

Office of

AUBURN WATER DISTRICT

Office Telephone # 784-6469

The regular monthly meeting of the Trustees of the Auburn Water District will be held **at the office of the Auburn Water District, 268 Court Street, on Wednesday, January 21, 2026 at 4:00 P.M.**

Regular Meeting AGENDA

1. Approve Minutes of regular meeting of December 17, 2025.
2. Approve Minutes of Joint Budget Workshop and Joint Public Hearing of December 17, 2025.
3. Financial Report Update **-Michael Bailey.**
4. Public Comment.
5. New Business
 - 2026 Water Rate Increase Filing.
 - Bond Application.
 - Board Appointments.
6. Old Business
 - Water Quality.
 - Activity Report.
 - Facilities Assessment.
 - Lake Auburn Infrastructure Planning Study.
 - Lakeshore Drive MPI project update.
 - Terms and Conditions Update.
7. Executive Session pursuant to 1 M.R.S.A § 405(6)(A) to discuss a Personnel Matter (Superintendent Goals).
8. Trustee Open Session.
9. Adjourn Regular Meeting.

Upcoming: Water Trustee Meeting February 18, 2026.

a true record,
Attest: *zz*
Mike Bailey, Clerk

January 21st, 2026

Page 1

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, January 21st, at 4:00 pm.**

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

Approve Minutes of the Regular Meeting of December 17th, 2025. On the motion of Robert Cavanagh, seconded by Jeffrey Harmon, it was voted to approve the minutes of the Regular Meeting of December 17th, 2025.

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

Financial Report – Revenues remain slightly over budget, while expenses continue to be under budget. Miscellaneous operating revenue exceeded the budget due to a \$17,000 trade-in credit received on the old loader and \$30,000 in Capacity Development Grant Program income from the closeout of the 2024 grant. Staff continue to work through implementation issues with the new Muni-link utility billing software. Difficulties were experienced in November when generating usage reports; however, following a full month of billing in December, usage reports are now more reliable. The accounts receivable aging reports in Muni-link currently combine water and sewer balances, and the system conversion impacted the aging of receivables, resulting in higher balances in the older aging categories than the actual values. These issues are expected to be corrected over the next 120 days. No debt service payments were made in December. Cash on hand decreased slightly but remains sufficient, with approximately \$3.4 million available to fund operations and existing debt obligations.

Public Comment: Stephen Beale was in attendance and commended the progress made and discussed at the Watershed Meeting regarding septic inspections.

NEW BUSINESS

2026 Water Rate Increase Filing – AWD staff submitted the initial filing for the 8% water rate increase on January 16th, 2026. Trustees received copies of all submitted materials via email. Superintendent Broadbent is currently reviewing whether we should hold the public hearing at an alternate location in February. The public hearing is planned to take place following the regular Trustee meeting on February 18th.

Bond Application – Included with the packet is the 2026 spring bond issuance schedule from the Maine Bond Bank. The District is applying for a \$2.7 million bond to fund the meter replacement project in 2026. If the funding is awarded, the District will need a vote to accept the bond, and City Council approval will also be required. The District will engage bond counsel to ensure all funding requirements are met and to comply with the expectations of the bond bank.

Board Appointments – Aside from the Mayor’s seat on the board, Trustees serve four-year terms. Two Trustee seats are up for renewal in 2026. Trustees wishing to renew their appointment must apply with the City Clerk by March 2026. The current appointment schedule is included in the packet.

OLD BUSINESS

Water Quality Update – Water quality in Lake Auburn has remained adequate despite the wind events experienced this past fall. Ice-on was officially recorded on December 25th, 2025, marking the earliest ice-on date since December 23rd, 2020, and December 17th, 2014. Ice cover benefits water quality by limiting sunlight and reducing the risk of wind-driven turbidity events. The lake’s water elevation is gradually returning to normal, although it remains approximately two feet below the typical level currently.

Denis Bergeron questioned the algae increase in the lake. Superintendent Broadbent reported that algae does pose taste and odor issues for customers, and there’s no definitive correction available quite yet. Timothy Simpson also asked about the presence of Milfoil in the lake, and Superintendent Broadbent confirmed that there is Milfoil present in the shallower areas.

