



**Kennebec Water District Board of Trustees
Regular Meeting
Thursday, April 3, 2025 – 7:30 AM
131 Drummond Avenue, Waterville, ME and Via Zoom**

AGENDA

1. Introduction of guests
 - a. Welcome KWD employee Lucas Ramsey, IT Technician
2. Review and approve minutes of regular meeting of March 20, 2025
3. Review and approval of account warrant
4. KSTD-KWD merger presentation and discussion
5. Approvals/motions needed:
 - a. Purchase approval for inventory materials
 - b. Approval of fuel oil purchase agreement for the water treatment plant (after-the-fact)
6. General Manager report
7. Department reports
8. Trustee comments, concerns, and/or ideas
9. Public participation
10. As needed: Executive session 1 MRS §405.
11. Adjournment

**KENNEBEC WATER DISTRICT
REGULAR BOARD OF TRUSTEES MEETING
THURSDAY – MARCH 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; Mark McCluskey, Trustee; Allan Fuller, Trustee; Bruce Williams, Trustee; Matt Bulmer, Trustee-Appointee

Trustees absent: Amy Stabins, 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); Jared Bragdon, KWD Distribution Manager (Remote Access); Robbie Bickford, KWD Water Quality Manager (Remote Access)

ITEM 1: INTRODUCTION OF GUESTS

On behalf of the Trustees, President Richards welcomed Trustee-Appointee Bulmer. Trustee Bulmer is fulfilling the term for Denise Bruesewitz who recently resigned from the Board.

**ITEM 2: REVIEW AND APPROVE THE MINUTES OF THE REGULAR BOARD OF TRUSTEES' MEETING OF FEBRUARY 20, 2025.
(NO QUORUM ON MARCH 6, 2025)**

Motion by Trustee Talbot, "to accept the minutes of the Regular Board of Trustees' meeting of February 20, 2025," seconded by Trustee Earickson.

Vote: Motion carried unanimously.

**ITEM 3: REVIEW AND APPROVAL OF ACCOUNT WARRANTS
(MARCH 6, 2025 AND MARCH 20, 2025)**

Motion by Trustee Earickson, "to ratify the March 6, 2025 total warrant of checks released for \$178,703.75," seconded by Trustee Talbot.

Vote: Motion carried unanimously.

Motion by Trustee Earickson, "to ratify the March 20, 2025 total warrant of checks released for \$270,974.57," seconded by Trustee Talbot.

Vote: Motion carried unanimously.

ITEM 4: REVIEW FEBRUARY 2025 FINANCIAL REPORTS

The Trustees were provided with the February 2025 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. Purchase Approval for Metering Equipment

The Trustees were provided with a request for the purchases of the 2025 water meters and associated meter reading equipment. Mr. LaPlante answered questions from the Board members regarding this equipment.

Motion by Trustee Earickson, “to approve the purchases of the 2025 water meters and water meter reading equipment from Core & Main for a total of \$154,949.70,” seconded by Trustee McCluskey.

Vote: Motion carried unanimously.

**B. Approval of Fuel Oil Purchase Agreement for the Water Treatment Plant
(After -The-Fact)**

This agenda item will be presented at the next Board meeting.

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 reference to his report, Mr. Crouse expanded on the meeting with senior leaders from Huhtamaki Manufacturing Plant. Mr. Crouse and Mr. Bickford answered questions from the Board members.

In addition to his report, Mr. Crouse mentioned the closure of Inland Hospital and the potential impact of consumption and revenue to KWD.

The new KWD Information Technology Technician, Lucas Ramsey, will begin employment at KWD on March 24, 2025.

In response to a question from Trustee Fuller, Mr. Bickford updated the Board members on the China Lake South Peninsula tree harvest being conducted by Comprehensive Land Technologies.

On behalf of the Board members, President Richards thanked Mr. Crouse for his report.

ITEM 7: TRUSTEE COMMENTS, CONCERNS, AND/OR IDEAS

At Trustee Earickson’s request, Mr. LaPlante explained the technology and Mr. Zetterman touched on the security of the water meters two-way communication reading devices.

ITEM 8: PUBLIC PARTICIPATION

None

ITEM 9: AS NEEDED: EXECUTIVE SESSION – 1 MRS §405. EXECUTIVE SESSIONS

None

ITEM 10: ADJOURNMENT

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

Vote: Motion carried unanimously.

