

**KENNEBEC WATER DISTRICT  
REGULAR BOARD OF TRUSTEES MEETING  
THURSDAY – MAY 5, 2022 at 7:30 AM**

Note: KWD Trustees held this meeting at the KWD Business Office. Notice of this meeting was posted on the KWD Facebook and Webpage.

The meeting was called to order at 7:30 a.m. by President Stabins

Trustees present: Amy Stabins, President; Frank Richards, Vice-President; J. Michael Talbot, Treasurer; Jeff Earickson, Assistant Treasurer; Sarah Whateley, Clerk (Remote Access); Allan Fuller, Trustee; Bruce Williams, Trustee; Denise Bruesewitz, Trustee (Remote Access); Mark McCluskey, Trustee

Trustees absent: Karl Dornish, Trustee

Also present: Roger Crouse, KWD General Manager; Amy Dyer, KWD Finance Manager; Jeff Longfellow, KWD Engineering Manager (Remote Access); Matt Zetterman, KWD Technology Manager (Remote Access); Benny LaPlante, KWD Service Manager (Remote Access); Robbie Bickford, KWD Water Quality Manager (Remote Access); Sue Markatine, KWD Recording Secretary

**ITEM 1: INTRODUCTION OF GUESTS**

None

**ITEM 2: REVIEW AND APPROVE THE MINUTES OF THE REGULAR BOARD OF TRUSTEES' MEETING OF APRIL 21, 2022.**

Motion by Trustee Talbot, "to accept the minutes of the Regular Board of Trustees' meeting of April 21, 2022," seconded by Trustee Richards.

Roll Call Vote: Trustee Earickson – Yea, Trustee Bruesewitz – Yea, Trustee Talbot – Yea, Trustee Richards – Yea, Trustee Stabins – Yea, Trustee McCluskey – Yea, Trustee Fuller – Abstained, Trustee Whateley – Yea, Trustee Williams – Yea. Motion carried.

**ITEM 3: REVIEW AND APPROVAL OF ACCOUNT WARRANT**

Motion by Trustee Talbot, "to ratify the May 5, 2022 total warrant of checks released for \$274,225.98," seconded by Trustee Earickson.

Roll Call Vote: Trustee Earickson – Yea, Trustee Bruesewitz – Yea, Trustee Talbot – Yea, Trustee Richards – Yea, Trustee Stabins – Yea, Trustee McCluskey – Yea, Trustee Fuller – Yea, Trustee Whateley – Yea, Trustee Williams – Yea. Motion carried unanimously.

**ITEM 4: APPROVALS/MOTIONS NEEDED**

**A. Approval of Agreement with Tighe and Bond for Construction Administration Services**

The Trustees were provided with a request for authorization memo to execute an agreement with Tighe and Bond to conduct construction administration services to ensure all specifications are met for the WTP chemical room improvement project. A motion was proposed and was followed by a lengthy discussion.

Motion by Trustee Richards, “to approve the agreement with Tighe and Bond for construction administration and observation services for the WTP chemical room improvement project for \$99,600,” seconded by Trustee Earickson.

Roll Call Vote: Trustee Earickson – Yea, Trustee Bruesewitz – Yea, Trustee Talbot – Yea, Trustee Richards – Yea, Trustee Stabins – Yea, Trustee McCluskey – Nay, Trustee Fuller – Nay, Trustee Whateley – Yea, Trustee Williams – Yea. Motion carried.

**B. Approval of Agreement with SW Cole Engineering for Construction Materials Testing Services**

The Trustees were provided with a request for authorization memo which noted that KWD had reviewed proposals from two firms to ensure all construction materials specifications are being met for the new KWD facility.

Motion by Trustee McCluskey, “to approve the agreement with SW Cole Engineering for construction materials testing services for KWD’s new facility for an anticipated fee of \$37,000,” seconded by Trustee Earickson.

