

November 19th, 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, November 19th, at 4:00 pm.**

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

Public Attendance: Stephen Beale and Jennifer Byron

Approve Minutes of the Regular Meeting of October 22nd, 2025. On the motion of Robert Cavanagh, seconded by Eric Gould, it was voted to approve the minutes of the Regular Meeting of October 22nd, 2025.

Financial Report – Revenues remain slightly above budget, while expenses are still below budget. Miscellaneous operating revenue is higher than expected due to a \$17,000 trade-in credit for our old loader and \$30,000 received from the Capacity Development Grant Program upon closing out the 2024 grant. Public fire protection revenue is billed quarterly, so the variance is a timing issue. No debt service payments were made in October, resulting in increased cash on hand. Our current cash balance of \$3.7 million is adequate to cover existing debt obligations and ongoing operations.

Public Comment: Stephen Beale was in attendance and presented concern with the Ja-Lynne Trailer Park septic pipe that connects at Church Street. Historically, this pipe has been a source of problems for the lake when the septage flow is interrupted.

Jennifer Byron and her husband were also present and introduced themselves at this time.

NEW BUSINESS

487 Court Street, Property Issues– In July, the owners of 487 Court Street contacted Superintendent Broadbent about the property line between their lot and the District's reservoir site. They believed they owned the adjacent parking spaces and that their property extended to the access road. A recent survey confirmed that the District owns the land up to 12 feet from the building, and Superintendent Broadbent provided the survey to the owner.

The owner then requested permission to install a fence and park on District property. Superintendent Broadbent explained that a permanent fence would not be supported and that both requests required Board of Trustees approval. The owner described only a small, removable fence, which Superintendent Broadbent did not view as an issue. The owner later attended the July Trustee meeting to request parking permission, and an agreement was drafted and sent multiple times; no response was received.

In mid-October, staff reported that the owner had installed a six-foot picket fence extending onto District property and over buried utilities. Superintendent Broadbent, working with the District's attorney, issued a cease-and-desist letter. The owner requested a meeting, apologized for not responding to the agreement, asked for automatic renewal, and claimed the fence matched her earlier description. Superintendent Broadbent disagreed and informed her that the Board will determine whether the fence may remain or must be removed.

There was a motion to extend the Verrill-Dana notice of trespass and encroachment till December 31, 2025, and to authorize the Superintendent to engage with Verrill Dana to amend the parking agreement to include language for the stockade fence. This was motioned by Jeff Harmon, seconded by Eric Gould, and confirmed with unanimous agreement.

Proposed Rate Schedule – To assist in the explanation of the District’s judgment for raising rates, the Superintendent put together a presentation showing the options and the 2026 timeline. The packet also included the PUC guide that explains the different ways rates can be increased.

Health Insurance Options – One of the major uncertainties in the 2026 budget was the cost of health insurance. We anticipated an increase; the amount was unknown, so in October, we included a placeholder of 10%. In early November, we were notified that our actual health insurance rates would rise by 28.8%. This unexpected increase prompted us to schedule meetings with our current provider, Cross Insurance, as well as with the Maine Municipal Association (MMEHT).

The distributed packet contained a detailed breakdown and cost comparison of the available options. Each option maintains our current cost-sharing structure of 15% employee contribution and 85% District contribution, along with District funding for a Health Reimbursement Account (HRA) through our existing vendor, Flores. Historically, the District has utilized 37% or less of the HRA, and we have carried that projection forward for 2026.

While this information was not ideal to receive so late in the budget cycle, our negotiations have resulted in the most favorable outcome for both employees and the District. As a result of these efforts, the overall increase for both the District and employees will be 25%.

On the motion of Denis Bergeron, seconded by Timothy Simpson, there was a unanimous agreement to renew the District’s current health care plan with Cross Insurance.

OLD BUSINESS

Extension Investments – Both Districts asked Verrill Dana to review whether the District could invest in extensions of our systems. The provided packet included a memo from Michael Hodgins. If we have additional questions, we will schedule a future meeting with Michael.

In summary, Mr. Hodgins explained that the District had the discretion to invest—or not invest—in system extensions. In April 1988, the Maine Public Utilities Commission recorded that the Auburn Water District had chosen not to invest in system extensions. This decision had been approved by the Trustee Board and the Auburn City Council before being submitted to the PUC, and it was consistent with the actions of other utilities at that time.