Meeting adjourned at 8:15 a.m.

Note: Although Trustee-Appointee Bulmer was present at this meeting, his oath of office was still pending; therefore, he did not vote on any motion items.

Sue Markatine, Recording Secretary

A. ACCOUNT WARRANT APRIL 3, 2025

No.	CHECK DATE	VENDOR NAME	DESCRIPTION	DOLLAR AMOUNT
1	03/13/2025	FRANCOTYP-POSTALIA, INC.	POSTAGE FOR POSTAGE METER	2,000.00
2	03/15/2025	WATER SAMPLE SHIPPING FEES/BATTERIES/OFFICE SUPPLIES/SECURITY CAMERA		
		MONTHLY PLAN/MEETING FOOD/TAPE/SAFETY GLASSES/GLOVES/PLC HARDWARE/		
		MARKING CRAYONS/SAFETY BOOTS/LUBE/MICROSOFT SUBS./GOOGLE WORKSPACE/		
		TANK SUPPLIES/CHART PAPER/TAG DATABASE SOFTWARE/TOOL HOLDERS/ NEW		
		EMP. BACKGROUND CHECK/PAINT/SHOVEL MOUNT ROOF RACK KIT/GOTO PHONE/		
		COPY PAPER/WTP SUPPLIES		4,118.29
3	03/18/2025	CDM SMITH, INC.	PFAS PILOT DESIGN SERVICES	17,804.95
4	03/18/2025	CINTAS	EMPLOYEES UNIFORM/CLOTHING SERVICE	206.33
5	03/18/2025	ERGOS TECHNOLOGY PARTNERS, INC.	BACKUP SERVICES/APPLIANCE RENTAL	150.00
6	03/18/2025	EXPRESS ELECTRIC EEC, INC.	ELECTRICAL SERVICES	85.00
7	03/18/2025	KIMBERLEY A FEUGILL	VARIOUS DECALS	182.40
8	03/18/2025	HARCROS CHEMICALS, INC.	SODIUM HYPOCHLORITE-WTP	5,250.00
9	03/18/2025	INFOSEND, INC.	BILL PROCESSING AND MAILING	1,996.56
10	03/18/2025	KENNEBEC AUTO SERVICE	REPAIRS-1 VEHICLE	239.00
11	03/18/2025	KENNEBEC EQUIPMENT - FAIRFIELD	REPLACE PUMP DISCHARGE HOSE	46.50
12	03/18/2025	TREASURER, STATE OF MAINE-HETL	WATER TEST	30.00
13	03/18/2025	MODERN INDUSTRIES, INC.	WATER TESTS	825.00
14	03/18/2025	NORTHEAST LABORATORY	WATER TESTS	1,370.00
15	03/18/2025	PINE TREE WASTE, INC.	RUBBISH REMOVAL-2 LOCATIONS	216.00
16	03/18/2025	PULSE MARKETING AGENCY	ANNUAL HOSTING/SOCIAL MEDIA	6,720.00
17	03/18/2025	RUNYON KERSTEEN OUELLETTE	2024 FINANCIAL AUDIT	10,000.00
18	03/18/2025	USA BLUE BOOK	LAB SUPPLIES-WTP	947.32
19	03/18/2025	WARE-BUTLER, INC.	HAND TAMPER	47.33
20	03/18/2025	F.W. WEBB COMPANY	TAPE/MARKERS	83.79
21	03/18/2025	WINSLOW SUPPLY, INC.	PVC PIPE	147.84
22	03/21/2025	FLORES & ASSOCIATES	MNTHLY ADMIN FEE DEDUCTIBLE REIMBURSE.	84.00
23	03/27/2025	MAINE MUNICIPAL EMPS. HEALTH TRUST	MONTHLY HEALTH INSURANCE PREMIUMS	36,960.54
24	03/27/2025	NORTHEAST DELTA DENTAL	MONTHLY DENTAL INSURANCE PREMIUMS	980.40
TOTAL WARRANT				90,491.25

Considering the Merger of KWD and KSTD

Is This the Right Time and Opportunity



1

Introduction

- ▶ This presentation is:
 - ▶ A high-level overview of challenges and benefits of a possible merger
- ▶ This presentation isn't:
 - ▶ An attempt to quantify all challenges, expenses, savings, and benefits of a merger



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Kennebec Water District

- ▶ Purpose - provide high quality water for the protection of public health and safety
- ▶ Origin - chartered in 1899
- ▶ Geography - serves Waterville, Fairfield, Winslow, Benton, Vassalboro, and wholesales water to Oakland
- ▶ Board of Trustees - 10 elected trustees
- ▶ Number of Employees - 28
- ▶ Total Revenue - \$8.3 million (2025 est.)



