



**Kennebec Water District Board of Trustees  
Regular Meeting  
Thursday, May 1, 2025 – 7:30 AM  
131 Drummond Avenue, Waterville, ME and Via Zoom**

**AGENDA**

1. Introduction of guests
  - a. CDM Smith Team members
2. Review and approve minutes of regular meeting of April 3, 2025
3. Review and approval of account warrant
4. Presentation by CDM Smith – Preliminary Engineering Design Report of PFAS Treatment
5. Approvals/motions needed:
  - a. Board approval of PFAS treatment solution
  - b. Sanger and Boutelle Water Main Replacement Project contract award
  - c. 2025 Pavement Restoration agreement
6. Review of March 2025 financial reports
7. Report on KSTD Board discussion regarding the merger of the KWD and KSTD
8. General Manager report
9. Department reports
10. Trustee comments, concerns, and/or ideas
  - Review of Term Expirations for Trustees
11. Public participation
12. As needed: Executive session 1 MRS §405.
13. Adjournment

**KENNEBEC WATER DISTRICT  
REGULAR BOARD OF TRUSTEES MEETING  
THURSDAY – APRIL 3, 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 (Remote Access); Amy Stabins, Trustee; Allan Fuller, Trustee; Bruce Williams, Trustee; Mark McCluskey, Trustee

Trustees absent: Matthew Bulmer, Trustee

J. Michael Talbot, Assistant Treasurer, left the meeting at 9:05 a.m.

Also present: Roger Crouse, KWD General Manager; Amy Dyer, KWD Finance Manager; Matt Zetterman, KWD Engineering Manager; Jared Bragdon, KWD Distribution Manager (Remote Access); Robbie Bickford, KWD Water Quality Manager (Remote Access); Lucas Ramsey, KWD IT Technician; Sue Markatine, KWD Recording Secretary; Nick Champagne, Kennebec Sanitary Treatment District Superintendent

**ITEM 1: INTRODUCTION OF GUESTS**

**A. Welcome New KWD Employee – Lucas Ramsey**

Mr. Lucas Ramsey, KWD's recently employed IT Technician, was introduced and welcomed by the Board members.

Mr. Nick Champagne, Kennebec Sanitary Treatment District Superintendent, was introduced and welcomed by the Board members.

**ITEM 2: REVIEW AND APPROVE THE MINUTES OF THE REGULAR BOARD OF TRUSTEES' MEETING OF MARCH 20, 2025.**

Motion by Trustee Talbot, "to accept the minutes of the Regular Board of Trustees' meeting of March 20, 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 April 3, 2025 total warrant of checks released for \$90,491.25," 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: KSTD-KWD MERGER PRESENTATION AND DISCUSSION**

Mr. Crouse and Mr. Champagne conducted a PowerPoint presentation of a high-level overview on the challenges and benefits of a potential merger between the Kennebec Sanitary Treatment District (KSTD) and the Kennebec Water District (KWD). This same presentation will be provided to the KSTD Board of Trustees at their upcoming meeting. There was a lengthy discussion following this presentation. A poll was taken and the majority of the Trustees expressed interest in being provided with further information regarding this merger.

The poll results were as follows: Trustee Earickson – Yea, Trustee Talbot – Nay, Trustee Richards – Yea, Trustee Stabins – Yea, Trustee McCluskey – Nay, Trustee Murray – Yea, Trustee Fuller – Nay, Trustee Whateley – Yea, Trustee Williams – Nay.

On behalf of the Board members, President Richards thanked Mr. Crouse and Mr. Champagne for this presentation.

**ITEM 5: APPROVALS/MOTIONS NEEDED**

**A. Purchase Approval for Inventory Materials**

The Trustees were provided with a request for authorization memo which included a description of and reasoning for a bulk purchase of regularly used water system replacement items. Mr. Crouse and Mr. Bragdon answered questions from the Board members.

Motion by Trustee Earickson, “to approve the bulk purchase of water system replacement items from F.W. Webb Company for \$98,512.67,” 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.

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

The Trustees were provided with a request for authorization memo explaining that Mr. Crouse had reviewed the bids solicited by the Maine Power Options fuel oil program. After the bid offerings, vendors require an almost immediate commitment; therefore, Mr. Crouse accepted a bid price for the annual fuel supply for the Water Treatment Plant (WTP) 2025 – 2026 heating season.

Motion by Trustee Williams, “to ratify the agreement with Rinaldi Energy for a fixed price of \$2.42 per gallon for up to 13,000 gallons of fuel oil for the WTP 2025 – 2026 heating season,” 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.



## **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.

Referring to his report, Mr. Crouse conducted a PowerPoint presentation describing an error in the public fire hydrant count used to calculate the municipal public fire protection charges for 2025 and 2026. The Town of Vassalboro alerted KWD to the apparent overcharge. After further view, staff determined that Vassalboro had an additional five hydrants assigned to their account that were not public hydrants. Therefore, a rate adjustment proposal was put forth for the Town of Vassalboro. After a brief discussion, a motion was proposed.