Watershed Update – Staff continues to do an excellent job managing water quality data and documenting seasonal trends and variations in the lake. Team members have also played an active role in the city’s Comprehensive Plan Update by participating in meetings and contributing data and insight. Outreach efforts have included community events, the year-end newsletter, the Children’s Water Festival, and a new collaborative project with Bates College. A comprehensive update was distributed to all trustees before the meeting.

Facilities Assessment – This project is nearing completion, with one final meeting scheduled to review alternatives. Following that meeting, the consultant will prepare cost estimates and provide a final draft report.

Lake Auburn Infrastructure Planning Study – The consultant has requested additional data related to lake biomass calculations, which quantify algae species and abundance across all sampling sites. We anticipate another meeting and update with the consultant before the end of February.

Lakeshore Drive MPI – Staff have completed the review of the 60% design prepared by the consultant, Wright Pierce. The project is currently in its permitting phase. It’s on track to bid in March for construction in 2026.

Terms and Conditions Update – Staff completed revisions to the draft Terms and Conditions, relocating all fees to a separate page and addressing all comments and feedback from the Public Utilities Commission (PUC) and the Office of the Public Advocate (OPA). The proposed go-live date for the updated Terms and Conditions is February 1st, 2026.

ACTIVITY REPORT/PROJECT UPDATE

Activity Report – The water crew responded to only a few main breaks, including a break on a twelve-inch main between Tyler Street and the Minot/Washington Street Rotary, which occurred on the day of the December Trustees’ meeting. The affected pipe was dated to 1910. Several hydrants were also repaired during this period.

Crews continue to be busy with snow removal, sanding, and inspecting hydrants for standing water and freezing issues, while also responding to more recent breaks. These include a relatively large break on North River Road, which runs alongside Lewiston’s new redundant transmission main.

The City’s road construction plans have changed significantly since the previous Trustee meeting. Currently, there are no plans to initiate new street reconstruction projects in 2026. Staff is reviewing the City’s longer-term plans (2027–2030) and analyzing the main repair database to prioritize pipe replacements and determine the most effective strategy for the upcoming construction season.

Staff are also developing strategies to reduce pressure spikes within the distribution system. These spikes can occur when the Goff Hill reservoir reaches full capacity during low-demand periods, such as overnight, and flow is diverted by the altitude valve. We are evaluating potential restrictions between Goff Hill and Hardscrabble that may be contributing to these spikes. In addition, control systems will be adjusted to automatically reduce flow from the lake as Goff Hill approaches full capacity, with the goal of dampening pressure spikes and reducing the risk of main breaks.

Three quotes were obtained for a new equipment trailer, and Whited has been selected to supply the trailer. Their bid came in below the budgeted 2026 amount of \$50,000 for this item.

The District is offering several training opportunities for staff this winter, including collection systems certification through NEWWA, erosion control certification through the DEP, and fall protection training, including slip/trip/fall hazards, with Lancaster Safety (to be held at Court Street).

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 **Jeffrey Harmon**, there was a vote to move the meeting into Executive Session.

At 5:40 PM, the Trustees concluded their meeting in Executive Session. At that time, **Jeffrey Harmon**, seconded by **Bruce Rioux**, moved to award the Superintendent a 2024 incentive bonus of \$2000, contingent on approval by the Sewer District.

Motioned by **Robert Cavanagh**, seconded by **Timothy Simpson**, there was a motion to adjourn the meeting, with unanimous agreement.

Respectfully submitted,

Tiffany Spence

Tiffany Spence

A true record,

Attest:


Mike Bailey, Clerk

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

	January 2026		Y-T-D January 2026		Variance
	YTD - 2025	BUDGET	ACTUAL	BUDGET	
REVENUES:					
Water Sales	\$246,913	\$3,034,720	\$240,709	\$265,853	-\$25,144
Rent Income	6,877	72,000	4,615	6,000	-\$1,385
Interest Income	3,231	40,000	3,423	3,333	\$90
Mdse. & Jobbing - NET	5,110	53,600	13,268	4,467	\$8,801
Public Fire Protection	204,445	850,720	195,635	70,893	\$124,742
Private Fire Prot.	39,205	496,080	39,315	41,340	-\$2,025
Misc. Op. Revenue	6,843	184,601	39,849	15,383	\$24,466
TOTAL REVENUES	512,623	4,731,721	\$536,815	\$407,270	\$129,546
			75%		
EXPENSES:					
Payroll	96,578	1,389,030	\$85,784	\$108,830	-\$23,045
Treatment:					
UV Treatment Plant	17,887	579,750	\$50,142	\$48,313	\$1,830
Chloramine Facility	810	12,800	\$546	\$1,067	-\$521
Laboratory	842	35,500	\$20	\$2,958	-\$2,938
Trans & Dist Maint:					
Maint of Mains	10,830	140,000	\$4,421	\$11,667	-\$7,246
Dist System	8,569	168,639	11,987	\$14,053	-\$2,067
Other	0	23,000	\$0	\$1,917	-\$1,917
Administration:					
Employee Benefits	38,214	652,857	\$37,104	\$54,405	-\$17,300
Legal & Accounting	3,153	50,000	\$181	\$4,167	-\$3,986
Customer Billing	1,464	68,000	\$1,454	\$5,667	-\$4,213
Insurances	11,309	84,410	\$11,900	\$7,034	\$4,866
Other	10,584	77,452	\$13,291	\$6,454	\$6,837
Vehicles	9,048	144,000	\$5,503	\$12,000	-\$6,497
Gull Management	5,277	72,000	\$7,224	\$6,000	\$1,224
Lake Auburn Watershed	10,521	142,000	\$7,826	\$11,833	-\$4,008
SUB-TOTAL	225,085	3,639,438	\$237,383	\$296,364	-\$58,981
			75%		
TOTAL EXPENSES	236,177	3,836,800	\$288,901	\$312,810	-\$23,909
Bonds - Principal Payments	0	864,553	\$0	\$0	\$0
SURPLUS FROM OPERATIONS	276,446	30,368	\$288,901	\$94,459	\$153,455

Non-Cash Items:
 Depreciation - 1401-000 \$61,000
 Loss on Disposal of Assets \$0
 Fire Revenue Timing \$0
 Sub - Total Non-Cash \$61,000
 Income Statement - Bottom Line \$227,901

AUBURN WATER - FINANCIAL INFORMATION

Water Revenue - Metered Sales - Versus Prior Year

Month	2025	2025	MTD Change	%	YTD Change	%
January	\$240,709.30	\$246,836.80	(\$6,117.50)	-2.45%	(\$6,117.50)	-2.45%
February	\$238,634.55	\$238,634.55	(\$0.00)	-100.00%	(\$6,117.50)	-2.45%
March	\$229,211.83	\$229,211.83	(\$0.00)	-100.00%	(\$12,335.00)	-4.92%
April	\$253,662.84	\$253,662.84	(\$0.00)	-100.00%	(\$17,267.67)	-6.27%
May	\$218,136.00	\$218,136.00	(\$0.00)	-100.00%	(\$34,504.32)	-13.24%
June	\$228,563.00	\$228,563.00	(\$0.00)	-100.00%	(\$45,782.70)	-17.17%
July	\$269,509.00	\$269,509.00	(\$0.00)	-100.00%	(\$1,174,685.70)	-45.29%
August	\$262,241.00	\$262,241.00	(\$0.00)	-100.00%	(\$1,444,194.70)	-58.57%
September	\$262,468.00	\$262,468.00	(\$0.00)	-100.00%	(\$1,706,435.70)	-67.84%
October	\$293,742.00	\$293,742.00	(\$0.00)	-100.00%	(\$1,969,903.70)	-78.11%
November	\$292,217.28	\$292,217.28	(\$0.00)	-100.00%	(\$2,262,645.70)	-89.38%
December	\$228,431.07	\$228,431.07	(\$0.00)	-100.00%	(\$2,514,862.98)	-91.26%
	\$340,709.30	\$2,984,003.35	\$2,643,294.05	-91.93%	(\$2,743,294.05)	-91.93%

