



**Kennebec Water District Board of Trustees
Regular Meeting
Thursday, March 6, 2025 – 7:30 AM
131 Drummond Avenue, Waterville, ME and Via Zoom**

AGENDA

1. Introduction of guests
2. Review and approve minutes of regular meeting of February 20, 2025
3. Presentation and discussion with David Fox, Raftelis
4. Review and approval of account warrant
5. Review of January 2025 financial reports
6. Approvals/motions needed:
 - a. None anticipated
7. General Manager report
8. Department reports
9. Trustee comments, concerns, and/or ideas
10. Public participation
11. As needed: Executive session 1 MRS §405.
12. Adjournment

**KENNEBEC WATER DISTRICT
REGULAR BOARD OF TRUSTEES MEETING
THURSDAY – FEBRUARY 20, 2025 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; Amy Stabins, Trustee; Mark McCluskey, Trustee; Allan Fuller, Trustee (Remote Access); Bruce Williams, Trustee

Trustees absent: Denise Bruesewitz, Trustee

Also present: Roger Crouse, KWD General Manager; Amy Dyer, KWD Finance Manager; Matt Zetterman, KWD Engineering Manager (Remote Access); Benny LaPlante, KWD Service Manager (Remote Access); 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 JANUARY 16, 2025.

Motion by Trustee Talbot, "to accept the minutes of the Regular Board of Trustees' meeting of January 16, 2025," seconded by Trustee Williams.

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 3: REVIEW AND APPROVAL OF ACCOUNT WARRANT

Motion by Trustee Earickson, "to ratify the February 20, 2025 total warrant of checks released for \$1,354,325.84," 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 4: REVIEW DECEMBER 2024 FINANCIAL REPORTS

The Trustees were provided with the December 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 Borrowing Resolution for Summer Street Main Replacement Project

The Trustees were provided with the borrowing resolution for the Summer Street, Waterville, water main replacement project for their review. (See full resolution following conclusion of minutes.) Mr. Crouse reviewed the details of this interim loan and answered questions from the Board members.

Motion by Trustee Earickson, "to adopt the 2025 Maine Municipal Bond Bank Summer Street, Waterville, water main replacement project resolution for \$3,621,000.00," seconded by Trustee McCluskey.

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 Purchase of Bray Valves

The Trustees were provided with a request for authorization memo which included proposals from three bidders to purchase eleven 16-inch Bray valves and actuators which control the flow of water to ensure the treatment processes are performed as designed at the WTP. Mr. Crouse described the scope of this project, and Mr. Bickford answered questions from the Board members.

Motion by Trustee McCluskey, "to approve the purchase of eleven 16-inch Bray Valves and Actuators from the low bidder, J. T. Lynne/Flow Elements, for \$46,956.69 plus an estimated freight charge of \$2,000 for a total cost of \$48,956.69," seconded by Trustee Williams.

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 commended the distribution employees and managers who have been repairing the numerous water main breaks in the frigid cold and often at night. Trustee Richards echoed this sentiment.

There was a brief discussion regarding the various legislative bills which could impact water utilities.

On behalf of the Board members, President Richards thanked Mr. Crouse for his 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 Earickson, Mr. Crouse stated there are four candidates scheduled for interviews for the IT Technician position.

At Trustee McCluskey's request, there was a discussion of the water main break in Winslow, and the various reasons which could have caused this damage.

Responding to a question from Trustee Stabins, Mr. Bickford reviewed the ongoing PFAS removal pilot project for both the regulated and unregulated chemicals included in this group. Trustee Fuller mentioned a seminar he attended which included the topic of PFAS as related to fish ingestion.

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

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

In response to a question from Trustee Earickson, Mr. Crouse responded there is no update on the replacement for Trustee Bruesewitz who has tendered her Board resignation.

ITEM 9: PUBLIC PARTICIPATION

None

ITEM 10: AS NEEDED: EXECUTIVE SESSION – 1 MRS §405. EXECUTIVE SESSIONS

None

ITEM 11: ADJOURNMENT

Motion by Trustee Williams, "to adjourn the meeting," seconded by Trustee Earickson.

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 8:12 a.m.