Motion by Trustee McCluskey, "to adjust the Town of Vassalboro's public fire protection charges to the actual correct charges for the years 2025 and 2026," 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.

In addition to his report, Mr. Crouse informed the Board that a Waterville customer incurred some property damage due to a water main break. This customer has also been in contact with the City of Waterville due to water drainage from Kennedy Memorial Drive to his property. To remedy this situation, the City of Waterville staff built a berm and KWD provided the material. This customer is again in contact with KWD and is requesting a load of loam. Mr. Crouse advised the Trustees that KWD has already aided in corrective action, and this request was denied.

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.

There was a brief discussion regarding the master-metering at Northern Light Inland Hospital Medical Arts building in Waterville.

Mr. Crouse explained that the City of Waterville recently decided to pave Maura Court. Therefore, KWD is now planning to replace this two-inch water main and the Waterville Sewerage District is now planning to replace the sewer main before the paving occurs. KWD staff are exploring the most cost-effective option for this project, whether replacement by KWD staff or hiring a contractor.

Trustee Fuller requested a summary of expenditures paid to CDM Smith for PFAS mitigation.

At Trustee Fuller's request, Mr. Bickford reported on the service line inventory identification project required by the U. S. Environmental Protection Agency.



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

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

None

**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 Earickson, “to adjourn the meeting,” seconded by Trustee Williams.

Roll Call Vote: Trustee Earickson – 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 9:20 a.m.

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Sue Markatine, Recording Secretary

