

**KENNEBEC WATER DISTRICT  
REGULAR BOARD OF TRUSTEES MEETING  
THURSDAY – SEPTEMBER 21, 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; Sarah Whateley, Clerk (Remote Access); Allan Fuller, Trustee (Remote Access); Bruce Williams, Trustee; Mark McCluskey, Trustee; Denise Bruesewitz, Trustee; Ben Murray, Trustee

Trustees absent: Jeff Earickson, Assistant Treasurer

J. Michael Talbot, Treasurer, left the meeting at 8:37 a.m.  
Denise Bruesewitz, Trustee, left the meeting at 8:47 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**

Mr. Gill from KWD's auditing firm, Runyon Kersteen Ouellette (RKO), attended the meeting via Zoom and was welcomed by the Board members.

**ITEM 2: REVIEW AND APPROVE THE MINUTES OF THE REGULAR BOARD OF TRUSTEES' MEETING OF SEPTEMBER 7, 2023.**

Motion by Trustee Richards, "to accept the minutes of the Regular Board of Trustees' meeting of September 7, 2023," seconded by Trustee Williams.

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

**ITEM 3: REVIEW OF 2022 AUDIT WITH TIM GILL OF RKO**

Mr. Gill reviewed the risk assessment process performed by auditors which identifies and assesses financial accuracies of a company and answered questions from the Board members. He informed the Trustees that the audit went very well with staff being well prepared, and no financial misstatements were detected. Mr. Gill also explained the actuarial calculation he performs for the annual pension plan and employee benefit liabilities line-item adjustment.

**ITEM 4: REVIEW AND APPROVAL OF ACCOUNT WARRANT**

Motion by Trustee Talbot, "to ratify the September 21, 2023, total warrant of checks released for \$547,451.93," seconded by Trustee Williams.

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

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

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

**ITEM 6: APPROVALS/MOTIONS NEEDED**

**A. Payment to Tyler Technologies for Annual Application Services (Licensing, Software as a Service, etc.) for Software used for Billing, General Ledger, Payroll, Record Retention, Asset Management, etc. – \$54,587.51 (2022 Payment – \$53,619.62)**

Mr. Crouse informed the Trustees that the renewal fee with Tyler Technologies for the Annual Software Application Services is now due. This contract includes support, upgrades, information back-up, and security services.

Motion by Trustee Richards, “to authorize the payment to Tyler Technologies for the annual Software Application Services in the amount of \$54,587.51,” seconded by Trustee Talbot.

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

**ITEM 7: 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 8: 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 informed the Board that at the October 5, 2023, meeting he will present the final Budget and Summary of Expenditures for the new KWD Administration and Operations Facilities. At this meeting, he will recommend to the Board for consideration a bonus payment amount for JF Scott Construction due to the early completed construction which resulted in an overall reduction of project costs. This potential bonus is a contract clause at the sole discretion of KWD.

Mr. Crouse mentioned that KWD will hold an all-staff meeting and luncheon on Wednesday, September 27, 2023, from 10:30 a.m. to 1:30 p.m.

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

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

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

Trustee Richards thanked Mrs. Dyer for the additional information regarding expectations of an audit report.

In response to a question from Trustee McCluskey, Mr. Crouse stated KWD has a job opening to replace a distribution technician who recently separated from KWD.

Trustee McCluskey and Trustee Williams have been contacted by a Fairfield resident who has high PFAS contamination levels in his well and on Howe Road and is appealing to KWD to apply for a grant for an expansion of KWD’s distribution system. A cost estimate was previously completed by Dirigo Engineering as part of the preliminary engineering report created for the Town of Fairfield; however, this assessment needs to be updated. The decision to expand the water system is complex and dependent upon several variables including grant monies available, grant application deadlines, street prioritization for interconnection, and resident mandates to connect to public water. The Board members discussed this subject at length and anticipates continuing the discussion at the next meeting.

**ITEM 10: PUBLIC PARTICIPATION**

None

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

None

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

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

Meeting adjourned at 8:50 a.m.

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Sue Markatine, Recording Secretary