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Kennebec Sanitary Treatment District

- ▶ Purpose - to collect and treat wastewater from member communities and discharge treated effluent to the Kennebec River.
- ▶ Origin - chartered in 1971, full operation in 1976.
- ▶ Geography:
 - Chartered: Waterville, Winslow, Fairfield, Benton, Huhtamaki
 - Non-Chartered: Oakland via Waterville, Vassalboro via Winslow
- ▶ Board of Trustees - 10 appointed by 4 municipalities
 - (No representation for Huhtamaki, Oakland, or Vassalboro)
- ▶ Number of Employees - 13
- ▶ Total Revenue - \$4.5 million (2025)



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Similarities

- ▶ Geography - services provided to the same communities
- ▶ Quasi-Municipal - legislatively chartered
- ▶ Boards of Trustees - 10 board members on each board
- ▶ Water cycle connection (KWD delivers - KSTD treats the waste)
- ▶ Public perception/understanding
- ▶ Labor Contract - same union (Teamsters)



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Differences

KWD

- ▶ Individual Services
 - ▶ ~9,000 customers
- ▶ Quarterly billing based on water usage
- ▶ Rates are regulated by PUC
- ▶ Huhtamaki is an industrial user
- ▶ Regulated by Maine Drinking Water Program, a division of DHHS
- ▶ Water tastes great

KSTD

- ▶ Only 5 Customers
 - ▶ Waterville, Winslow, Fairfield, Benton & Huhtamaki
 - ▶ Oakland via Waterville Sewerage District
 - ▶ Vassalboro via Town of Winslow
- ▶ Annual allocation process based on flow and wastewater strength
- ▶ Rates are NOT regulated by PUC
- ▶ Huhtamaki is a chartered member & Industrial user.
- ▶ Licensed and regulated by Bureau of Water Quality, a division of Maine DEP
- ▶ Water tastes awful (so we have heard ☹)



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Who decides if a merger occurs?

- ▶ Boards of Trustees
- ▶ Legislature/Governor - charter approval
- ▶ Regulatory Agency Review
- ▶ Municipal vote
 - ▶ Not anticipated but could be required by the legislature
 - ▶ Voters/customers can weigh in throughout the process



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What would a merger look like?

- ▶ New singular Board of Trustees
 - Possibly 10 Trustees, based on population of chartered communities.
- ▶ 1 General Manager oversees merged District
 - WWTP Superintendent position would be maintained, but structure redefined
- ▶ Approximately 40 employees
- ▶ Separate Financial Accounts
 - Separate enterprise accounts would ensure one utility service is not subsidizing the other
- ▶ No change in services provided



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Has this been done before?

- ▶ Yes! There are several examples of merged water/sewer districts in Maine (and across the country):
 - Greater Augusta Utility District
 - Portland Water District
 - Jay/Livermore Falls Utility District
 - Caribou Utilities District
 - Presque Isle Utilities District
 - Dexter Utilities District



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What's the problem that needs to be fixed?

- ▶ None
 - ▶ Staff and trustees are work well within the existing structure
 - ▶ Stand alone water and wastewater districts exist across the state
- ▶ Is there an opportunity for a different structure to better serve the communities we serve?
 - ▶ Is now the right time to modify how water and wastewater services are provided in the greater Waterville area?



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Cons

- ▶ Cost \$\$ (consultants including legal, HR, marketing, etc.)
 - How would cost be divided?
 - Proposed 2/3 KWD, 1/3 KSTD
 - Estimated cost of \$70K - \$90K over 2+ years
- ▶ Staff time - Managers would invest significant hours to ensure a successful merger
- ▶ Trustee time - Trustee reps from both boards would be needed for committee/consultant meetings
- ▶ Uncertainty for employees
- ▶ Public Perception
 - Water & wastewater treatment facilities in Maine have been in the spotlight in recent years (e.g. PFAS). Will this impact public perception of a merger?
 - A thoughtful public relations strategy would be needed for public engagement.