## A. ACCOUNT WARRANT MAY 1, 2025

NO.	CHECK DATE	VENDOR NAME	DESCRIPTION	DOLLAR AMOUNT
1	03/11/2025	SEBAGO TECHNICIS	VASSALBORO TO WATERVILLE MAIN SURVEY	4,537.50
2	03/19/2025	PAYMENTUS	MONTHLY TRANSACTION FEES	2,964.38
3	03/31/2025	AHM-NORTHERN LIGHT DRUG TESTING	EMPLOYEE RANDOM DRUG TESTING	64.00
4	03/31/2025	CAPITAL ONE TRADE CREDIT-AUBUCHON	PUSH BROOMS	79.98
5	03/31/2025	CENTERLINE UTILITIES	MONTHLY KWD LOCATES	1,118.40
6	03/31/2025	CENTRAL MAINE POWER	MONTHLY ELECTRICITY-VARIOUS LOCATIONS	25,865.44
7	03/31/2025	CINTAS	EMPS. UNIFORM/CLOTHING SERVICE-2 WEEKS	412.66
8	03/31/2025	635-CONSOLIDATED COMMUNICATIONS	MONTHLY TELEPHONE SERVICE	136.18
9	03/31/2025	CONSOLIDATED COMMUNICATIONS	MONTHLY INTERNET SERVICE	374.98
10	03/31/2025	CORE & MAIN LP	MXU RADIO READERS-114	10,450.32
11	03/31/2025	DEAD RIVER COMPANY	PROPANE/HEATING OIL-VARIOUS LOCATIONS	543.22
12	03/31/2025	DELTA EDUCATION	FIRST AID/CPR/AED COURSE-20 EMPLOYEES	1,500.00
13	03/31/2025	DIG SAFE SYSTEM, INC.	MONTHLY COST OF OPERATIONS	843.17
14	03/31/2025	FASTENAL COMPANY	GLOVES/RODS/HEX NUTS/SS HARDWARE STOCK	5,572.01
15	03/31/2025	FIELDING'S OIL & PROPANE CO, INC.	FUEL OIL-WTP	5,595.00
16	03/31/2025	GENERAL ALUM N.E. CORP.	TRIAL OF NEW CATPOLY CHEMICAL-WTP	1,836.00
17	03/31/2025	GONETSPEED	MONTHLY INTERNET SERVICE	114.90
18	03/31/2025	GRAINGER	FUEL CONDITIONER/GLOVES	656.22
19	03/31/2025	INFO TECHNOLOGY EXCHANGE, INC.	RECYCLE-METERS	30.50
20	03/31/2025	KENNEBEC EQUIPMENT - FAIRFIELD	FITTINGS/BLOWER REPLACEMENT	586.37
21	03/31/2025	KENNEBEC WATER DISTRICT-PETTY CASH	RETIREMENT CAKE	22.66
22	03/31/2025	M A HASKELL FUEL	IGNITION REPAIR-RINNAI HEATER-NVPS	246.89
23	03/31/2025	TREASURER, STATE OF MAINE-DOT	ADJUST GATE VALVES TO GRADE-FAIRFIELD	15,045.00
24	03/31/2025	TREASURER, STATE OF MAINE-HETL	WATER TESTS	280.00
25	03/31/2025	WORKPLACE HEALTH	PREPLACEMENT EXAM/AUDIOGRAM-1 EMP.	146.50
26	03/31/2025	W.B. MASON CO., INC.	FLANNEL RAGS	567.00
27	03/31/2025	MECHANICAL SERVICES, INC.	TROUBLESHOOT TWO ROOM SENSORS-WTP	578.40
28	03/31/2025	MESSALONSKEE STREAM HYDRO, LLC	ENERGY CREDITS	13,348.09
29	03/31/2025	MODERN INDUSTRIES, INC.	WATER TESTS	825.00
30	03/31/2025	CARPARTS DISTRIBUTION CTR-MOTOR SUP.	MIXED GAS/BRAKLEEN CLEANER/GLASS CLEANER	384.02
31	03/31/2025	NORTHEAST LABORATORY	WATER TESTS	215.00
32	03/31/2025	PINE TREE WASTE, INC.	WEEKLY PORTAPOTTY RENTAL	145.00
33	03/31/2025	QUILL CORPORATION	COPY PAPER-2 CASES	103.98
34	03/31/2025	ROKI REPAIR SHOP	COMMERCIAL STATE INSPECTION	90.00
35	03/31/2025	D.L. THURROTT, INC.	AIR COMPRESSOR REPAIR	1,627.81
36	03/31/2025	UNITED CONSTRUCTION & FORESTRY	BACKHOE HYDRAULIC HOSE REPLACEMENT	165.59
37	03/31/2025	VASSALBORO CAR CARE	INSPECT/OIL CHANGE/TIRE ROTATION-1 VEHICLE	153.92
38	03/31/2025	VERIZON WIRELESS	MONTHLY TELEPHONE/TABLETS	763.74
39	03/31/2025	E.H. WACHS	BLOWER ASSEMBLY/BELT GUARD/LABELS	4,989.85
40	03/31/2025	CITY OF WATERVILLE	MONTHLY VEHICLE FUEL USAGE	2,720.22
41	03/31/2025	F.W. WEBB COMPANY	REPAIR BAND/CURB BOX PARTS	3,254.06
42	03/31/2025	TOWN OF WINSLOW	HIGHWAY OPENING PERMITS	466.50
43	03/31/2025	FLORES & ASSOCIATES	HEALTH INS. DEDUCTIBLE REIMBURSEMENT	10.88
44	03/31/2025	FLORES & ASSOCIATES	HEALTH INS. DEDUCTIBLE REIMBURSEMENT	784.86
45	03/31/2025	FLORES & ASSOCIATES	HEALTH INS. DEDUCTIBLE REIMBURSEMENT	1,187.66
46	03/31/2025	FLORES & ASSOCIATES	HEALTH INS. DEDUCTIBLE REIMBURSEMENT	231.73
47	03/31/2025	FLORES & ASSOCIATES	HEALTH INS. DEDUCTIBLE REIMBURSEMENT	32.10
48	03/31/2025	FLORES & ASSOCIATES	HEALTH INS. DEDUCTIBLE REIMBURSEMENT	6.20
49	03/31/2025	FLORES & ASSOCIATES	HEALTH INS. DEDUCTIBLE REIMBURSEMENT	36.17
50	03/31/2025	FLORES & ASSOCIATES	HEALTH INS. DEDUCTIBLE REIMBURSEMENT	1,877.45
51	03/31/2025	FLORES & ASSOCIATES	HEALTH INS. DEDUCTIBLE REIMBURSEMENT	3,176.96
52	04/01/2025	TREASURER, STATE OF MAINE	MONTHLY SALES TAX	4,543.58
53	04/02/2025	MAINEPERS	MONTHLY EMPOLYER RETIREMENT CONTRIBUTION	15,704.35
54	04/02/2025	MAINEPERS	MONTHLY GROUP LIFE PREMIUMS	1,075.13
55	04/03/2025	AFLAC WWWHQ	AFLAC INSURANCE-PAID BY EMPLOYEES	291.96
56	04/08/2025	ADVANCE 1 CLEANING SERVICES, INC.	MONTHLY CLEANING SERVICE	1,080.00
57	04/08/2025	CENTRAL MAINE POWER	MONTHLY ELECTRICITY-TAYLOR ROAD	81.04



