

**KENNEBEC WATER DISTRICT  
REGULAR BOARD OF TRUSTEES MEETING  
THURSDAY – JULY 20, 2023 at 7:30 AM**

Note: KWD Trustees held this meeting at the Administration Facility. 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; Allan Fuller, Trustee; Mark McCluskey, Trustee; Bruce Williams, Trustee; Ben Murray, Trustee

Trustees absent: Denise Bruesewitz, Trustee

Mark McCluskey, Trustee, left the meeting at 8:30 a.m.

Also present: Roger Crouse, KWD General Manager; Amy Dyer, KWD Finance Manager; Jeff Longfellow, KWD Engineering Manager; Matt Zetterman, KWD Technology Manager; Jared Bragdon, KWD Distribution Manager (Remote Access); Benny LaPlante, KWD Service Manager; 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 JUNE 15, 2023**

Motion by Trustee McCluskey, "to accept the minutes of the Regular Board of Trustees' meeting of June 15, 2023," seconded by Trustee Williams.

Vote: Motion carried unanimously.

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

Motion by Trustee Talbot, "to ratify the July 20, 2023, total warrant of checks released for \$1,229,470.13," seconded by Trustee Earickson.

Vote: Motion carried unanimously.

**ITEM 4: REVIEW OF JUNE FINANCIAL REPORTS**

The Trustees were provided with the June 2023 Financial Statements and Accounts Receivable Aging Report, and a brief review was conducted by Ms. Dyer. In addition, Mr. Crouse reviewed the 2023 Year-to-Date Capital Budget Expenditures Report up to July 13, 2023, and answered questions from the Board members.

**ITEM 5: APPROVALS/MOTIONS NEEDED****A. Approval of Vacuum Truck Purchase**

The Trustees were provided with a request for authorization memo which included proposals from four bidders to purchase a 2024 vacuum truck. As noted at the May 18, 2023, Board meeting, KWD has secured a grant of fifty-five percent and a loan of forty-five percent from the Maine CDC Drinking Water Program of up to \$628,000 to pay for the cost of a vacuum truck. Mr. Bragdon and Mr. Longfellow answered questions from the Board members regarding the specifications and warranty for this truck.

Motion by Trustee Richards, “to accept the low bid from Chadwick-BaRoss, Inc. for a 2024 vacuum truck for \$604,942.00” seconded by Trustee Earickson.

Vote: Motion carried unanimously.

**B. Approval of Maine Municipal Association Property and Casualty Insurance Renewal**

The Trustees were provided with a request for authorization memo requesting approval of the annual KWD Property and Casualty Insurance premium administered through the Maine Municipal Association. Mr. Crouse explained that the majority of the increase in cost is due to the addition of the KWD facilities at Drummond Avenue.

Motion by Trustee Fuller, “to authorize the payment of \$68,923.00 to the Maine Municipal Association for KWD’s 2023 – 2024 Property and Casualty Insurance premium,” seconded by Trustee Earickson.

Vote: Motion carried unanimously.

**C. Approval of Agreement for Banking Services**

The Trustees were provided with a request for authorization memo which noted that KWD had invited ten local banks and credit unions to submit proposals to manage the KWD operating account. Of the ten, five institutions submitted propositions. The two highest rated banks were interviewed by Mr. Crouse, Ms. Dyer, Trustee Talbot, and Trustee Earickson, and a recommendation was proposed. After a brief discussion, a motion was put forward.

Motion by Trustee Talbot, “to approve a three-year agreement with TD Bank for KWD’s banking and investing services,” seconded by Trustee Earickson.

Vote: Motion carried unanimously.

**ITEM 6: UPDATE ON FIRE SERVICE CROSS CONNECTION INSPECTIONS AND RISK MITIGATION**

Mr. LaPlante reported on the progress of the fire service cross-connection inspections including the number of completed assessments to date and the detailed findings and answered questions from the Board members.

**ITEM 7: GENERAL MANAGER’S REPORT**

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

Referring to his report, Mr. Crouse explained in more detail the preliminary plan to provide water for training purposes via a privately owned hydrant at the new fire training facility in Fairfield.

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

Vote: Motion carried unanimously.

**ITEM 8: DEPARTMENT REPORTS**

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

Mr. LaPlante mentioned KWD staff will be conducting a presentation at the Maine Water Utilities annual conference in February 2024 regarding the events of the May 22, 2023, KWD Do Not Drink Order.

In response to a question from Trustee Williams, Mr. LaPlante stated that the Maine Department of Labor Safety and Health Award for Public Employers (SHAPE) certification transfers to the new KWD Administration and Operations facilities. There will be new goals to meet and some documentation, including safety check sheets, changes.

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

Vote: Motion carried unanimously.

**ITEM 9: TRUSTEE COMMENTS, CONCERNS, AND/OR IDEAS**

Trustee Murray stated that he will not be in attendance for the August 3, 2023, meeting.

**ITEM 10: PUBLIC PARTICIPATION**

None

**ITEM 11: AS NEEDED: EXECUTIVE SESSION – MRS TITLE 1, §405:  
EXECUTIVE SESSIONS SECTION 6.**

None

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

Vote: Motion carried unanimously.

Meeting adjourned at 8:43 a.m.

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Sue Markatine, Recording Secretary