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Pros



- ▶ Reduction in total number of trustees and time commitment to water and wastewater governance
- ▶ Consolidate management and administrative duties
- ▶ Possible staff reduction through attrition
- ▶ Better opportunities for employee growth and development
- ▶ Sharing of equipment resources



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Pros



- ▶ Consolidation of similar contract services
- ▶ Better utilization of specialized staff (IT, fleet management, construction management)
- ▶ Consolidation of Union contract
- ▶ Ongoing opportunities for greater efficiency
- ▶ More efficient communications to public about important notices on drinking water or wastewater services

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If there is interest in considering a merger, what are the next steps?



- ▶ **Option 1 - Develop a letter of interest from both boards**
 - A majority vote from both boards will be needed
 - Develop request for proposals from legal firms to guide through the process
 - Designate a sub-committee made up of representatives from both boards
- ▶ **Option 2 - Hire a consultant to conduct an analysis and report of a possible merger.**
 - Input from staff, trustees, municipalities, etc.
 - Boards would decide whether to continue after report is presented

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Conclusion

- ▶ Will the long-term benefits to our customers and communities outweigh the temporary consolidation costs (money, time, adjustment period)
- ▶ An opportunity exists now
 - ▶ Is now the right time and is this the right opportunity?

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Discussion




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MEMO

April 3, 2025

To: Kennebec Water District Board of Trustees

From: Jared Bragdon, Distribution Manager

Cc: Roger Crouse, General Manager

Subject: 2025 Bulk Inventory Purchase

Need/Background

KWD maintains an inventory of regularly used water system replacement items such as curb and gate boxes, brass components, pipe repair materials, hydrants and hydrant parts, etc. Generally, these components are purchased in limited quantities as needed to replenish items as they are used. Consequently, most orders are well under the \$15,000 threshold requiring trustee approval.

However, considering the potential for price increases from the tariffs proposed by the current federal administration, I am requesting Board approval for a bulk purchase of inventory items listed in the attached quote. The tariffs are expected to impact steel components manufactured in Canada as well as components made of other metals, including brass and stainless steel, which are commonly used in our operations. By securing this inventory now, we may avoid anticipated cost increases and while maintaining stable pricing for critical components.

With the increased storage capacity at our Drummond Ave operations facility, we can accommodate larger inventory orders. Given that prices for these materials are trending upward, and are unlikely to decrease, this purchase represents a prudent move to control costs. The items in this order are expected to meet our needs for one to two years as shown below.

Inventory Details

- **Curb box order** – Expected to last approximately 2 years.
- **Gate box components** – Expected to last approximately 2 years.
- **Brass order** – Expected to last approximately 2 years.
- **Hymax couplings** – Expected to last 1–1.5 years, depending on the number of leaks.
- **Stainless steel wrap-arounds** – Expected to last approximately 1.5 years.
- **Hydrant components** – Including hydrants and hydrant parts, expected to last more than 2 years.

Request: I am requesting Board approval to place this bulk order for a total of **\$98,512.67**. This purchase will help the District secure pricing ahead of potential tariff increases, ensure long-term inventory stability, and leverage the increased storage capacity at Drummond Ave.



F.W. WEBB COMPANY

29 Industrial Drive
Oakland, ME 04963
Phone: 207-873-2111 Fax: 207-300-2509

This is your **Quotation** from F.W. Webb Company.
Please review the products listed on this quotation for accuracy and completeness.