## A. ACCOUNT WARRANT MAY 1, 2025

NO.	CHECK DATE	VENDOR NAME	DESCRIPTION	DOLLAR AMOUNT
58	04/08/2025	CINTAS	EMPLOYEES UNIFORM/CLOTHING SERVICE	206.33
59	04/08/2025	CORE & MAIN LP	1-1/2 INCH CORDONEL METERS-10	18,000.00
60	04/08/2025	CSX TRANSPORTATION	EASEMENT FEE-FAIRFIELD PIPE	16.00
61	04/08/2025	DIG SAFE SYSTEM, INC.	MONTHLY COST OF OPERATIONS	843.17
62	04/08/2025	GENERAL ALUM N.E. CORP.	ALUM-WTP	5,392.09
63	04/08/2025	HAMMOND LUMBER COMPANY	AQUAPHALT BLACK TOP PATCH	4,247.34
64	04/08/2025	KENNEBEC COUNTY REGISTRY OF DEEDS	LIEN FILING FEES-2 PROPERTIES	44.00
65	04/08/2025	KENNEBEC EQUIPMENT - FAIRFIELD	PROPANE FOR FORKLIFT	27.62
66	04/08/2025	MAINE MUNICIPAL ASSOCIATION	WORKSHOP-2 EMPS./WORKERS COMPENSATION	7,242.70
67	04/08/2025	MAINE MUNICIPAL BOND BANK	BOND ADMIN/INTEREST FEE	2,002.13
68	04/08/2025	TREASURER, STATE OF MAINE-HETL	WATER TESTS	250.00
69	04/08/2025	WORKPLACE HEALTH	HEPATITIS B VACCINATION-1 EMPLOYEE	55.70
70	04/08/2025	MODERN INDUSTRIES, INC.	WATER TESTS	825.00
71	04/08/2025	CARPARTS DISTRIBUTION CTR-MOTOR SUP.	WIPER BLADES/SHOP SUPPLIES	27.77
72	04/08/2025	OAKLAND SUPPLY	LEAD TEST SET	19.99
73	04/08/2025	E.J. PRESCOTT, INC.	REPAIR CLAMP	3,513.06
74	04/08/2025	SPILLER'S	BOND PRINTER PAPER	141.74
75	04/08/2025	TECHNOLOGY SOLUTIONS OF MAINE	MONTHLY ANSWERING SERVICE	105.30
76	04/08/2025	VERIZON	MONTHLY VEHICLE DATA SERVICE	303.20
77	04/08/2025	F.W. WEBB COMPANY	COUPLINGS/PIPE/GASKETS	1,469.74
78	04/08/2025	SEBAGO TECHNICS	VASSALBORO TO WATERVILLE MAIN SURVEY	43,428.40
79	04/10/2025	ADVANCE AUTO PARTS	SPARK PLUGS	32.25
80	04/10/2025	ADVANCED ANALYTICAL SOULTIONS, LLC	LAB OPERATOR TESTING-COMPLIANCE REQUIRED	973.33
81	04/10/2025	AQUA BACKFLOW, INC.	PROGRAM MANAGEMENT SERVICE	799.00
82	04/10/2025	BERGERON TREE SERVICE	TREE REMOVAL-WESTERN AVE BRIDGE BLOCKAGE	1,850.00
83	04/10/2025	DEAD RIVER COMPANY	PROPANE-2 LOCATIONS	114.56
84	04/10/2025	FASTENAL COMPANY	GLOVES	99.48
85	04/10/2025	HUSSEY COMMUNICATIONS, INC.	MONTHLY INTERNET SERVICE	182.00
86	04/10/2025	KENNEBEC AUTO SERVICE	OIL CHANGE/TIRE ROTATION-1 VEHICLE	88.14
87	04/10/2025	PINE TREE WASTE, INC.	PORTAPOTTY RENTAL/RUBBISH REMOVAL	361.00
88	04/10/2025	ROKI REPAIR SHOP	REPAIRS-1 VEHICLE	1,120.64
89	04/10/2025	THAYER CORPORATION	QUARTERLY MAINTENANCE AGREEMENT	212.00
90	04/10/2025	TOM'S WATER SOLUTIONS	PUC WATER MAIN EXT. TRAINING-1 EMPLOYEE	60.00
91	04/14/2025	FLORES & ASSOCIATES	HEALTH INS. DEDUCTIBLE REIMBURSEMENT	195.10
92	04/15/2025	DIVVY-VISA CREDIT CARD	SHIPPING FEES/BATTERIES/BUILDING SUPPLIES/ SHELVES/TEST STRIPS/GLUE/CLEANING SUPPLIES/RETIREMENT GIFTS/WORDFENCE LICENSE RENEWAL/CLAMPS (RETURNED)/LAPTOP-NEW IT TECH/ZOOM RENEWAL/MONTHLY SUB. GAME CAMERA DURING HARVEST/WIRELESS MOUSE/BULLETIN BOARD/CABLES/MEETING FOOD/MAINE PROF ENG STAMPS/COMPUTER MONITORS/INTAKE BUILDING PERMIT/ GOOGLE WORKSPACE/MILEAGE IQ/MICROSOFT SUBS./LAPTOP BAG/TOOLS-NEW IT TECH/ MAGNETS FOR GATE BOX/BACKET/MARKING CRAYONS/BLADES/GOTO INTERNET PHONES/ GROMMET	4,824.36
93	04/17/2025	CENTERLINE UTILITIES	MONTHLY KWD LOCATES	3,134.79
94	04/17/2025	CINTAS	EMPLOYEES UNIFORM/CLOTHING SERVICE	187.30
95	04/17/2025	DEAD RIVER COMPANY	PROPANE-2 LOCATIONS	238.31
96	04/17/2025	GONETSPEED	MONTHLY INTERNET SERVICE	114.90
97	04/17/2025	HARCROS CHEMICALS, INC.	SODIUM HYPOCHLORITE-WTP	5,296.20
98	04/17/2025	INFOSEND, INC.	BILL PROCESSING AND MAILING	1,953.96
99	04/17/2025	KENNEBEC AUTO SERVICE	2 OIL CHANGES/1 TIRE ROTATION	242.72
100	04/17/2025	KOZAK & GAYER, P.A.	LEGAL SERVICES-TRANSMISSION SURVEY GRANT	945.00
101	04/17/2025	MAINE LABORATORIES, LLC	WATER TESTS	3,180.00
102	04/17/2025	MAINE MUNICIPAL ASSOCIATION	TECH CONFERENCE-2 EMPLOYEES	200.00
103	04/17/2025	MAINE TRUST FOR LOCAL NEWS	PUBLIC NOTICE-ENVIRONMENTAL COMPLIANCE	274.78
104	04/17/2025	TREASURER, STATE OF MAINE-HETL	WATER TEST	30.00
105	04/17/2025	MESSALONSKEE STREAM HYDRO, LLC	ENERGY CREDITS	4,168.16
106	04/17/2025	NALCO COMPANY	CATIONIC POLYMER	14,181.30
107	04/17/2025	ROKI REPAIR SHOP	STATE INSPECTION/REPLACE CORD RECEPTACLE	185.85