Sue Markatine, Recording Secretary

KENNEBEC WATER DISTRICT

2025 Maine Municipal Bond Bank – Summer Street Area Water Main Replacements Resolution (\$3,621,000.00)

The Kennebec Water District (the “**District**”) hereby resolves as follows:

1. Pursuant to Chapter 200 of Private and Special Laws of 1899, as amended, the District is hereby authorized to borrow up to the aggregate principal amount of **Three Million Six Hundred Twenty-One Thousand and 00/100 Dollars (\$3,621,000.00)** (the “**Loan**”) from the **Maine Municipal Bond Bank**, Augusta, Maine (the “**Bond Bank**”), with up to \$1,267,350 in loan forgiveness, all in accordance with the terms and conditions of an approval letter from the Bond Bank to the District dated April 2, 2024, as the same may be amended, and to execute and implement a Loan Agreement with the Bond Bank in the form prescribed by the Bond Bank (the “**Loan Agreement**”) for the purpose of financing construction and improvements for the District’s Summer Street Area Water Main Replacements Project, together with related costs and expenses, including the costs of issuance (collectively, the “**Project**”).
2. Pursuant to the Loan Agreement, and as evidence of the Loan, the District is hereby authorized to issue and sell to the Bond Bank interest bearing and/or non-interest bearing note(s) or bond(s) of the District in the aggregate principal amount of up to **Three Million Six Hundred Twenty-One Thousand and 00/100 Dollars (\$3,621,000.00)** (the “**Bonds**”).
3. The Bonds shall bear such date or dates as the Bond Bank shall request, bear such interest rate or rates, be in such denominations, maturities, and be redeemable at such price or prices, all as shall be set forth in the Loan Agreement and the Bonds, and as may hereafter be determined by the Treasurer and the President of the Board of Trustees to be necessary or advisable, the execution of the Loan Agreement and the Bonds to be conclusive evidence of their determination of the terms and provisions thereof.
4. Each of the Bonds shall bear on its face the words “Kennebec Water District” and shall be signed by the Treasurer and shall be countersigned by the manual or facsimile signature of the President of the Board of Trustees of the District, and shall be in substantially the same form as prescribed in the Loan Agreement or otherwise as prescribed by the Bond Bank.
5. In anticipation of the Bonds heretofore authorized, the District is also hereby authorized to borrow the aggregate principal amount of up to \$3,621,000.00 from the Bond Bank for the Project (the “**SRF Interim Loan**”); (ii) to execute and deliver a Loan Agreement with the Bond Bank in the form prescribed by the Bond Bank (the “**SRF Interim Loan Agreement**”) for the SRF Interim Loan; and (iii) to execute and deliver to the Bond Bank a note in anticipation of the Bonds in the aggregate principal amount of up to \$3,621,000.00 (the “**SRF Interim Note**”) for the Project, in the form prescribed by the Bond Bank. The SRF 27356545_1 Interim Note shall be sold at the par value thereof to the Bond Bank, bear interest at a rate determined by the Bond Bank, and shall mature upon the issuance of the Bonds, or 12 months from the date of the SRF Interim Note, whichever occurs first. The SRF Interim Note shall contain such other terms and provisions as may hereafter be determined by the Treasurer and President of the Board of Trustees to be necessary or advisable, their

execution of the SRF Interim Note to be conclusive evidence of their determination of the terms and provisions thereof.

6. The SRF Interim Note shall bear on its face the words “Kennebec Water District” and “General Obligation Note” and shall be signed by the Treasurer and shall be countersigned by the manual or facsimile signature of the President of the Board of Trustees of the District.
7. The District covenants to establish, maintain, revise, and collect rates and charges for water services furnished by the District sufficient to provide revenues to pay when due current expenses of operating and maintaining the water system; to pay when due interest on the outstanding indebtedness of the District incurred or assumed for District purposes; and to pay or provide for the payment of all indebtedness created or assumed by the District.
8. All actions taken to date by the Board of Trustees and the officers of the District with respect to the authorization, issuance, and sale of the Bonds and SRF Interim Note and consistent with the foregoing resolutions are hereby ratified and confirmed. The President of the Board of Trustees, Treasurer, General Manager, and other officers of the District are, and each of them singly is, hereby authorized to take such action, and to execute and deliver the following with respect to the Bonds and with respect to any SRF Interim Note: a Loan Agreement, a Signature and No Litigation Certificate, and such additional documents, certificates and instruments and any amendments thereto as may be deemed by them as necessary or appropriate to effectuate the issuance of the Bonds and SRF Interim Note heretofore authorized.
9. Any prior resolutions of the Trustees restricting the amount of authorized loans or issuance of bonds And notes, to the extent they conflict with the foregoing resolution, are hereby superseded.