Quotation number: 90031107	Ship to: Kennebec Water District 131 Drummond Ave Waterville, ME 04903 207-872-2763	Bill to: Kennebec Water District 131 Drummond Ave Waterville, Me 04903 207-872-2763			
Quote Date : 03/19/2025					
Cust.Nbr: 60755	Customer PO:	Rel:	Job:	Quoted By: MJOHN	Requested: 03/19/2025

Quantity	Description	Net Price	Total
400	Bibby BIBU1600 Crb Bx Erie 6' Sm Arch Plg Lid Na	\$42.400	\$16,960.00
200	Bibby BIBUS360 Crb Bx Rod 1/2x36" 304ss S-pnt Na	\$16.910	\$3,382.00
100	Bibby BIBV7500 Vlv Bx Top 36" Slid Top Flg L/cvr Na	\$74.620	\$7,462.00
50	Bibby BIBV8190 Vlv Bx Btm 36" Slp Wssc W/8" Base Na	\$82.290	\$4,114.50
50	Bibby BIBV8620 Vlv Bx Rsr 24" Slid L/cvr Na	\$89.290	\$4,464.50
50	Bibby BIBV8780 Vlv Bx Cvr 5-1/4" Wtr Na BRASS	\$24.720	\$1,236.00
48	Cambridge Brass C/B119NL-H3H3 Cplg Lf Brs 3/4" Cts Cb	\$29.240	\$1,403.52
24	Cambridge Brass C/B119NL-H4H4 Cplg Lf Brs 1" Cts Cb	\$33.460	\$803.04
48	Cambridge Brass C/B202NL-H3H3 Crb Stp Lf Brs 3/4" Cts Cb	\$106.140	\$5,094.72
24	Cambridge Brass C/B202NL-H4H4 Crb Stp Lf Brs 1" Cts Cb	\$159.620	\$3,830.88



F.W. WEBB COMPANY

29 Industrial Drive
Oakland, ME 04963
Phone: 207-873-2111 Fax: 207-300-2509

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Waterville, Me 04903
207-872-2763**

Quote Date :

03/19/2025

Cust.Nbr:

60755

Customer PO:

Rel:

Job:

Quoted By:

MJOHN

Requested:

03/19/2025

Quantity	Description	Net Price	Total
48	Cambridge Brass C/B119NL-H3IP3 Cplg Lf Brs 3/4" Cb Ctsxip	\$32.380	\$1,554.24
48	Cambridge Brass C/B117NL-IP3M3 Adpt Lf Brs 3/4" lpxm	\$29.010	\$1,392.48
48	Cambridge Brass C/B202NL-H3F3 Crb Stp Lf Brs 3/4" Cb Ctsxf	\$93.220	\$4,474.56
24	Cambridge Brass C/B301NL-A3H3 Corp Stp Lf Brs 3/4" Ccxcts Cb	\$77.490	\$1,859.76
24	Cambridge Brass C/B301NL-A4H4 Corp Stp Lf Brs 1" Ccxcts Cb HMX	\$101.920	\$2,446.08
6	Hymax HMX860-54-0163-16 Cplg Hymax2 6" Flip Gskt 6.42-7.68	\$357.870	\$2,147.22
6	Hymax HMX860-54-0217-16 Cplg Hymax2 8" Flip Gskt 8.54-9.84 SMB	\$404.040	\$2,424.24
6	Smith-Blair SMB261-00069007-000 Rpr Clmp Ss 6x7-1/2" Ss Lug 6.84-7.24	\$94.130	\$564.78
6	Smith-Blair SMB261-00069012-000 Rpr Clmp Ss 6x12-1/2" Ss Lug 6.84-7.24	\$150.650	\$903.90
6	Smith-Blair SMB261-00069015-000 Rpr Clmp Ss 6x15" Ss Lug 6.84-7.24	\$165.870	\$995.22



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Cust.Nbr:

60755

Customer PO:

Rel:

Job:

Quoted By:

MJOHN

Requested:

