

**KENNEBEC WATER DISTRICT  
REGULAR BOARD OF TRUSTEES MEETING  
THURSDAY – JUNE 15, 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 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; Bruce Williams, Trustee; Mark McCluskey, Trustee; Denise Bruesewitz, Trustee; Ben Murray, Trustee

Trustees absent: None

Ben Murray, Trustee, joined the meeting at 7:35 a.m.  
Allan Fuller, Trustee, joined the meeting at 7:37 a.m.

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

**ITEM 1: INTRODUCTION OF GUESTS**

Ms. Anne Malenfant and Mr. Al LeBlanc from CDM Smith were welcomed by the Board members.

**ITEM 2: REVIEW AND APPROVE THE MINUTES OF THE REGULAR BOARD OF TRUSTEES' MEETING OF JUNE 1, 2023.**

Motion by Trustee Williams, "to accept the minutes of the Regular Board of Trustees' meeting of June 1, 2023," seconded by Trustee Richards.

Vote: Motion carried unanimously.

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

Motion by Trustee Talbot, "to ratify the June 15, 2023, total warrant of checks released for \$536,538.62," seconded by Trustee Earickson.

Vote: Motion carried unanimously.

**ITEM 4: PFAS STUDY PRESENTATION BY CDM SMITH**

Ms. Malenfant and Mr. LeBlanc conducted a PowerPoint presentation overviewing the KWD PFAS Mitigation Study and answered questions from the Trustees. The topics reviewed were project goals, PFAS synopsis, alternatives analysis with cost estimates, and recommendations. The KWD PFAS Mitigation Study report is in the process of being finalized. Mr. Crouse will continue to be in contact with the Maine Drinking Water Program to determine grant and funding availability for PFAS mitigation studies and projects.

**ITEM 5: REVIEW OF MAY 2023 FINANCIAL REPORTS**

The Trustees were provided with the May 2023 Financial Statements and Accounts Receivable Aging Report, and a brief review was conducted.

**ITEM 6: REVIEW BUDGET AND SPENDING AT 131 DRUMMOND AVENUE**

Mr. Crouse reviewed the Budget and Summary of Expenditures up to June 7, 2023, for the new KWD Administration and Operations Facilities, the pending change orders, the budget adjustments, and answered questions from the Trustees. KWD's first day of business at the new location is scheduled for July 17, 2023. The final expenditures for this project should be disbursed in August.

Mr. Crouse informed the Trustees that because JF Scott Construction is completing construction for the new KWD facilities earlier than scheduled, there will be an overall reduction of project cost. Mr. Crouse reported that the project will likely be more than a million dollars under budget. There is a clause in the contract between JF Scott Construction and KWD which states, "at the sole discretion of the owner (KWD), the owner may elect to provide the construction manager (JF Scott Construction) a bonus payment of up to .5 percent of the cost of the work after the completion of the project". (The Construction Manager at Risk construction method generally includes contract clauses for contractor bonuses or sharing of cost savings.) After the final expenditures are calculated, Mr. Crouse will make a recommendation to the Board for consideration.

**ITEM 7: APPROVALS/MOTIONS NEEDED****A. Other**

None

**ITEM 8: 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.

**ITEM 9: GENERAL MANAGER'S REPORT**

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

After a brief discussion, the Board members decided to hold the ribbon cutting ceremony for the new KWD Administration and Operations facilities at 3:00 p.m. on Thursday, September 7, 2023. (Note: After the meeting the time was changed to 1:30 p.m. to accommodate the schedule of the Mid-Maine Chamber of Commerce staff who will facilitate the ribbon cutting ceremony.)

Mr. Crouse informed the Trustees that specifications have been provided to vendors for the new vacuum truck and bids will be forthcoming.

Motion by Trustee Williams, "to accept the General Manager's Report as presented," seconded by Trustee Talbot.

Vote: Motion carried unanimously.

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

As a reminder, there will be no Board meeting on Thursday, July 6, 2023.

At the conclusion of this meeting, there will be a tour for the Board members of the new KWD Administration and Operations facilities at 131 Drummond Avenue.

**ITEM 11: PUBLIC PARTICIPATION**

None

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

None

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

Vote: Motion carried unanimously.

Meeting adjourned at 8:55 a.m.

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Sue Markatine, Recording Secretary