Although the District could have reversed this decision, other statutory requirements would still have prevented the District from investing if those investments had affected rates.

Water Quality Update – Lake water quality remained satisfactory; however, water levels increased only slightly over the past month and remain a concern. Recent strong winds caused short-term turbidity spikes by stirring up lake sediment. This information was shared with CDM Smith for the Lake Infrastructure Study.

2026 Draft Budget Review – The packet included the updated draft budget with a few changes since last month. Health insurance costs were updated, the COLA adjustment was increased based on the CPUI index and KMA survey, and some proposed equipment expenditures were reduced.

On the motion of Jeff Harmon, seconded by Robert Cavanagh, there was a vote to approve a 3.5% cost-of-living increase for District staff.

PROJECT UPDATE

Lakeshore Drive MPI – This project is progressing on schedule.

Infrastructure Planning Study for Lake Auburn Water Supply – A project meeting with CDM Smith was held at the end of October, and the data-gathering phase is progressing on schedule.

DOT Paving Projects – The paving work for 2025 is now complete; remaining work will resume in the Spring of 2026.

Spring Street Water Main Replacement – The District has completed the water main replacement on Spring Street

Terms and Conditions Update – Our updated Terms and Conditions have been submitted to the Maine Public Utilities Commission. We are scheduled to meet with the PUC on November 19 to review and discuss the proposed changes.

On the **motion of Robert Cavanagh, seconded by Eric Gould**, there was a unanimous vote to **move the discussion into an executive session to discuss a personnel matter**. The public attendees and the secretary were asked to leave at this time.

Following the Executive Session, there was a **motion by Denis Bergeron, seconded by Eric Gould, 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 Timothy Simpson**, there was a unanimous agreement to **adjourn the meeting**.

Respectfully submitted,

Tiffany Spence

Tiffany Spence

A true record,

Attest: _____

Mike Bailey, Clerk

**AUBURN WATER DISTRICT
OPERATING STATEMENT - TRUSTEES' REPORT
ELEVEN MONTHS ENDED November 30, 2025**

	November	2025	Y-T-D Nov 2025		
	YTD - 2024	BUDGET	ACTUAL	BUDGET	Variance
REVENUES:					
Water Sales	\$2,743,332	\$2,918,000	\$2,665,759	\$2,684,366	-\$18,607
Rent income	66,478	72,000	57,336	66,000	-\$8,664
Interest Income	54,369	63,000	33,806	57,750	-\$23,944
Mdse. & Jobbing - NET	19,675	47,000	25,774	43,083	-\$17,309
Public Fire Protection	817,781	818,000	817,781	749,833	\$67,948
Private Fire Prot.	432,058	472,001	440,460	432,668	\$7,792
Misc. Op. Revenue	73,588	75,000	122,941	68,750	\$54,191
TOTAL REVENUES	4,207,280	4,465,001	\$4,163,858	\$4,102,451	\$61,407
				75%	
EXPENSES:					
Payroll	\$932,701	1,362,916	\$1,092,859	\$1,262,336	-\$169,477
Treatment:					
UV Treatment Plant	489,371	620,000	\$477,783	\$568,333	-\$90,550
Chloramine Facility	5,118	21,800	\$5,989	\$19,983	-\$13,994
Laboratory	39,638	50,500	\$24,797	\$46,292	-\$21,494
Trans & Dist Maint:					
Maint of Mains	189,118	110,000	\$160,626	\$100,833	\$59,792
Dist System	116,032	152,986	92,372	\$140,237	-\$47,865
Other	19,257	23,000	\$6,535	\$21,083	-\$14,549
Administration:					
Employee Benefits	369,609	495,572	\$451,080	\$454,274	-\$3,194
Legal & Accounting	79,649	50,000	\$31,315	\$45,833	-\$14,518
Customer Billing	19,503	28,000	\$26,630	\$25,667	\$963
Insurances	88,190	66,000	\$64,305	\$60,500	\$3,805
Other	67,078	77,200	\$91,887	\$70,767	\$21,121
Vehicles	61,112	156,000	\$65,730	\$143,000	-\$77,270
Gull Management	58,043	63,320	\$58,043	\$58,043	\$0
Lake Auburn Watershed	77,936	115,000	\$75,928	\$105,417	-\$29,488
SUB-TOTAL	2,612,355	3,392,294	\$2,725,881	\$3,122,599	-\$396,718
				75%	
Interest	131,356	125,283	\$127,576	\$114,843	\$12,733
TOTAL EXPENSES	2,743,710	3,517,577	\$2,853,457	\$3,237,442	-\$383,985
Bonds - Principal Payments	335,000	816,024	\$819,289	\$819,289	\$0
SURPLUS FROM OPERATIONS	1,128,570	131,400	\$2,034,168	\$45,719	\$445,392