03/19/2025

Quantity	Description	Net Price	Total
6	Smith-Blair SMB261-00090507-000 Rpr Clmp Ss 8x7-1/2" Ss Lug 8.99-9.39	\$109.910	\$659.46
6	Smith-Blair SMB261-00090512-000 Rpr Clmp Ss 8x12-1/2" Ss Lug 8.99-9.39	\$175.550	\$1,053.30
6	Smith-Blair SMB261-00090515-000 Rpr Clmp Ss 8x15" Ss Lug 8.99-9.39 HYD & PARTS	\$201.810	\$1,210.86
2	Clow Valve CLO3156D7ZE4CL0289 Fire Hydrnt Eddy L/drn 6-1/2' Kennebec O/r	\$3,650.090	\$7,300.18
1	Clow Valve CLO31506MC64AG07E9 Fire Hydrnt Eddy L/drn 6' Bng Yel/alum O/r	\$3,573.020	\$3,573.02
1	Clow Valve CLO315056N68AG0279 Fire Hydrnt Eddy L/drn 5' Brw Yel/blu O/r	\$3,418.890	\$3,418.89
12	Clow Valve CLOR1620043 Main Vlv Assy Bb 5-1/4" Eddy Hydrnt ***** OR OPTION *****	\$353.420	\$4,241.04
12	Clow Valve CLOT1600104 Main Vlv Rbr #24 5-1/4" Eddy Hydrnt	\$84.820	\$1,017.84
12	Clow Valve CLOA1610840 Upr Stm #19 Ss 5-1/4" Eddy Hydrnt	\$382.870	\$4,594.44
12	Clow Valve CLOF2202795 Lwr Stem #29a Cop O/r 5-1/4" Eddy Hydrnt	\$327.500	\$3,930.00



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90031107	Kennebec Water District	Kennebec Water District			
	131 Drummond Ave	131 Drummond Ave			
Quote Date :	Waterville, ME 04903	Waterville, Me 04903			
03/19/2025	207-872-2763	207-872-2763			
Cust.Nbr:	Customer PO:	Rel:	Job:	Quoted By:	Requested:
60755				MJOHN	03/19/2025

Quantity	Description	Net Price	Total
<hr/>			
		Subtotal	\$98,512.67
		Shipping	\$0.00
		Handling	\$0.00
		Tax	\$0.00
		Total	\$98,512.67

Thank you for the opportunity to provide product pricing to meet your business needs.

Please visit our website for additional products or information <http://www.fwwebb.com>

This Quotation is valid for 10 days after the above Quote Date.

* Restocking fees may apply on any Special Order Items.

Please Note: This email was sent from a notification-only address that cannot accept incoming email. Please do not reply to this message.



MEMO

April 3, 2025

To: Kennebec Water District Board of Trustees

From: Roger Crouse, General Manager

Subject: Request for After-the-Fact Approval – Fuel Oil Purchase for Water Treatment Plant

Need/Background:

KWD's water treatment plant (WTP) uses fuel oil for heating, hot water, and back-up generator operation. Annually, WTP uses between 10,000 and 12,000 gallons of fuel oil depending on the operational needs of the facility and the winter conditions.

Each year KWD uses Maine Power Options as a fuel oil broker resulting in agreements for fuel oil purchase through Maine Power Options. The current contract contains a price for fuel oil of \$2.7975/gallon and is purchased through Fielding's Oil.

Due to the volatility of the fuel market, pricing on fuel bids is only held by suppliers for a few hours after bids are submitted. Therefore, Trustee approval before the low bid is accepted is difficult under Maine's open meeting law requirements resulting in approval of the low bid agreement being completed after-the-fact by the Board of Trustees.

Request:

I am requesting after-the-fact Board of Trustee approval for an agreement with Maine Power Options to purchase fuel oil from Rinaldi Energy for a fixed price of \$2.42 per gallon up to 13,000 gallons of fuel oil.



**April 3, 2025
Trustee Meeting
General Manager Report**

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. We had a positive and productive all-staff meeting on March 27th with included a retirement celebration for Bob Durand.



3. New or upcoming items of significance:

- a. An error in the number of public fire hydrants has resulted in the Town of Vassalboro being overbilled for public fire protection charges. A rate adjustment proposal will be discussed during the April 3rd meeting.
- b. Robbie Bickford and I provided an overview of KWD and a tour of the water treatment plant to Jody McColman, the Director of Water and Telephone at the Public Utilities Commission. Jody has been in his position since September 2024.