## A. ACCOUNT WARRANT MAY 1, 2025

NO.	CHECK DATE	VENDOR NAME	DESCRIPTION	DOLLAR AMOUNT
108	04/17/2025	SOMERSET COUNTY-REGISTRY OF DEEDS	LIEN DISCHARGE FILING FEE-1 PROPERTY	22.00
109	04/17/2025	SUSAN HEATON-JONES	REFUND CURRENT CUSTOMER-OVERPAID BILLS	686.92
110	04/17/2025	WARE-BUTLER, INC.	WING NUTS	16.98
111	04/17/2025	F.W. WEBB COMPANY	FLANGE KIT/EXT. SOCKET/TEES/GATE VALVES/ GASKETS/COUPLINGS/GAUGES	3,114.91
112	04/17/2025	PAYMENTUS	MNTHLY TRANSACTION FEES-JOBGING	5.74
113	04/17/2025	PAYMENTUS	MNTHLY TRANSACTION FEES-CUSTOMERS	3,915.64
114	04/22/2025	FLORES & ASSOCIATES	MNTHLY ADMIN FEE DEDUCTIBLE REIMBURSE.	84.00
115	04/24/2025	MAINE MUNICIPAL EMPs. HEALTH TRUST	MONTHLY HEALTH INSURANCE PREMIUMS	36,997.19
116	04/24/2025	NORTHEAST DELTA DENTAL	MONTHLY DENTAL INSURANCE PREMIUMS	1,062.10
117	04/25/2025	ACE TIRE & AUTO SERVICE, INC.	FOUR NEW TIRES	524.10
118	04/25/2025	BUDGET DOCUMENT TECHNOLOGY	INK CARTRIDGE-POSTAGE MACHINE	129.36
119	04/25/2025	CARROT-TOP INDUSTRIES, INC.	FLAP POLE REPAIR-WTP	846.86
120	04/25/2025	CDM SMITH, INC.	PFAS MITIGATION PILOT DESIGN SERVICES	27,158.50
121	04/25/2025	CENTRAL MAINE POWER	MONTHLY ELECTRICITY-VARIOUS LOCATIONS	1,635.05
122	04/25/2025	CINTAS	EMPLOYEES UNIFORM/CLOTHING SERVICE	187.30
123	04/25/2025	635-CONSOLIDATED COMMUNICATIONS	MONTHLY TELEPHONE SERVICE	136.26
124	04/25/2025	HAMMOND LUMBER COMPANY	STYROFOAM INSULATION	646.68
125	04/25/2025	BRAY INTERNATIONAL, INC.	BRAY VALVE UPGRADE-WTP	47,891.41
126	04/25/2025	KENNEBEC EQUIPMENT - FAIRFIELD	GRINDER RENTAL/TRUCK WATERLINE MODIFICATIONS	311.04
127	04/25/2025	KYOCERA DOCUMENT SOLUTIONS-N. E.	QUARTERLY COPIER MAINTENANCE CONTRACT	396.06
128	04/25/2025	CARPARTS DIST. CENTER-MOTOR SUPPLY	CHAIN SPRAY LUBE	16.52
129	04/25/2025	WILLIAM MUSERO, INC.	6 YARDS SAND & SALT MIX	600.00
130	04/25/2025	NORTHEAST LABORATORY	WATER TEST	55.00
131	04/25/2025	ROKI REPAIR SHOP	VEHICLE REPAIR	9,828.48
132	04/25/2025	UNIVAR SOLUTIONS	HYDROFLUOSILICIC ACID	5,210.00
133	04/25/2025	VASSALBORO CAR CARE	OIL CHANGE/TIRE ROTATION-1 VEHICLE	140.29
134	04/25/2025	VERIZON WIRELESS	MONTHLY TELEPHONE SERVICE/DATA SERVICE	120.07
135	04/25/2025	WARE-BUTLER, INC.	HARDWARE FOR VACUUM TRUCK	23.93
TOTAL WARRANT				414,709.33

