

**KENNEBEC WATER DISTRICT  
REGULAR BOARD OF TRUSTEES MEETING  
THURSDAY – APRIL 6, 2023 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 Vice-President Richards.

Trustees present: Frank Richards, Vice-President; J. Michael Talbot, Treasurer; Sarah Whateley, Clerk (Remote Access); Allan Fuller, Trustee; Mark McCluskey, Trustee; Bruce Williams, Trustee; Ben Murray, Trustee

Trustees absent: Amy Stabins, President  
Jeff Earickson, Assistant Treasurer  
Denise Bruesewitz, 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); Jared Bragdon, KWD Distribution Manager (Remote Access); Robbie Bickford, KWD Water Quality Manager (Remote Access); Sue Markatine, KWD Recording Secretary

**ITEM 1: INTRODUCTION OF GUESTS**

KWD Trustees welcomed Jeff Jolicoeur from Century 21 Surette Real Estate.

**ITEM 2: REVIEW AND APPROVE THE MINUTES OF THE REGULAR BOARD OF TRUSTEES' MEETING OF MARCH 16, 2023.**

Motion by Trustee Williams, "to accept the minutes of the Regular Board of Trustees' meeting of March 16, 2023," seconded by Trustee McCluskey.

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

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

Motion by Trustee Talbot, "to ratify the April 6, 2023, total warrant of checks released for \$1,241,197.37," seconded by Trustee Williams.

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

**ITEM 4: REVIEW FEBRUARY 2023 FINANCIAL REPORTS**

The Trustees were provided with the February 2023 Financial Statements and Accounts Receivable Aging Report, and a brief review was conducted. In addition, Ms. Dyer reviewed the KWD certificate of deposit interest rate and the increase in processing fees for KWD when customers utilize debit/credit cards as a payment method for jobs outside of their regular water bill.

**ITEM 5: REVIEW NEW FACILITY BUDGET AND SPENDING**

Mr. Crouse reviewed the Budget and Summary of Expenditures up to March 29, 2023, for the new KWD Administration and Operations Facility, the change orders, and answered questions from the Trustees.

**ITEM 6: REVIEW OF OPINION OF VALUES FOR KWD PARCELS NEAR DRUMMOND AVENUE WITH JEFF JOLICOEUR**

Note: This agenda item was addressed after agenda Item 7.

Mr. Jolicoeur reviewed his process of evaluation in order to propose an opinion of values for the two parcels of land KWD owns near Drummond Avenue. After a lengthy discussion, a motion was proposed.

Motion by Trustee Williams, “to list the parcel of land abutting Highwood Street for \$25,000.00 and to list the parcel of land abutting Greenwood Street for \$20,000.00,” seconded by Trustee McCluskey.

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

At this time, the Board decided to enter Executive Session to further discuss these real estate transactions.

At 8:45 a.m., motion by Trustee Williams, “to enter Executive Session under MRS Title 1, Section 405-6C, Real Estate Transactions,” seconded by Trustee McCluskey.

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

At 8:49 a.m., Vice-President Richards brought the Board out of Executive Session.

**ITEM 7: APPROVALS/MOTIONS NEEDED**

**A. After-the-Fact Approval of Electricity Purchase Contract with Constellation Energy**

The Trustees were provided with a request for authorization memo explaining that the contract with Constellation Energy for KWD’s three high electricity usage sites expires in November 2023. Because electricity contracts are only held for a few hours after proposals, Mr. Crouse reviewed the choices provided by Constellation Energy and approved an agreement for three years at \$0.10710.

Motion by Trustee Fuller, “to ratify the agreement with Constellation for electricity supply for KWD’s three high usage sites at a per kWh price of \$0.10710 from November 2023 to November 2026”, seconded by Trustee McCluskey.

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

## **B. Repair of WTP Pipe Gallery Concrete Wall**

The Board members were provided with a request for authorization memo which included proposals from three bidders for the restoration of the pipe gallery wall at the KWD Water Treatment Plant (WTP). Mr. Crouse and Mr. Bickford reviewed the project scope and answered questions from the Trustees.

Motion by Trustee Fuller, “to accept the low bid from Marston Industrial Services for \$36,680.00 to complete the repair of the pipe gallery wall at the Water Treatment Plant” seconded by Trustee Williams.

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

## **C. Locating Service Agreement**

The Board members were provided with a request for authorization memo which included proposals from two bidders for the outsourcing of the KWD Dig Safe locate requests. Mr. Crouse and Mr. Bragdon answered questions from the Trustees regarding this service.

Motion by Trustee Talbot, “to approve the three-year agreement and associated rate schedule with Centerline Utility Services for the KWD Dig Safe locating services” seconded by Trustee Fuller.

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

## **ITEM 8: GENERAL MANAGER’S REPORT**

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

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

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

## **ITEM 9: DEPARTMENT REPORTS**

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

Motion by Trustee Williams, “to accept the Department Reports as presented,” seconded by Trustee McCluskey.

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

**ITEM 10: TRUSTEE COMMENTS, CONCERNS, AND/OR IDEAS**

None

**ITEM 11: PUBLIC PARTICIPATION**

None

**ITEM 12: AS NEEDED: EXECUTIVE SESSION – MRS TITLE 1, §405:  
EXECUTIVE SESSIONS SECTION 6. C. LAND SALE**

See Agenda Item 6.

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

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

Meeting adjourned at 9:00 a.m.

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Sue Markatine, Recording Secretary