A. ACCOUNT WARRANT MARCH 6, 2025

NO.	CHECK DATE	VENDOR NAME	DESCRIPTION	DOLLAR AMOUNT
1	02/14/2025	ADVANCE 1 CLEANING SERVICES, INC.	MONTHLY CLEANING SERVICE	1,080.00
2	02/14/2025	BRANN & ISAACSON	LEGAL SERVICES	68.75
3	02/14/2025	CDM SMITH, INC.	PFAS MITIGATION PILOT/DESIGN	21,776.63
4	02/14/2025	CINTAS	EMPS. UNIFORM/CLOTHING SVC.-2 WEEKS	412.66
5	02/14/2025	CONSTRUCTION CONSULTING OF ME, LLC	SERVICE-GEOTHERMAL IRS TAX CREDIT	2,936.25
6	02/14/2025	DEAD RIVER COMPANY	PROPANE-VARIOUS LOCATIONS	3,366.56
7	02/14/2025	GRAINGER	PARTS FOR AIR DRYER/PIPING REPAIR-WTP	490.34
8	02/14/2025	HAMMOND LUMBER COMPANY	OAK BOARDS/HARDWARE/STAKES/ MATERIAL FOR CHAIR RAILS	1,152.03
9	02/14/2025	HARCROS CHEMICALS, INC.	SODIUM HYPOCHLORITE-WTP	5,267.70
10	02/14/2025	HEWS COMPANY, LLC	CABINET DOOR GAS SHOCK PARTS	84.61
11	02/14/2025	KENNEBEC AUTO SERVICE	OIL CHANGE/TIRE ROTATE/INSPECT-1 VEHICLE	127.43
12	02/14/2025	MAINE WATER UTILITIES ASSOCIATION	ANNUAL CONFERENCE-1 TRUSTEE/8 EMPS.	1,200.00
13	02/14/2025	TREASURER, STATE OF MAINE-HETL	WATER TEST	30.00
14	02/14/2025	MODERN INDUSTRIES, INC.	WATER TESTS	1,530.00
15	02/14/2025	WILLIAM MUSERO, INC.	12 YARDS SAND/SALT MIX	1,200.00
16	02/14/2025	NORTHERN SAFETY CO, INC.	SAFETY EQUIPMENT-WTP	274.86
17	02/14/2025	FANADO PELOTTE CONTRACTOR	CONTRACTOR SERVICES-VARIOUS LOCATIONS	6,917.50
18	02/14/2025	PORTLAND PAPER PRODUCTS	MULTIFOLD TOWELS	171.00
19	02/14/2025	TECHNOLOGY SOLUTIONS OF MAINE	MONTHLY ANSWERING SERVICE-2 MONTHS	222.85
20	02/14/2025	VERIZON	MONTHLY VEHICLE DATA SERVICE	303.20
21	02/14/2025	WARE-BUTLER, INC.	SHOVELS-WTP	95.98
22	02/14/2025	WATERVILLE SEWERAGE DIST	QUARTERLY SEWER BILL-2 LOCATIONS	106.92
23	02/14/2025	F.W. WEBB COMPANY	CLAMPS/GASKETS/NIPPLES/ELLS/ BATTERY PACKS/PLUGS	2,222.25
24	02/14/2025	TOWN OF WINSLOW	HIGHWAY OPENING PERMIT	101.65
25	02/20/2025	AHM-NORTHERN LIGHT DRUG TESTING	EMPLOYEE DRUG SCREENING	64.00
26	02/20/2025	AQUA BACKFLOW, INC.	PROGRAM MANAGEMENT SERVICE	756.50
27	02/20/2025	CAPITAL ONE TRADE CREDIT-AUBUCHON	SCREWS/FASTENERS	16.59
28	02/20/2025	CAROL EZHAYA	REFUND-CLOSING AGENT & CUST. PAID FINAL	167.58
29	02/20/2025	CDM SMITH, INC.	PFAS MITIGATION PILOT/DESIGN	17,409.34
30	02/20/2025	CINTAS	EMPLOYEES UNIFORM/CLOTHING SERVICE	206.33
31	02/20/2025	DESERT DIAMOND INDUSTRIES	PIPE SAW BLADES	1,192.47
32	02/20/2025	DIG SAFE SYSTEM, INC.	COST OF OPERATIONS	347.62
33	02/20/2025	ERGOS TECHNOLOGY PARTNERS, INC.	BACKUP SERVICES/IT SERVICES	393.75
34	02/20/2025	FIELDING'S OIL & PROPANE CO., INC.	HEATING OIL-WTP	5,595.00
35	02/20/2025	HAMMOND LUMBER COMPANY	ROCK SALT	580.06
36	02/20/2025	HUSSEY COMMUNICATIONS, INC.	MONTHLY INTERNET SERVICE	182.00
37	02/20/2025	INFOSEND, INC.	BILL PROCESSING AND MAILING	3,267.03
38	02/20/2025	KENNEBEC AUTO SERVICE	OIL CHANGE/TIRE ROTATION-2 VEHICLES	244.42
39	02/20/2025	KENNEBEC EQUIPMENT - FAIRFIELD	IMPACT DRIVERS FOR DRILL	15.80
40	02/20/2025	KOZAK & GAYER, P.A.	LEGAL SERVICES-REAL ESTATE EASEMENT	855.00
41	02/20/2025	MAINE LABORATORIES, LLC	WATER TESTS	5,830.00
42	02/20/2025	MAINE MUNICIPAL ASSOCIATION	UNEMPLOYMENT COMPENSATION	167.00
43	02/20/2025	TREASURER, STATE OF MAINE-HETL	WATER TESTS	530.00
44	02/20/2025	WORKPLACE HEALTH	HEPATITIS B VACCINATION	55.70
45	02/20/2025	MATERIAL HANDLING SALES	PALLET RACK SHELVING-COLD STORAGE BLDG.	2,167.69
46	02/20/2025	PINE TREE WASTE, INC.	RUBBISH REMOVAL/PORTAPOTTY RENTAL	361.00
47	02/20/2025	E.J. PRESCOTT, INC.	GRIP RING ACCESSORY PACKS	2,649.72
48	02/20/2025	ROKI REPAIR SHOP	SERVICE/COMMERCIAL INSPECTION-1 VEHICLE	483.32