**Kennebec Water District**  
**Balance Sheet**  
**As of March 31, 2025**

	March 2025	March 2024	Variance
<b>ASSETS</b>			
<b>Current Assets</b>			
Cash	7,463,200.11	5,716,678.30	1,746,521.81
Accounts Receivables	1,016,379.77	356,209.47	660,170.30
Unbilled services	839,770.66	740,586.30	99,184.36
Prepaid expenses	105,940.20	99,145.31	6,794.89
Inventory	437,628.39	425,847.65	11,780.74
<b>Total Current Assets</b>	<b>9,862,919.13</b>	<b>7,338,467.03</b>	<b>2,524,452.10</b>
<b>Non-Current Assets</b>			
Other Assets	51,351.73	54,305.02	(2,953.29)
<b>Total Non-Current Assets Excluding Capital</b>	<b>51,351.73</b>	<b>54,305.02</b>	<b>(2,953.29)</b>
<b>Capital Assets</b>			
Capital assets, not being depreciated	1,343,213.69	1,301,812.55	41,401.14
Capital assets, being depreciated	88,371,791.57	84,424,394.11	3,947,397.46
Accumulated Depreciation	(30,904,190.93)	(29,419,945.68)	(1,484,245.25)
<b>Total Capital Assets</b>	<b>58,810,814.33</b>	<b>56,306,260.98</b>	<b>2,504,553.35</b>
<b>DEFERRED OUTFLOWS OF RESORUCES</b>			
Deferred Other Post Employee Benefits	23,883.19	23,883.19	-
Deferred Pension Benefits	219,994.14	219,994.14	-
<b>Total Deferred Outflows of Resources</b>	<b>243,877.33</b>	<b>243,877.33</b>	<b>-</b>
<b>TOTAL ASSETS AND DEFERRED OUTFLOWS</b>	<b>68,968,962.52</b>	<b>63,942,910.36</b>	<b>5,026,052.16</b>
<b>LIABILITIES</b>			
<b>Current Liabilities</b>			
Accounts Payable	63,222.95	10,025.62	53,197.33
Accrued Expenses	150,891.43	4,975.40	145,916.03
Accrued wages and benefits	75,114.21	51,242.13	23,872.08
Accrued Interest Payable	258,650.72	243,855.12	14,795.60
Short-Term Debt	1,538,585.89	-	1,538,585.89
Current portion of LT Debt	966,209.09	581,097.45	385,111.64
<b>Total Current Liabilities</b>	<b>3,052,674.29</b>	<b>891,195.72</b>	<b>2,161,478.57</b>
<b>Non-Current Liabilities</b>			
Other Post Employee Benefits Liabilities	218,933.00	218,933.00	-
Net Pension Liability	640,280.00	640,280.00	-
Accrued Compensated Balances	67,378.56	70,920.28	(3,541.72)
Unamortized bond premium, less current	319,741.69	341,968.41	(22,226.72)
Long-Term Debt (Net)	23,351,278.79	23,612,246.01	(260,967.22)
<b>Total Non-Current Liabilities</b>	<b>24,597,612.04</b>	<b>24,884,347.70</b>	<b>(286,735.66)</b>
<b>TOTAL LIABILITIES</b>	<b>27,650,286.33</b>	<b>25,775,543.42</b>	<b>1,874,742.91</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>			
Deferred Credits	3,849,840.59	2,629,895.79	1,219,944.80
Deferred Other Post Employee Benefits	79,910.53	79,910.53	-
Deferred-Pension Benefits	140,443.84	140,443.84	-
<b>TOTAL DEFERRED INFLOWS OF RESOURCES</b>	<b>4,070,194.96</b>	<b>2,850,250.16</b>	<b>1,219,944.80</b>
<b>NET POSITION</b>	<b>37,248,481.23</b>	<b>35,317,116.78</b>	<b>1,931,364.45</b>
<b>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND NET POSITION</b>	<b>68,968,962.52</b>	<b>63,942,910.36</b>	<b>5,026,052.16</b>

