

**KENNEBEC WATER DISTRICT
REGULAR BOARD OF TRUSTEES MEETING
THURSDAY – OCTOBER 5, 2023 at 7:30 AM**

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; Denise Bruesewitz, Trustee; Mark McCluskey, Trustee; Bruce Williams, Trustee; Ben Murray, Trustee

Trustees absent: None

Allan Fuller, Trustee, joined the meeting at 7:35 a.m.
Denise Bruesewitz, Trustee, left the meeting at 8:45 a.m.
J. Michael Talbot, Treasurer, left the meeting at 9:00 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); 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 SEPTEMBER 21, 2023

Motion by Trustee Richards, "to accept the minutes of the Regular Board of Trustees' meeting of September 21, 2023," seconded by Trustee McCluskey.

Vote: Motion carried unanimously.

ITEM 3: REVIEW AND APPROVAL OF ACCOUNT WARRANT

Motion by Trustee Talbot, "to ratify the October 5, 2023, total warrant of checks released for \$404,452.85," seconded by Trustee Earickson.

Vote: Motion carried unanimously.

ITEM 4: REVIEW REPORT ON AUDIT OF FIRE SERVICES

The Trustees were provided with a cover letter and final report of the 2023 Audit of Private Fire Services. Mr. LaPlante made a brief presentation summarizing the May 2023 Do Not Drink Order, review of KWD records, meetings with fire departments, inspections of all fire service accounts, and corrective actions taken. He indicated this audit produced a wealth of information including documentation of protected services, partially protected services, and two unprotected services. Updates were made to KWD's

Cross-Connection Control Policy, accounts which are obligated to submit annual backflow prevention device testing results, and accounts with billing errors.

Kudos were given to the KWD staff, customers, and local fire departments who all contributed to the success of this project. Mr. LaPlante explained the corrective actions being taken by KWD to ensure policy compliance by all customers with fire service accounts and answered questions from the Board members.

ITEM 5: REVIEW OF 131 DRUMMOND AVENUE PROJECT BUDGET AND SPENDING

Mr. Crouse reviewed the Budget and Summary of Expenditures up to September 29, 2023, which reflects the majority of the expenditures, for the new KWD Administration and Operations Facilities. In addition, the Board members were provided with the Administration and Operations Project Expenses and Cash Summary which also reflects the amount of surplus cash at the project completion.

ITEM 6: APPROVALS/MOTIONS NEEDED

A. Approval of Bonus Payment for JF Scott Construction

In consideration of the above-reviewed documents and the fact that there was an overall reduction of project cost because the construction for the new KWD facilities was completed earlier than scheduled and the contingency in the contract price was not used by JF Scott Construction, the Trustees were provided with a request for authorization for end of project bonus recommendation for JF Scott Construction. This potential bonus is a contract clause at the sole discretion of KWD of up to 0.5 percent of the cost of the work after completion of the project. The Board members deliberated this subject at length.

Motion by Trustee Richards, “to authorize a \$45,000 bonus payment to JF Scott Construction,” seconded by Trustee Fuller.

Discussion was held and Trustee Richards and Trustee Fuller withdrew the motion before a vote was held.

Motion by Trustee Fuller, “to authorize a \$65,000 bonus payment to JF Scott Construction”.

This motion died due to the lack of a second.

Motion by Trustee Williams, “to authorize a \$0 bonus payment to JF Scott Construction,” seconded by Trustee McCluskey.

Vote: Trustee Earickson – Yea, Trustee Bruesewitz – Nay, Trustee Talbot – Yea, Trustee Richards – Nay, Trustee Stabins – Nay, Trustee McCluskey – Yea, Trustee Murray – Yea, Trustee Fuller – Nay, Trustee Whateley – Abstained, Trustee Williams – Yea. 5 in favor, 4 opposed, 1 abstained, motion carried.

B. Approval of 2024 Cost of Living Adjustment

The Trustees were provided with a request for determination of the annual cost of living adjustment (COLA) for all KWD positions accompanied by statistical information from 1974 to 2023 of the variations in the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W). (The CPI-W index is

used by the Social Security Administration to establish the annual COLA for Social Security recipients.) From August 2022 to August 2023 the CPI-W increased 3.4 percent.

Motion by Trustee Earickson, “to authorize a 3.4 percent cost of living adjustment wage increase to all KWD personnel effective January 1, 2024,” seconded by Trustee Williams.

Vote: Motion carried unanimously.

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.

In addition to his report, Mr. Crouse and the Board members continued the discussion from the September 21, 2023, meeting regarding KWD applying for funding to expand KWD’s distribution system in Fairfield to address private wells with PFAS contamination. Mr. Crouse reviewed the emerging contaminant grant funding and funding caps available for these types of projects. KWD received an updated cost estimate from Dirigo Engineering of 8.7 million dollars for an expansion to serve Howe Road. The operational challenges for providing KWD water to the Howe Road versus other areas in Fairfield if an expansion was constructed were explained. Concern was expressed by a few Trustees that there is presently no ordinance in the Town of Fairfield to mandate the public to utilize KWD water if the water service is made available. There was consensus that because this is a public health issue, KWD should continue to evaluate the potential for expansion in incremental phases. Mr. Crouse and Mr. Longfellow will evaluate options and associated costs and will present a recommendation to the Board members in early 2024.

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

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.

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

Vote: Motion carried unanimously.

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

In response to a question by Trustee Fuller, Mr. Crouse explained that KWD will be conducting a full-scale carbon replacement pilot project in two of the water filters at the KWD Water Treatment Plant. This pilot project is designed to evaluate the effectiveness of the existing filter system in lowering PFAS levels in KWD’s finished water.

ITEM 10: PUBLIC PARTICIPATION

None

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

None

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

Vote: Motion carried unanimously.

Meeting adjourned at 9:10 a.m.

Sue Markatine, Recording Secretary