A. ACCOUNT WARRANT MARCH 6, 2025

NO.	CHECK DATE	VENDOR NAME	DESCRIPTION	DOLLAR AMOUNT
49	02/20/2025	THE SHERWIN-WILLIAMS COMPANY	PAINT SUPPLIES	236.23
50	02/20/2025	SULLIVAN ASSOCIATES	CHEMICAL PUMP TUBES/CL & PH METER	5,306.56
51	02/20/2025	PORTLAND-W.W. WILLIAMS CO., LLC	PROGRAM GENERATOR AUTO LOAD TEST	905.00
52	02/20/2025	WARE-BUTLER, INC.	ANALYZER INSTALLATION MATERIALS	51.97
53	02/20/2025	F.W. WEBB COMPANY	BATTERY CHARGER/CLAMP/GASKETS/ ADAPTER/GATE VALVE/HYDRANT TEE	3,283.77
54	02/20/2025	WRIGHT-PIERCE	SERVICES-TICONIC BRIDGE WATER MAIN	537.90
55	02/27/2025	MAINE MUNICIPAL EMPS. HEALTH TRUST	MONTHLY HEALTH INSURANCE PREMIUMS	36,940.38
56	02/27/2025	NORTHEAST DELTA DENTAL	MONTHLY DENTAL INSURANCE PREMIUMS	980.40
57	02/27/2025	CENTRAL MAINE POWER	MONTHLY ELECTRICITY-VARIOUS LOCATIONS	2,499.98
58	02/27/2025	CINTAS	EMPLOYEES UNIFORM/CLOTHING SERVICE	206.33
59	02/27/2025	635-CONSOLIDATED COMMUNICATIONS	MONTHLY TELEPHONE SERVICE	136.18
60	02/27/2025	DEAD RIVER COMPANY	PROPANE/OIL-VARIOUS LOCATIONS	890.13
61	02/27/2025	EXPRESS ELECTRICAL	WIRING FOR NEW BRAY VALVE	500.00
62	02/27/2025	GENERAL ALUM N.E. CORP.	ALUM-WTP	5,550.77
63	02/27/2025	GONETSPEED	MONTHLY TELEPHONE/INTERNET SERVICE	114.90
64	02/27/2025	HAMMOND LUMBER COMPANY	MATERIALS FOR CHAIR RAILS	9.43
65	02/27/2025	HR MAINE CONSULTING	HUMAN RESOURCE CONSULTING	125.00
66	02/27/2025	KENNEBEC AUTO SERVICE	INSPECT/OIL CHG./TIRE ROTATE-2 VEHICLES	270.83
67	02/27/2025	KENNEBEC COUNTY REGISTRY OF DEEDS	LIEN DISCHARGE RECORDING FEES-2 PROPERTIES	44.00
68	02/27/2025	KENNEBEC EQUIPMENT - FAIRFIELD	PUMP MAINTENANCE	105.00
69	02/27/2025	MAINE MUNICIPAL ASSOCIATION	WORKERS' COMPENSATION PREMIUM	557.00
70	02/27/2025	TREASURER, STATE OF MAINE	ANNUAL CHEMICAL REPORTING FEE	650.00
71	02/27/2025	TREASURER, STATE OF MAINE-HETL	WATER TEST	30.00
72	02/27/2025	MESSALONSKEE STREAM HYDRO, LLC	ENERGY CREDITS	17,368.86
73	02/27/2025	MODERN INDUSTRIES, INC.	WATER TESTS	1,650.00
74	02/27/2025	MOODY'S INVESTORS SERVICE	ANNUAL GOVERNMENT FEE	500.00
75	02/27/2025	NORTHEAST LABORATORY	WATER TESTS	215.00
76	02/27/2025	SARGENT	COLD PATCH	3,088.90
77	02/27/2025	THE SHERWIN-WILLIAMS COMPANY	PAINT SUPPLIES	43.22
78	02/27/2025	UNITED AG & TURF NE, LLC	PIPE SAW MAINTENANCE ITEMS	292.90
79	02/27/2025	F.W. WEBB COMPANY	NIPPLES/GASKETS/BALL VALVES/CLAMPS	936.02
TOTAL WARRANT				178,703.75