**KENNEBEC WATER DISTRICT**

**MONTHLY INCOME STATEMENT FOR THE PERIOD ENDING MARCH 31, 2025**

	2025 MARCH ACTUAL	2024 MARCH ACTUAL	MONTHLY VARIANCE	2025 YTD ACTUAL	2024 YTD ACTUAL	YTD VARIANCE	2025 BUDGET	% OF BUDGET USED
<b>OPERATING REVENUES</b>								
METERED SALES RESIDENTIAL CUST	258,218	246,696	11,522	908,485	878,994	29,491	3,793,725	24%
METERED SALES COMMERCIAL CUST	112,384	103,017	9,367	295,167	285,194	9,974	1,227,034	24%
METERED SALES INDUSTRIAL CUST	144,005	139,932	4,073	427,952	328,172	99,780	1,042,117	41%
METERED SALES GOVERNMENTAL	18,480	17,064	1,416	46,868	44,765	2,103	201,094	23%
PUBLIC FIRE PROTECTION	-	-	-	223,730	211,053	12,677	894,866	25%
PRIVATE FIRE PROTECTION	-	-	-	88,071	82,012	6,059	350,297	25%
SALES FOR RESALE	16,794	14,387	2,407	49,898	42,613	7,285	206,417	24%
FORFEITED DISCOUNTS & PENALTIES	2,799	4,719	(1,920)	10,059	14,224	(4,166)	50,000	20%
MISC SERVICE REVENUE	7,570	787	6,783	12,560	12,167	393	43,900	29%
OTH WATER REVENUE (SALE READ)	-	-	-	13,126	13,126	-	52,500	25%
<b>TOTAL OPERATING REVENUES</b>	<b>560,250</b>	<b>526,603</b>	<b>33,646</b>	<b>2,076,566</b>	<b>1,912,322</b>	<b>164,244</b>	<b>7,861,950</b>	<b>26%</b>
<b>NON-OPERATING REVENUES</b>								
INTEREST & DIVIDEND INCOME	22,641	26,494	(3,853)	67,768	78,644	(10,876)	250,000	27%
MISCELLANEOUS INCOME/(LOSS)	(5,849)	847	(6,697)	6,736	20,643	(13,907)	244,500	3%
<b>TOTAL NON-OPERATING REVENUES</b>	<b>16,791</b>	<b>27,341</b>	<b>(10,549)</b>	<b>74,504</b>	<b>99,287</b>	<b>(24,783)</b>	<b>494,500</b>	<b>15%</b>
<b>TOTAL REVENUES</b>	<b>577,041</b>	<b>553,944</b>	<b>23,097</b>	<b>2,151,069</b>	<b>2,011,608</b>	<b>139,461</b>	<b>8,356,450</b>	<b>26%</b>
<b>OPERATING EXPENSES</b>								
SALARIES & WAGES EMPLOYEES	169,684	147,465	22,219	523,836	495,336	28,500	2,216,350	24%
EMPLOYEE PENSIONS & BENEFITS	68,105	67,855	250	200,501	200,115	386	832,500	24%
PURCHASED POWER	30,710	29,207	1,503	96,960	84,563	12,397	311,560	31%
CHEMICALS	12,478	63,357	(50,879)	40,236	82,369	(42,133)	200,000	20%
MATERIALS & SUPPLIES	35,199	26,163	9,036	111,549	70,787	40,761	480,354	23%
CONTRACTUAL SERVICES	103,614	40,044	63,570	210,843	108,917	101,925	1,065,812	20% a
RENTAL EXPENSE	145	130	15	506	130	376	7,175	7%
TRANSPORTATION EXPENSES	10,408	11,274	(866)	15,910	16,708	(798)	74,850	21%
INSURANCE	8,448	8,120	328	25,343	24,361	983	113,225	22%
TAXES OTH THAN INCOME	15,000	13,431	1,569	47,246	42,536	4,710	243,075	19%
MISCELLANEOUS EXPENSES	19,171	19,795	(624)	60,084	62,556	(2,472)	207,600	29%
<b>TOTAL OPERATING EXPENSES</b>	<b>472,961</b>	<b>426,841</b>	<b>46,120</b>	<b>1,333,014</b>	<b>1,188,379</b>	<b>144,635</b>	<b>5,752,501</b>	<b>23%</b>
<b>EARNINGS BEFORE INTEREST, TAXES, DEPR &amp; AMORT (EBITDA)</b>	<b>104,080</b>	<b>127,103</b>	<b>(23,023)</b>	<b>818,055</b>	<b>823,229</b>	<b>(5,174)</b>	<b>2,603,949</b>	<b>31%</b>



**KENNEBEC WATER DISTRICT**  
**MONTHLY INCOME STATEMENT FOR THE PERIOD ENDING MARCH 31, 2025**

	2025 MARCH ACTUAL	2024 MARCH ACTUAL	MONTHLY VARIANCE	2025 YTD ACTUAL	2024 YTD ACTUAL	YTD VARIANCE	2025 BUDGET	% OF BUDGET USED
DEPRECIATION AND AMORTIZATION EXPENSE (NON-CASH ITEMS)	150,523	133,557	16,967	451,570	403,643	47,926	1,742,176	26%
<b>TOTAL DEPRECIATION AND AMORTIZATION</b>	<b>150,523</b>	<b>133,557</b>	<b>16,967</b>	<b>451,570</b>	<b>403,643</b>	<b>47,926</b>	<b>1,742,176</b>	<b>26%</b>
INTEREST EXP-LT DEBT	73,270	67,295	5,976	205,058	198,444	6,614	840,000	24%
<b>TOTAL INTEREST &amp; AMORTIZATION</b>	<b>73,270</b>	<b>67,295</b>	<b>5,976</b>	<b>205,058</b>	<b>198,444</b>	<b>6,614</b>	<b>840,000</b>	<b>24%</b>
<b>NET INCOME</b>	<b>(119,714)</b>	<b>(73,749)</b>	<b>(45,965)</b>	<b>161,427</b>	<b>221,141</b>	<b>(59,714)</b>	<b>21,773</b>	<b>741%</b>

