$1,195,835.52	463.34%
October	\$284,691.08	\$120,441.32	\$164,249.76	136.38%	\$1,360,085.28	503.34%
November	\$243,585.21	\$119,804.11	\$123,781.10	103.74%	\$1,483,866.38	553.34%
December	\$213,678.29	\$89,273.85	\$124,404.44	139.30%	\$1,608,270.82	613.34%

Month	Water Gross Payroll versus Budget		MTD Change	%	YTD Change	%
	2025	Budget				
January	\$86,678.00	\$123,365.82	-(36,687.82)	-29.73%	-(36,687.82)	-29.73%
February	\$81,956.00	\$101,080.50	-(19,124.50)	-18.92%	-(55,812.32)	-54.19%
March	\$123,056.00	\$116,067.74	\$6,988.26	6.02%	-(48,824.06)	-41.43%
April	\$120,726.00	\$117,200.20	\$3,525.80	3.01%	-(45,298.26)	-39.14%
May	\$80,941.00	\$110,377.92	-(29,436.92)	-26.65%	-(74,734.16)	-67.41%
June	\$89,180.63	\$98,094.06	-(8,913.43)	-9.09%	-(83,647.59)	-77.07%
July	\$116,975.37	\$121,415.43	-(4,440.06)	-3.66%	-(88,087.65)	-80.93%
August	\$98,738.80	\$114,612.22	-(15,873.42)	-13.87%	-(103,961.07)	-95.94%
September	\$96,510.05	\$96,510.05	-\$0.00	-0.00%	-(103,961.07)	-95.94%
October	\$120,441.32	\$120,441.32	-\$0.00	-0.00%	-(103,961.07)	-95.94%
November	\$119,804.11	\$119,804.11	-\$0.00	-0.00%	-(103,961.07)	-95.94%
December	\$89,273.85	\$89,273.85	-\$0.00	-0.00%	-(103,961.07)	-95.94%

Project	Water Total Capital Expenditures versus Budget		Variance
	Budget	'14TD Actual	
<b>Capital Projects - 2025</b>	<b>\$9,829.95</b>	<b>\$9,829.95</b>	<b>2,670.05</b>
3/4 Ton Crew Truck	12,500.00	60,000.00	(1,534.15)
Chlorine Bulk Tank Replacement	21,000.00	21,000.00	600.00
Submersible Generators	600.00	14,281.00	7,475.00
CI2 delivering a monitoring equipment	7,475.00	7,475.00	\$15,488
Raw Water Building roof and masonry repairs	\$15,488	\$15,488	\$4,854.02
Replacing the propane tank array for emergency power	\$5,500	\$5,500	\$5,574.86
Equipment replacement, UV	\$5,000	\$5,000	\$4,256.00
Generator	\$5,000	\$5,000	\$1,388.00
Trapping Machine	\$1,400	\$1,400	20.00
DR300	\$1,400	\$1,400	1,328.96
Pipe Saw	\$1,500	\$2,787.05	3,390.69
Locator	\$2,750	\$7,561.67	4,88.33
Priv Maintenance	\$5,000	\$1,539.31	3,390.69
Misc Tools	\$5,000	9,540.00	26,165.00
Utility Billing Software	\$26,165	\$26,165	2,434.33
Office Improvements	\$8,000	\$8,000	790.49
Ergonomic Office Furniture	\$1,209.51	2,868.90	3,600.00
4 Computers, 1- iPad	\$3,600	\$20,000.00	20,000.00
Water Quality Strategic Plan	\$20,000		
<b>Equipment Total</b>	<b>259,229.00</b>	<b>99,784.15</b>	<b>179,444.85</b>
Marion Street - Main Replacement	\$360,000	\$167,843	(202,157.28)
Fourth Street - Main Replacement	\$100,000	\$375,270	25,270.34
Lead & Copper Rule Compliance	\$100,000	\$100,000	(100,000.00)
Loring Ave	\$250,250	\$105,261.34	(144,988.66)
Spring Street	\$434,000	\$434,000.00	(434,000.00)
City Parking Projects	\$91,000	\$32,427.60	(58,572.40)
DOT Paving Projects	87,600.00	87,600.00	(10,039.15)
Water Meters	\$75,000	\$56,475.84	(18,524.16)
<b>Project Total (includes benefit costs on labor)</b>	<b>\$1,787,850</b>	<b>\$813,838</b>	<b>(\$974,011)</b>
<b>Grand Total</b>	<b>\$2,017,079</b>	<b>\$813,838</b>	<b>(\$1,203,241)</b>