March 6, 2025
Trustee Meeting
General Manager Report

1. Notable accomplishments/successes since last report (including personnel commendations):

- a. Staff from the Distribution Department have made numerous main break repairs in extreme cold weather conditions over the past six weeks. We are fortunate to have such an exceptional group of dedicated professionals on our team.

2. Progress report on items presented at the previous Trustee meeting:

- a. Dave Fox with Raftelis Financial Consultants will virtually attend the start of the March 6, 2025, board meeting to discuss cost of service studies and rate structure evaluations.
- b. Maine Power Options has established March 18th as the bid date for heating fuels for the 2025-2026 heating season. We will be seeking bids for the anticipated purchase of 13,000 gallon of heating oil.

3. New or upcoming items of significance:

- a. We will be holding our spring staff meeting on March 27th. The meeting will conclude with a retirement celebration for Bob Durand (his last day is anticipated to be March 28th). Bob has worked at KWD for almost 26 years. The retirement celebration will begin at 10:45 am.
- b. We are working with Career Management Associates to develop an agreement for a compensation study to evaluate KWD's compensation versus the market. This project will start in the next couple of months.
- c. Our work with CDM Smith on our PFAS piloting and preliminary design has been very productive. We anticipate having CDM Smith present their findings to the Board of Trustees on May 1, 2025.



March 6, 2025

**Trustee Meeting
Department Reports**

Department: Water Quality

Submitted by: Robbie Bickford

1. Notable accomplishments/successes since last report (including personnel commendations):

a. N/A

2. Progress report on items presented at the previous Trustee meeting:

a. China Lake (Lake Elevation: 169.4 feet or 25 inches below spillway)

i. China Lake Section 319 Grant:

1. The third steering committee meeting was held 2/24/25 to finalize plans for erosion control and educational activities around China Lake this summer.

ii. South Peninsula Harvest:

1. Weather conditions continue to facilitate a harvest of the South Peninsula of China Lake. Comprehensive Land Technologies (CLT) has started harvesting operations after completing some road improvements to allow access to the harvest area.

b. PFAS Mitigation Project:

i. Full Scale GAC Replacement Trial – Water quality testing for this trial continues but the frequency of testing will be reduced at the end of March 2025 (the one-year mark of the trial). Reduced testing will include monthly PFAS testing to monitor the long-term effectiveness of the GAC in the trial filters.

ii. Preliminary Engineering:

1. CDM Smith provided a draft memo on the results of the Rapid Small Scale Column Testing.

c. Cationic Polymer Trial:

i. The new coagulation aid has been ordered for the trial and is scheduled in two phases to be completed in April 2025 and August 2025.

d. Service Line Inventory:

i. The statistical evaluation to identify the “unknown” service lines is ongoing throughout the distribution system. Letters will be mailed or hand delivered to the customers of the randomly selected 371 services request them to self-identify their service line material.

