

**KENNEBEC WATER DISTRICT  
REGULAR BOARD OF TRUSTEES MEETING  
THURSDAY – MAY 16, 2024 at 7:30 AM**

The meeting was called to order at 7:30 a.m. by President Richards.

Trustees present: Frank Richards, President; Ben Murray, Vice-President; Jeff Earickson, Treasurer; J. Michael Talbot, Assistant Treasurer; Sarah Whateley, Clerk; Denise Bruesewitz, Trustee (Remote Access); Allan Fuller, Trustee; Amy Stabins, Trustee; Bruce Williams, Trustee

Trustees absent: Mark McCluskey, Trustee

Denise Bruesewitz, Trustee, joined the meeting at 7:33 a.m. and left the meeting at 8:55 a.m.

Also present: Roger Crouse, KWD General Manager; Amy Dyer, KWD Finance Manager; Jeff Longfellow, KWD Engineering Manager (Remote Access); Matt Zetterman, KWD Technology Manager; Benny LaPlante, KWD Service Manager (Remote Access); Jared Bragdon, KWD Distribution 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 MAY 2, 2024.**

Motion by Trustee Talbot, "to accept the minutes of the Regular Board of Trustees' meeting of May 2, 2024," seconded by Trustee Earickson.

Vote: Motion carried unanimously.

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

Motion by Trustee Earickson, "to ratify the May 16, 2024 total warrant of checks released for \$71,006.96," seconded by Trustee Talbot.

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

**ITEM 4: REVIEW APRIL 2024 FINANCIAL REPORTS**

The Trustees were provided with the April 2024 Financial Statements and Accounts Receivable Aging Report, and a brief review was conducted.

The Board members thanked Ms. Dyer for the review of the financial statements.

**ITEM 5: REVIEW OF WATER MAIN BREAKS ON KENNEDY MEMORIAL DRIVE**

Mr. Zetterman and Mr. Bragdon conducted a PowerPoint presentation recapping the complexity, challenges, customer impact, and strategic planning to address and repair the two water main breaks on Kennedy Memorial Drive, Waterville. During the assessment of the second break, KWD staff discovered the concrete foundation for the traffic light post was directly above the water main. Therefore, either the water main or the traffic light base needed to be relocated in order to restore full water pressure to KWD customers. The more suitable decision was to relocate the water main. Kudos were given to the KWD team, contractors, and other supporting agencies involved in order to conduct the repairs and to work out a permanent solution.

**ITEM 6: APPROVALS/MOTIONS NEEDED**

**A. PUC Annual Regulatory Assessment - \$ 26,565 (2023 Assessment was \$27,040)**

Mr. Crouse informed the Trustees that the Maine Public Utilities Commission (MPUC) Annual Regulatory Assessment is \$26,565.00. This amount is determined by annual revenues of a utility, and the percentage of time spent by MPUC staff for water-related items in proportion to other utilities.

Motion by Trustee Fuller, “to authorize the payment of \$26,565.00 to the Maine Public Utilities Commission for the Annual Regulatory Assessment Fee,” seconded by Trustee Earickson.

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

**B. Approval of Agreement with Belanger Tree Service**

The Trustees were provided with a request for authorization memo which included proposals from four bidders for tree removal services.

Motion by Trustee Earickson, “to award the contract to the low bidder, Belanger Tree Service, to remove leaning trees, fallen trees, and to clear a portion of the right-of-way located at 131 Drummond Avenue in Waterville for \$16,500.00,” seconded by Trustee Talbot.

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

**C. After-the-Fact Approval of Agreement with Nitram Excavation**

The Trustees were provided with a request for authorization memo outlining the reasons for after the fact approval to enter into an agreement with Nitram Excavation to relocate KWD’s water main away from two signal light bases on Kennedy Memorial Drive. Mr. Crouse explained the funding for this project and answered questions from the Board members.

Motion by Trustee Earickson, “to approve the after the fact agreement with Nitram Excavation to relocate a portion of KWD’s water main on Kennedy Memorial Drive for \$294,970.00,” seconded by Trustee Talbot.

Roll Call Vote: Trustee Earickson – Yea, Trustee Bruesewitz – Yea, Trustee Talbot – Yea, Trustee Richards – Yea, Trustee Stabins – Yea, Trustee Murray – Yea, Trustee Fuller – Yea, Trustee Whateley – Yea, Trustee Williams – Yea. 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.

Referring to his report, Mr. Crouse reiterated the exemplary performance of KWD staff during the challenges of the Kennedy Memorial Drive, Waterville, water main breaks.

The Board members thanked Mr. Crouse for his report.

**ITEM 8: TRUSTEE COMMENTS, CONCERNS, AND/OR IDEAS**

Trustee Earickson broached the subject of offering the same dental insurance benefits KWD employees receive to Trustees. However, the majority of the Board was indifferent to this idea.

**ITEM 9: PUBLIC PARTICIPATION**

None

**ITEM 10: AS NEEDED: EXECUTIVE SESSION – 1 MRSA §405. EXECUTIVE SESSION 405-6A, PERSONNEL**

At 8:36 a.m., motion by Trustee Talbot, “to enter Executive Session under MRSA Title 1, Section 405-6A, Personnel Matters,” seconded by Trustee Fuller.

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

At 8:58 a.m. President Richards brought the Board out of Executive Session.

As a result of Executive Session and on behalf of the Board, President Richards stated Mr. Crouse received a highly positive annual performance evaluation and commended Mr. Crouse on his many achievements at KWD.

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

Vote: Motion carried unanimously.

Meeting adjourned at 9:00 a.m.