Roll Call Vote: Trustee Earickson – Yea, Trustee Bruesewitz – Yea, Trustee Talbot – Yea, Trustee Richards – Yea, Trustee Stabins – Yea, Trustee McCluskey – Yea, Trustee Fuller – Yea, Trustee Whateley – Yea, Trustee Williams – Yea. Motion carried unanimously.

**ITEM 5: GENERAL MANAGER’S REPORT**

The Trustees were provided with the General Manager’s report, and a brief review was conducted by Mr. Crouse.

In addition to his report, Mr. Crouse commented on the recent well-written article in the *Morning Sentinel* regarding the pending rate increases in July 2022 and July 2023. A link to this article has also been posted to KWD’s Facebook page.

Mr. Crouse informed the Board that the principal forgiveness has increased from twenty percent to thirty percent for the Western Avenue, Fairfield, water main replacement project and the WTP Chemical Storage Improvement project being funded through the Drinking Water State Revolving Funds administered by the Maine CDC Drinking Water Program.

Motion by Trustee Talbot, “to accept the General Manager’s Report as presented,” seconded by Trustee Williams.

Roll Call Vote: Trustee Earickson – Yea, Trustee Bruesewitz – Yea, Trustee Talbot – Yea, Trustee Richards – Yea, Trustee Stabins – Yea, Trustee McCluskey – Yea, Trustee Fuller – Yea, Trustee Whateley – Yea, Trustee Williams – Yea. Motion carried unanimously.

**ITEM 6: DEPARTMENT REPORTS**

As part of their Board packet, the Trustees were provided with the Monthly Department Reports prepared by the respective managers.

In response to a question by Trustee Stabins, Mr. Bickford stated he is working with the Maine Drinking Water program to establish a customer notification due to the temporary suspension of fluoride to the drinking water during the chemical room renovations.

At the request of Trustee Earickson, Mr. Crouse and Mr. Bickford explained the service-line cataloging project which is being conducted in preparation for the revised federal Lead and Copper Rule.

Motion by Trustee Talbot, “to accept the Department Reports as presented,” seconded by Trustee Richards.

Roll Call Vote: Trustee Earickson – Yea, Trustee Bruesewitz – Yea, Trustee Talbot – Yea, Trustee Richards – Yea, Trustee Stabins – Yea, Trustee McCluskey – Yea, Trustee Fuller – Yea, Trustee Whateley – Yea, Trustee Williams – Yea. Motion carried unanimously.

**ITEM 7: TRUSTEE COMMENTS, CONCERNS, AND/OR IDEAS**

**A. Updated W-4 Forms for Trustees (Amy Dyer)**

Due to a recent Internal Revenue Service tax table change, Trustees who began serving on the Board prior to the year 2020 were provided with a new W-4 form to complete.

**B. Review of 2022 Trustee Term Expirations**

The Trustees were provided with a spreadsheet of the status of terms for the present Board. The appropriate municipalities will be notified of the upcoming openings for the general election. Trustees interested in running for re-election should speak to their respective city/town officials regarding the appropriate steps necessary to be placed on the ballot

**C. Other**

The Board members were recently provided with the annual financial audit reports prepared by Runyon, Kersteen, Ouellette, and a review of the 2021 audit will be conducted at the May 19, 2022 meeting.

The Trustees discussed documentation they are interested in reviewing for the new KWD facility during the construction phase.

**ITEM 8: PUBLIC PARTICIPATION**

None

**ITEM 9: AS NEEDED: EXECUTIVE SESSION – 1 MRS §405. EXECUTIVE SESSIONS**

None

Motion by Trustee Talbot, “to adjourn the meeting,” seconded by Trustee Williams.

Roll Call Vote: Trustee Earickson – Yea, Trustee Bruesewitz – Yea, Trustee Talbot – Yea, Trustee Richards – Yea, Trustee Stabins – Yea, Trustee McCluskey – Yea, Trustee Fuller – Yea, Trustee Whateley – Yea, Trustee Williams – Yea. Motion carried unanimously.

Meeting adjourned at 8:40 a.m.

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Sue Markatine, Recording Secretary