3. New or upcoming items of significance:

a. N/A



**March 6, 2025
Trustee Meeting
Monthly Department Report**

Department: Service

Submitted by: Benny LaPlante

1. Notable accomplishments/successes since last report (including personnel commendations):

- a. N/A

2. Progress on items presented in previous monthly department reports:

- a. All employees have completed their annual safety training for 2025.
- b. Bi-annual 1st Aid / CPR / AED training has been completed thanks to our local Delta Ambulance trainers.

3. New or upcoming items of significance:

- a. We have reached out to Maine Department of Labor SafetyWorks, requesting sound level testing for our new vac truck and pneumatic jackhammer. This will allow us to calculate the proper level of hearing protection necessary to protect affected employees when working with this equipment.
- b. We are working with Northern Light Inland Hospital to master-meter the Medical Arts building. This building has 12 separate metered accounts, each with a testable backflow prevention device. Soon there will be one meter and one testable backflow prevention device, eliminating a non-conforming service.



**March 6, 2025
Trustee Meeting
Department Reports**

Department: Finance Department

Submitted by: Amy Dyer

1. Notable accomplishments/successes since the last report (including personnel commendations):
 - a. Auditors from RKO wrapped up their field work in three days (February 24th- 26th). Everything went very smoothly.
 - b. We continue to be short-handed. For most of the month of February we were down at least one person every day and for the month of March one associate will be on reduced hours.
 - c. Tammy and I have completed the annual worker's compensation insurance audit for Maine Municipal Association. A quote from the Member Services Supervisor of Risk Management Services in response to our audit: *"You did an amazing job, and I truly appreciate you."*
2. Progress report on items presented at the previous Trustee meeting:
 - a. I am working with Matt Zetterman to create the process of paying bills through electronic funds transfer (EFT).
 - b. I have been working on finalizing project costs for preparing loan applications and requests for Pleasant Street, Summer Street, lead service line investigations, and the vac truck.
3. New or upcoming items of significance:
 - a. N/A



**March 6, 2025
Trustee Meeting
Monthly Department Reports**

Department: Distribution

Submitted by: Jared Bragdon

1. Notable accomplishments/successes since the last report (including personnel commendations):

- a. A big thank you to the distribution team for their hard work, resilience, professionalism, dedication, and determination this winter. Since December 29, 2024, we have faced 15 leaks, many of which required urgent attention in some of the most brutal, windy, and frigid conditions Central Maine has experienced in recent decades.

2. Progress on items presented in previous monthly department reports:

- a. Hydrant checks-We continue to monitor remaining hydrants as they are used for emergency service and flushing during leak repairs.
- b. Gatebox inspections- This project is ongoing.

3. New or upcoming items of significance:

- a. Spring hydrant flushing

4. Main Break Summary:

See table below

DATE OF LEAK	LOCATION (STREET)	MUNICIPALITY	PIPE SIZE	PIPE/SERVICE INSTALLED DATE	MATERIAL	TYPE OF LEAK
2/14/2025	Halifax St @ Whipple St	Winslow	8"	1940	Cast Iron (Unlined)	Circumferential at the Tee
2/18/2025	Brook St	Waterville	6"	1922	Cast Iron (Unlined)	Longitudinal Split
2/18/2025	Glen Ave	Waterville	2"	1956	Cast Iron (Lined)	Circumferential Split
2/19/2025	Violette Ave @ Cool St	Waterville	8"	1949	Cast Iron (Unlined)	Circumferential at the hydrant tee



March 6, 2025
Trustee Meeting
Monthly Department Reports

Department: Engineering

Submitted by: Matt Zetterman

1. Notable accomplishments/successes since last report (including personnel commendations):
N/A

2. Progress report on items presented at the previous Trustee meeting:

- a. IT Technician Position – We have started interviews for the new IT Technician position and have our last one scheduled for March 3rd. At that point we'll decide if we've identified a candidate we want to make an offer to or if we'll continue our search.
- b. 2026 Boutelle and Sanger Water Main Replacement Project – We continue to work on the design for next year's water main replacement project. Our goal is to put this project out to bid over the next couple of months.

3. New or upcoming items of significance:

- a. 2027 Water Main Replacement Project – We are in the process of working with our municipal partners to determine our main replacement project for the 2027 construction season. Once the project is identified, we'll start surveying for the project and will plan to apply for SRF funding in September 2025.
- b. Totman Court Water Main Replacement Project – We are tentatively planning to replace around 180 feet of 2-inch water main on Totman Court in Fairfield in-house this year. While we don't have the resources to complete larger water main projects in-house, shorter 2-inch projects are ideal for us to complete in-house. We will meet on site when the snow melts to start the planning process.