Water Gallons Sold - Metered

Month	2025	2025	MTD Change	%	YTD Change	%
January	50,868,896	52,184,968.00	(1,316,072)	-3%	(1,316,072)	-3%
February	49,229,620	49,229,620	(\$0.00)	-100.00%	(\$1,316,072)	-3%
March	49,452,524	49,452,524	(\$0.00)	-100.00%	(\$2,632,144)	-5.19%
April	45,932,436	45,932,436	(\$0.00)	-100.00%	(\$7,264,580)	-14.28%
May	49,744,244	49,744,244	(\$0.00)	-100.00%	(\$11,996,816)	-23.58%
June	54,040,008	54,040,008	(\$0.00)	-100.00%	(\$16,740,824)	-32.90%
July	51,483,344	51,483,344	(\$0.00)	-100.00%	(\$21,524,168)	-42.52%
August	59,792,876	59,792,876	(\$0.00)	-100.00%	(\$27,417,044)	-53.91%
September	61,751,140	61,751,140	(\$0.00)	-100.00%	(\$33,668,184)	-66.21%
October	55,072,248	55,072,248	(\$0.00)	-100.00%	(\$39,140,432)	-77.00%
November	44,673,546	44,673,546	(\$0.00)	-100.00%	(\$44,463,978)	-87.42%
December	49,422,916	49,422,916	(\$0.00)	-100.00%	(\$51,780,894)	-101.80%
	50,868,896	622,779,870	571,910,974	-91.83%	(\$51,780,894)	-101.80%

Water Total Capital Expenditures versus Budget

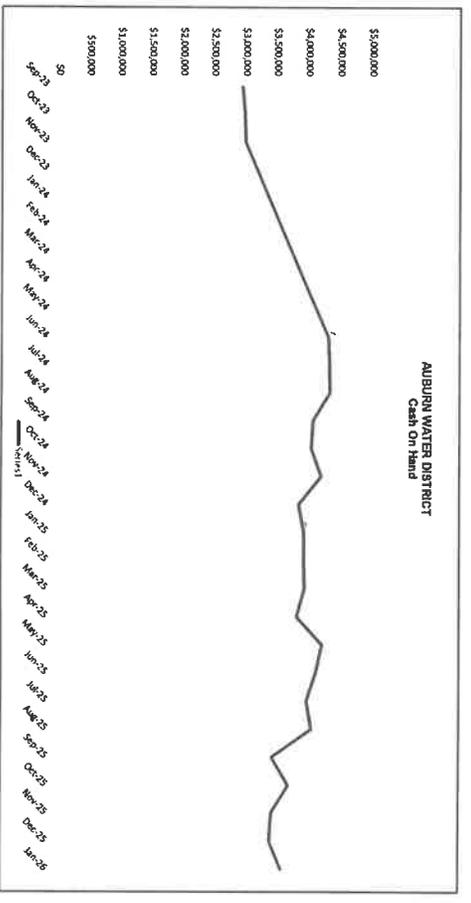
Capital Projects - 2025	Budget	YTD Actual	Variance
Crew Truck - Water	\$50,000	\$0.00	\$50,000.00
Equipment Trailer	\$23,000	\$0.00	\$23,000.00
Meter department tools	\$3,000	\$0.00	\$3,000.00
Contract Bender	\$3,500	\$0.00	\$3,500.00
North Auburn Dam SCADA	\$4,400	\$0.00	\$4,400.00
Townsend Brook Seeds	\$4,000	\$0.00	\$4,000.00
Lab	\$5,000	\$0.00	\$5,000.00
Plant Operations	\$89,100	\$0.00	\$89,100.00
Lab Service Visit	\$5,175	\$0.00	\$5,175.00
Lab Intake Inspection and Cleaning	\$2,448	\$0.00	\$2,448.00
Fixed Asset Software	\$7,500	\$0.00	\$7,500.00
Office Improvements	\$5,000	\$0.00	\$5,000.00
4 Computers, 1-Paid	\$3,600	\$0.00	\$3,600.00
Equipment Total	\$217,123	\$0.00	\$217,123.00
2025 Main Reparements	\$515,000	\$515,000.00	(\$0.00)
2025 Parking Projects	\$66,000	\$66,000.00	(\$0.00)
2025 Meter Conversion	\$2,667,365	\$2,667,365.00	(\$0.00)
Lakehara Drive	\$750,000	\$750,000.00	(\$0.00)
Taylor Pond Meter Pit	\$20,000	\$20,000.00	(\$0.00)
Lake Auburn Water Supply Study	\$89,400	\$89,400.00	(\$0.00)
Facilities Study	\$13,750	\$13,750.00	(\$0.00)
Projects Total (includes benefit costs on labor)	\$4,348,628	\$74,106	(\$4,274,522)