Non-Cash Items:

Depreciation - 1403-000	\$671,000
Gain on Disposal of Assets	-\$17,000
Fire Revenue Timing	\$0
Sub - Total Non-Cash	\$654,000
Income Statement - Bottom Line	\$656,401

AUBURN WATER - FINANCIAL INFORMATION

Water Revenue - Metered Sales - Versus Prior Year

Month	2025	2024	MTD Change	%	YTD Change	%
January	\$246,826.80	\$236,828.93	\$9,997.87	4.22%	\$9,999.87	4.22%
February	\$236,634.53	\$234,730.06	\$1,904.47	1.65%	\$11,904.34	2.85%
March	\$228,211.83	\$225,743.03	\$2,468.80	1.09%	\$16,373.14	2.95%
April	\$253,662.84	\$268,378.29	-\$14,715.45	-5.83%	\$657.69	0.07%
May	\$219,136.00	\$218,621.70	\$514.30	0.22%	\$171.99	0.01%
June	\$228,923.00	\$228,945.31	-\$22.31	-0.01%	\$3,149.68	0.76%
July	\$269,509.00	\$285,509.15	-\$16,000.15	-5.60%	(\$12,850.47)	-0.72%
August	\$245,241.00	\$245,582.20	-\$341.20	-0.14%	\$3,798.33	0.20%
September	\$262,468.00	\$265,095.52	-\$2,627.52	-1.00%	\$3,170.81	0.14%
October	\$293,742.00	\$285,628.08	\$8,113.92	2.84%	\$8,284.73	0.33%
November	\$352,217.28	\$246,649.61	\$105,567.67	42.80%	\$15,862.40	0.81%
December	\$2,755,572.28	\$2,970,150.95	(\$214,578.67)	-7.23%	(\$214,578.67)	-7.23%

Water Gallons Sold - Metered

Month	2025	2024	MTD Change	%	YTD Change	%
January	52,184,968	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	49,462,524	55,462,704	(6,000,180)	-10.64%	(5,227,772)	-3.35%
April	45,932,436	46,472,476	(546,040)	-1.17%	(5,773,812)	-2.85%
May	49,744,244	85,594,358	(35,850,114)	-41.88%	(41,623,926)	-14.44%
June	54,040,008	60,307,500	(6,267,492)	-10.39%	(47,891,418)	-12.63%
July	51,483,344	54,475,344	(2,992,000)	-5.49%	(50,883,418)	-12.63%
August	59,782,876	60,467,848	(684,972)	-1.10%	(51,568,390)	-11.72%
September	61,751,140	61,074,200	676,940	1.11%	(50,891,450)	-11.72%
October	163,064,400	153,584,584	9,479,816	6.17%	(39,392,638)	-10.89%
November	\$28,946,472	\$28,431,077	\$515,395	1.80%	(\$39,884,070)	-11.89%
December						

Water Revenue - Metered Sales - Versus Budget

Month	2025	Budget	MTD Change	%	YTD Change	%
January	\$246,826.80	\$233,596.52	\$13,230.28	5.66%	\$13,230.28	5.66%
February	\$236,634.53	\$231,598.25	\$5,036.28	2.17%	\$18,266.56	4.37%
March	\$228,211.83	\$222,663.80	\$5,548.03	2.49%	\$23,814.59	3.76%
April	\$253,662.84	\$265,703.86	-\$12,041.02	-4.53%	\$11,763.57	1.45%
May	\$219,136.00	\$216,625.97	\$2,510.03	1.16%	\$16,273.60	1.40%
June	\$228,923.00	\$222,863.32	\$6,059.68	2.72%	\$22,333.28	1.61%
July	\$269,509.00	\$281,614.69	-\$12,105.69	-4.30%	\$10,207.59	0.62%
August	\$245,241.00	\$242,242.22	\$3,000.00	1.24%	\$13,207.59	0.54%
September	\$262,468.00	\$259,506.79	\$2,961.21	1.14%	\$16,168.80	0.53%
October	\$293,742.00	\$284,691.08	\$9,050.92	3.18%	\$25,219.72	0.89%
November	\$352,217.28	\$243,286.21	\$108,931.07	44.77%	\$135,181.19	4.90%
December						