**April 3, 2025
Trustee Meeting
Department Reports**

Department: Finance Department

Submitted by: Amy Dyer

1. Notable accomplishments/successes since the last report (including personnel commendations):
 - a. N/A
2. Progress report on items presented at the previous Trustee meeting:
 - a. We are developing a request for proposals to solicit proposals from insurance companies for property and casualty insurance.
 - b. As generally done in the past, I have requested an extension on the filing of the Maine Public Utilities Commission annual financial report (the deadline is April 1st). Significant progress has been made in the non-financial sections of the report. However, we need our completed financial audit report to complete the financial sections.
 - c. The auditors are continuing to work on the audit remotely. They have given me guidance on recognizing as income in 2024, grant money that we will receive in 2025.
 - d. I am working with Matt Zetterman to create the process of paying bills through electronic funds transfer (EFT).
 - e. I have been working on finalizing project costs for preparing loan applications and/or payment requests for Pleasant Street and Summer Street main replacement projects, lead service line investigation work, and the vacuum truck.
3. New or upcoming items of significance:
 - a. We have eliminated our post office box as of the end of February. This saves us the annual fee of \$400+ as well as the staff time to collect our mail each work day.



April 3, 2025
Trustee Meeting
Monthly Department Reports

Department: Engineering

Submitted by: Matt Zetterman

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

- a. IT Technician Position – We officially filled our IT Technician position and welcome Lucas Ramsey to the Kennebec Water District team. Lucas is a recent Thomas College graduate with a degree in Computer Science and has been interning at Sappi over the past year. We're excited to have him on the team.

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

- a. 2026 Boutelle and Sanger Water Main Replacement Project – Our drawings and specifications for the project are ready for bidding so we will be advertising on March 28th with a goal of recommending a bid to the board of trustees at the first trustee meeting in May.
- b. 2027 Water Main Replacement Project – We have identified a water main replacement project in Winslow on Paine Street, Sam Street, Helen Street and the southern end of Joe Avenue between Cushman Road and Helen Street. The Town of Winslow is planning to replace sewer and storm drain, as well as complete paving in this neighborhood, so we're looking to get our work done ahead of them. ME DOT is going to be paving on Cushman Road in 2026, so we anticipate completing the water main tie ins for the project in 2026 ahead of paving.
- c. 2" Water Main In-House Project – We were originally planning to replace the 2" main on Totman Court in Fairfield in-house but received news that the City of Waterville has added Maura Court to their paving plans, so we've pivoted our focus to replacing the 2" main on Maura Court. We will need to coordinate with both the City for paving and the Waterville Sewerage District which plans on replacing the sewer main.
- d. Transmission Main Right-of-Way (ROW) Survey – In 2023 we hired Sebago Technics to survey our entire transmission main ROW. This project was initiated to find existing monuments, set new pins, and to update easement descriptions as properties have changed hands and been split over the years. This will give us a better understanding of the boundaries of our ROW and allow us to identify areas where tree clearing is needed to improve access. It'll also allow us to update easements with the Kennebec County Registry of Deeds. We have received a draft of the survey drawings and easement descriptions are currently in the process of reviewing them.

3. New or upcoming items of significance:

N/A



**April 3, 2025
Trustee Meeting
Monthly Department Reports**

Department: Distribution

Submitted by: Jared Bragdon

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

- a. Congratulations to Kyle Walch for passing his CDL permit exam. Kyle plans to attend the theory-based knowledge class in conjunction with Waterville Public Works, while getting seat time as permitted in our dump truck. Classes are tentatively planned to start early to mid-April.
- b. Congratulations to Nick Poulin for his promotion to Distribution Technician III. Nick's leadership and dedication shows in everything he does, from excavations and work orders to fabricating parts and rebuilding cutoff saws (including reviving two "parts" saws). His positive attitude and problem-solving skills make him a valuable asset to the team.

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

- a. Hydrant checks-We continue to monitor 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. Based upon weather conditions, spring hydrant flushing will begin within the next month.
- b. We will be soliciting bids in April for our annual pavement restoration contract. I anticipate presenting a memo to the Board on May 1st.

4. Main Break Summary:

No new leaks to report!



**April 3, 2025
Trustee Meeting
Monthly Department Report**

Department: Service

Submitted by: Benny LaPlante

- 1. Notable accomplishments/successes since last report (including personnel commendations):**
 - a. We have added an extra appointment time slot to our daily service appointment schedule. Historically, technicians would pick up mail at the post office in the morning. However, with the recent elimination of our post office box, the time can now be utilized as a service appointment.