Water Revenue - Metered Sales - Versus Budget

Month	2025	BUDGET	MTD Change	%	YTD Change	%
January	\$240,709.30	\$242,940.38	(\$2,231.08)	-0.92%	(\$2,231.08)	-0.92%
February	\$0.00	\$240,789.38	(\$240,789.38)	-100.00%	(\$242,940.38)	-99.61%
March	\$0.00	\$231,570.36	(\$231,570.36)	-100.00%	(\$474,510.74)	-195.82%
April	\$0.00	\$276,332.02	(\$276,332.02)	-100.00%	(\$750,842.76)	-307.33%
May	\$0.00	\$225,291.01	(\$225,291.01)	-100.00%	(\$976,133.77)	-402.00%
June	\$0.00	\$231,777.86	(\$231,777.86)	-100.00%	(\$1,207,911.63)	-499.33%
July	\$0.00	\$252,879.28	(\$252,879.28)	-100.00%	(\$1,460,790.91)	-600.40%
August	\$0.00	\$251,931.91	(\$251,931.91)	-100.00%	(\$1,712,722.82)	-711.56%
September	\$0.00	\$269,887.06	(\$269,887.06)	-100.00%	(\$1,982,610.88)	-824.36%
October	\$0.00	\$296,078.72	(\$296,078.72)	-100.00%	(\$2,278,689.60)	-945.80%
November	\$0.00	\$253,016.62	(\$253,016.62)	-100.00%	(\$2,531,706.22)	-1050.00%
December	\$0.00	\$222,225.42	(\$222,225.42)	-100.00%	(\$2,753,931.64)	-1143.80%

Water Gross Payroll versus Budget

Month	2025	Budget	MTD Change	%	YTD Change	%
January	\$68,764.00	\$108,629.60	(\$39,865.60)	-36.70%	(\$39,865.60)	-36.70%
February	\$0.00	\$32,349.23	(\$32,349.23)	-100.00%	(\$72,214.83)	-105.94%
March	\$138,668.65	(\$138,668.65)	(\$277,337.30)	-199.97%	(\$110,546.18)	-158.91%
April	\$136,040.82	(\$136,040.82)	(\$273,378.12)	-199.97%	(\$343,914.30)	-251.80%
May	\$91,208.85	(\$91,208.85)	(\$182,417.67)	-200.00%	(\$526,332.15)	-390.00%
June	\$100,484.45	(\$100,484.45)	(\$282,916.60)	-282.00%	(\$809,248.75)	-605.00%
July	\$131,613.98	(\$131,613.98)	(\$414,562.63)	-315.00%	(\$1,223,811.38)	-917.00%
August	\$109,078.84	(\$109,078.84)	(\$523,641.52)	-479.00%	(\$1,747,452.90)	-1277.00%
September	\$104,941.55	(\$104,941.55)	(\$628,384.07)	-600.00%	(\$2,375,836.97)	-1733.00%
October	\$106,762.54	(\$106,762.54)	(\$735,146.51)	-688.00%	(\$3,110,983.48)	-2300.00%
November	\$108,386.64	(\$108,386.64)	(\$843,533.15)	-774.00%	(\$4,054,516.63)	-3000.00%
December	\$157,353.60	(\$157,353.60)	(\$1,000,886.75)	-636.00%	(\$5,055,403.38)	-3700.00%



AUBURN WATER DISTRICT
CUSTOMER ACCOUNTS RECEIVABLE

	30 day	60 day	90 day	120 day	Finance Chgs	Other	Totals
Aging							
January	\$ 202,489	\$ 38,576	\$ 6,271	\$ (448)	\$ 19,628	\$ -	\$ 265,616