Water Gross Payroll versus Budget

Month	2025	Budget	MTD Change	%	YTD Change	%
January	\$66,578.00	\$123,365.82	(\$56,787.82)	-46.05%	(\$56,787.82)	-46.05%
February	\$81,683.00	\$101,080.50	(\$19,397.50)	-19.20%	(\$66,100.32)	-52.45%
March	\$123,058.00	\$116,087.74	\$6,970.26	5.99%	(\$59,130.06)	-45.72%
April	\$120,226.00	\$117,200.20	\$3,025.80	2.58%	(\$56,104.26)	-47.86%
May	\$80,941.00	\$110,377.92	(\$29,436.92)	-26.63%	(\$85,541.18)	-65.56%
June	\$88,180.52	\$99,094.08	(\$10,913.56)	-11.01%	(\$96,454.74)	-73.53%
July	\$118,973.57	\$121,615.45	(\$2,641.88)	-2.17%	(\$99,096.62)	-76.82%
August	\$68,759.00	\$111,612.27	(\$42,853.27)	-38.40%	(\$141,910.89)	-103.34%
September	\$93,128.00	\$95,510.05	(\$2,382.05)	-2.50%	(\$144,292.89)	-103.34%
October	\$97,143.00	\$120,147.32	(\$23,004.32)	-19.14%	(\$167,297.21)	-123.34%
November	\$98,114.00	\$119,804.11	(\$21,690.11)	-18.11%	(\$188,987.32)	-142.34%
December						

Water Total Capital Expenditures versus Budget

Capital Projects - 2025	Budget	*YTD Actual	Variance
JCB Loader	12,000.00	\$52,285.93	(39,785.93)
3/4 Ton Crew Truck	60,000.00	\$1,534.15	58,465.85
Chlorine Bulk Tank Replacement	21,000.00		21,000.00
Submerge Generators	600.00		600.00
C12 delivering a monitoring equipment	14,201.00		14,201.00
Raw Water Building roof and masonry repairs	7,475.00		7,475.00
Replacing the propane tank array for emergency power	132,875		132,875
Equipment replacement, LV	\$15,488		15,488.00
Correlator	\$5,500	\$5,574.66	(74.66)
Toppling Machine	\$5,000	\$4,256.00	744.00
DR300	\$1,400	\$1,380.00	20.00
Pipe Saw	\$1,500	\$870.04	629.96
Loader	\$2,750	\$2,787.34	(37.34)
PRV Maintenance	\$9,500	\$1,561.67	7,938.33
Misc Tools	\$9,500	\$3,426.81	6,073.19
Utility Billing Software	\$26,165	\$21,886	4,278.92
Accounting Software	\$26,165		26,165.00
Office Improvements	\$8,000	\$6,696.66	1,303.34
Ergonomic Office Furniture	\$2,000	\$1,209.51	790.49
4 Computers, Laptop	\$3,600	\$2,163.29	1,436.71
Water Quality Strategic Plan	\$20,000		20,000.00
Equipment Total	289,229.00	171,732.14	117,496.86
Main Street - Main Replacement	\$350,000	\$157,843	(192,157.29)
Fourth Street - Main Replacement	\$350,000	\$375,270	(25,270.54)
Lead & Copper Rule Compliance	\$100,000	\$105,708	(5,708.21)
Loring Ave	\$250,250		(250,250.00)
Spring Street	\$43,400	\$312,132.54	(268,732.54)
City Parking Projects	\$31,000	\$43,863.92	(12,863.92)
DOT Paving Projects	\$7,600.00	106,596.14	(98,996.14)
Water Meters	\$73,000		(73,000.00)
Projects Total (includes benefit costs on labor)	\$1,767,860	\$1,091,916	\$675,944
Grand Total	\$2,017,079	\$1,173,648	\$843,431