- 2. Progress on items presented in previous monthly department reports:**
 - a. We completed the project of master-metering Northern Light Inland Hospital Medical Arts building, two days before they announced the hospital closure.
 - b. We are awaiting scheduling, with the Maine Department of Labor SafetyWorks, for sound level testing of our new vacuum truck and pneumatic jackhammer. This will allow us to calculate the proper level of hearing protection necessary to protect employees when working with this equipment.

- 3. New or upcoming items of significance:**
 - a. We are working on another revision of our Terms & Conditions to update fees, and language regarding disconnections.



April 3, 2025

Trustee Meeting

Department Reports

Department: Water Quality

Submitted by: Robbie Bickford

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

- a. -Frank Cronkite has earned a promotion to Treatment Technician 2. His leadership, attention to detail, work ethics, and great attitude will help KWD succeed as he continues to take on more responsibility within the Water Quality Department.

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

- a. China Lake (Lake Elevation: 171.0 feet or 6 inches below spillway)
 - i. China Lake Section 319 Grant:
 - 1. The timeline for completion of this grant has been moved from December 2025 to September 2025. This requires expediting some conservation project planned for fall 2025.
 - ii. South Peninsula Harvest:
 - 1. Warm weather conditions caused the harvest to be abandoned after two weeks of harvesting. Road improvements completed to gain access to the harvest area are being monitored for signs of erosion.
- b. PFAS Mitigation Project:
 - i. Full Scale GAC Replacement Trial – the frequency of testing has been reduced following the one-year mark of monitoring.
 - ii. Preliminary Engineering:
 - 1. A draft memo is being prepared by CDM Smith summarizing all the work completed on PFAS mitigation at the WTP thus far. This memo is scheduled to be presented to the Trustees during the first meeting in May.
- c. Cationic Polymer Trial:
 - i. A new coagulation aid is currently being trialed at the WTP. Thus far, operations does not seem to be effected by this transition. The second phase of this trial is scheduled for August 2025.
- d. Service Line Inventory:
 - i. The statistical evaluation to identify the “unknown” service lines continues. Letters have been mailed to most of the customers on the randomly selected services line list requesting them to self-identify their service line material and the Distribution Department is investigating KWD side “unknowns”.

3. New or upcoming items of significance:

- a. N/A

2025 Board of Trustees
Kennebec Water District
131 Drummond Avenue
Waterville, Maine 04901

Name and Address	Phone Number and Email Address	Term Expiration and Municipality
Mr. Matthew Bulmer 42 Winter Street Waterville, ME 04901	(207) 416-2400 Bulmer76@gmail.com	3-Year Term Ends 12/2026 Waterville Trustee
Mr. Mark McCluskey 1 Highland Avenue Fairfield, ME 04937	(207) 649-9545 markm@eahodsdon.com	3-Year Term Ends 12/2025 Fairfield Trustee
Mr. Allan Fuller 304 Unity Rd Benton, ME 04901	(603) 886-5555 allanfuller@ftir.com	Term Ends Election Day 2027 Benton Trustee
Mr. Jeff Earickson 22 N Riverside Dr Waterville, ME 04901	(207) 649-2686 jaearick@gmail.com	3-Year Term Ends 12/2025 Waterville Trustee
Mr. Benjamin Murray 6 Warren Terrace Winslow, ME 04901	(207) 242-1119 ben@eahodsdon.com	3-Year Term Ends 12/2025 Winslow Trustee
Mr. Frank Richards 100 Pleasant Cove Rd Vassalboro, ME 04989	(207) 923-3305 frank04989@gmail.com	3-Year Term Ends 12/2025 Vassalboro Trustee
Ms. Amy Stabins 7 Primrose Street Winslow, ME 04901	(207) 313-2948 astabins@hotmail.com	3-Year Term Ends 12/2026 Winslow Trustee
Mr. J. Michael Talbot 6 Lantern Lane Waterville, ME 04901	(207) 873-4357 mtalbot@mainelegal.net	3-Year Term Ends 12/2025 Waterville Trustee
Ms. Sarah Whateley 35 Forest Park Waterville, ME 04901	(413) 822-4998 sarah@layteley.com	3-Year Term Ends 12/2026 Waterville Trustee
Mr. Bruce Williams 87 Green Rd Fairfield, ME 04937	(207) 861-2500 bwilliams@fairfieldme.com	3-Year Term Ends 12/2026 Fairfield Trustee