

**KENNEBEC WATER DISTRICT
REGULAR BOARD OF TRUSTEES MEETING
THURSDAY – DECEMBER 5, 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 (Remote Access); J. Michael Talbot, Assistant Treasurer; Sarah Whateley, Clerk (Remote Access); Amy Stabins, Trustee (Remote Access); Allan Fuller, Trustee; Bruce Williams, Trustee; Mark McCluskey, Trustee

Trustees absent: Denise Bruesewitz, Trustee

J. Michael Talbot, Assistant Treasurer, joined the meeting at 7:35 a.m.

Also present: Roger Crouse, KWD General Manager; Amy Dyer, KWD Finance Manager; Matt Zetterman, KWD Technology Manager (Remote Access); Benny LaPlante, KWD Service Manager (Remote Access); Jared Bragdon, KWD Distribution Manager (Remote Access); Robbie Bickford, KWD Water Quality Manager (Remote Access); Matt Veilleux, KWD Distribution Technician; Sue Markatine, KWD Recording Secretary

ITEM 1: INTRODUCTION OF GUESTS

A. Welcome New KWD Employee – Matt Veilleux

Mr. Matt Veilleux, KWD’s recently employed Distribution Technician, was introduced and welcomed by the Board members.

ITEM 2: REVIEW AND APPROVE THE MINUTES OF THE REGULAR BOARD OF TRUSTEES’ MEETING OF NOVEMBER 7, 2024.

Motion by Trustee McCluskey, “to accept the minutes of the Regular Board of Trustees’ meeting of November 7, 2024,” seconded by Trustee Fuller.

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

ITEM 3: REVIEW AND APPROVAL OF ACCOUNT WARRANT

Motion by Trustee Earickson, “to ratify the December 5, 2024 total warrant of checks released for \$243,940.83,” seconded by Trustee Williams.

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

ITEM 4: REVIEW OF OCTOBER 2024 FINANCIAL REPORTS

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

On behalf of the Board members, President Richards thanked Ms. Dyer for the review of the financial statements.

ITEM 5: APPROVALS/MOTIONS NEEDED

A. Approval of Chemical Purchase Agreements

The Trustees were provided with a request for authorization memo which included a description of and the bid submittals for the supply of five bulk chemicals for the year 2025.

Motion by Trustee McCluskey, “for the year 2025, to accept the low bids as follows: Sodium Hydroxide bid to Univar Solutions at \$2.6602 per gallon; Alum bid to GAC Chemical Corporation at \$1.835 per gallon; Sodium Hypochlorite bid to Harcros Chemicals at \$2.10 per gallon; Fluoride bid to Univar Solutions at \$5.00 per gallon; and Ortho-Polyphosphate bid to Shannon Chemical Corporation for \$8.73 per gallon,” seconded by Trustee Fuller.

Roll Call Vote: Trustee Earickson – 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.

B. Approval of 2025 Budgets

- i. Operating**
- ii. Capital**
- iii. Cash**

Previously, the Trustees were provided with the Proposed 2025 Capital Budget, Proposed 2025 Operating Budget, and Proposed 2025 Cash Budget. The Proposed 2025 Capital Budget was reviewed at the Board meeting on October 17, 2024. The Proposed 2025 Operating Budget and Proposed 2025 Cash Budget were reviewed at the Budget Workshop on November 21, 2024. The Trustees were provided with updated versions of the proposed budgets. Mr. Crouse and Ms. Dyer answered questions from the Trustees regarding these budgets.

Motion by Trustee Williams, “to approve the 2025 Capital Budget, 2025 Operating Budget, and 2025 Cash Budget,” seconded by Trustee Talbot.

Roll Call Vote: Trustee Earickson – 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.

C. Approval of Annual Employee Holiday Gift (\$200 in 2023 and 2021; \$150 in 2022 and 2020)

Typically, in past years as an expression of appreciation, KWD employees have been provided with a one-time cash bonus in December in their paychecks.

Motion by Trustee Williams, “in appreciation of KWD employees, to authorize a one-time cash bonus of \$200.00 per employee in their paycheck,” seconded by Trustee Talbot.

Roll Call Vote: Trustee Earickson – 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 6: 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 an All-Staff Meeting will be held on Friday, December 13, 2024, from 12:00 p.m. to 2:30 p.m.

In response to a question from Trustee McCluskey, Mr. Crouse stated the return on investment for the geothermal heating system at 131 Drummond Avenue is approximately ten years. However, KWD has filed for a tax credit which, if granted, would be an immediate return on investment.

On behalf of the Board members, President Richards thanked Mr. Crouse for the review of the General Manager’s report.

ITEM 7: DEPARTMENT REPORTS

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

In response to a question from Trustee Williams, Mr. Crouse responded that due to the numerous main breaks on High Street, Fairfield, KWD is assessing the potential of a water main replacement in this area before the Town replaces the pavement.

In response to a question from Trustee Fuller, Mr. Crouse answered any necessary paving relating to projects have been completed. Temporary pavement patches due to repairs will be monitored throughout the winter.

In response to a question from Trustee McCluskey, Ms. Dyer responded that as more customers elect KWD’s new service of opting for electronic bills in lieu of paper bills, KWD will realize some cost savings for bill mailing. The auto pay option KWD offers saves time on check processing, payment telephone calls, and potential disconnect notices and disconnections. However, there is a fee for all transactions made on KWD’s payment portal.

On behalf of the Board members, President Richards thanked the Department Managers for their reports.

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

Because there is no upcoming urgent business, the consensus of the Trustees was to cancel the December 19, 2024 Board meeting.

ITEM 9: PUBLIC PARTICIPATION

None

**ITEM 10: AS NEEDED: EXECUTIVE SESSION – MRS TITLE 1, §405:
EXECUTIVE SESSIONS SECTION 6.**

None

ITEM 11: ADJOURNMENT

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

Roll Call Vote: Trustee Earickson – 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.

Meeting adjourned at 8:23 a.m.

Sue Markatine, Recording Secretary