**COMMENTS ON SIGNIFICANT 2025 ITEMS**

- a** Non-routine spending includes the following:
  - Sebago Technics services for the transmission main line survey was \$23,565.
  - CDM Smith services for PFAS Treatment Preliminary Design was \$17,805.
  - Maine DOT for the 2024 adjustment of 51 water gate valve boxes in Fairfield was \$15,045.

**Kennebec Water District  
Statement of Cash Flows  
For the Period Ending March 31, 2025**

<b>Cash Balance 02/28/2025</b>	<b>\$ 7,480,813.49</b>
Utility Billing Receipts	616,630.59
Payments to Vendors	(473,817.10)
Interest	22,640.96
Payroll	(183,086.93)
Credit Card Rewards	19.10
<b>Net Monthly Activity</b>	<b>\$ (17,613.38)</b>

<b>Beginning Balance Plus Net Activity</b>	<b>\$ 7,463,200.11</b>
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**Cash and Investment Accounts-Ending Balances**

Operating Checking Account TD Bank	908,720.65
Certificates of Deposit	5,941,375.46
Escrow for Vac Truck Loan	610,087.00
Cash Drawers & Petty Cash & Deposits	3,017.00
<b>Cash Balance 03/31/2025</b>	<b>\$ 7,463,200.11</b>

**Reserve for Debt Payments**

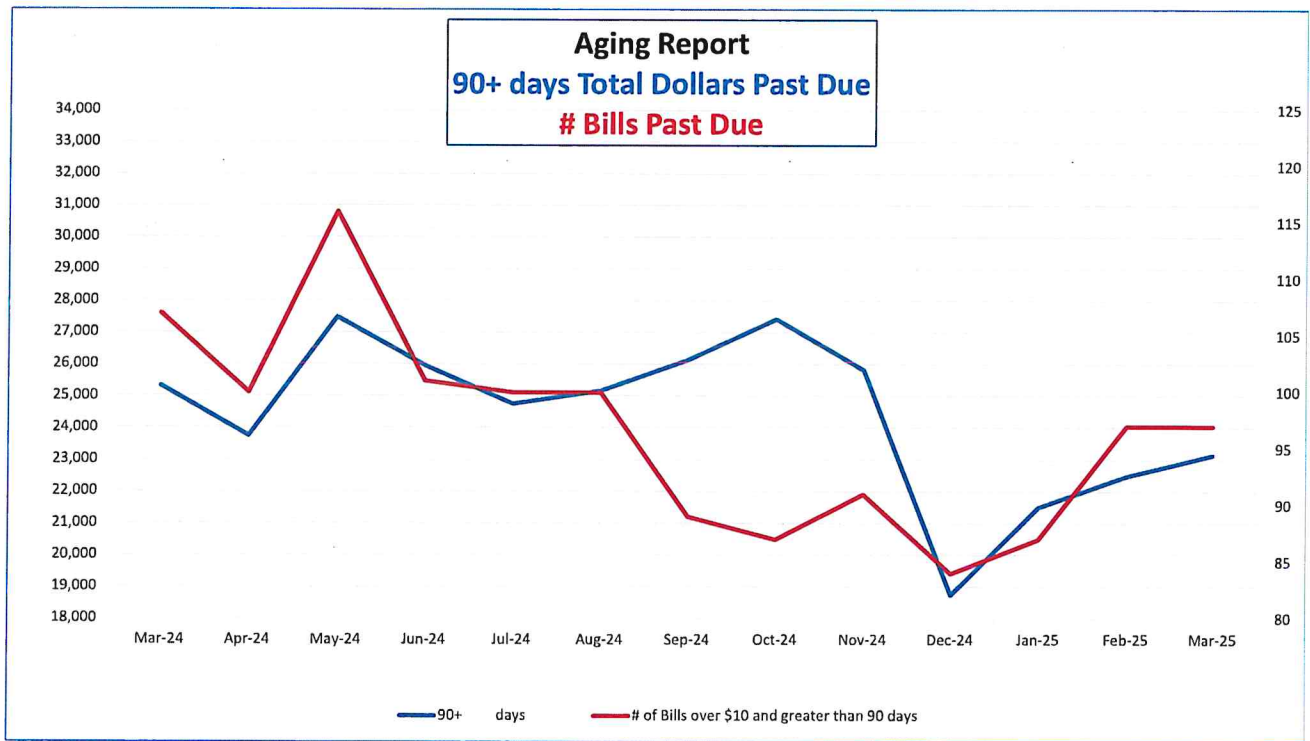
LESS RESERVE 2024 BOND PRINCIPAL	\$ 20,880.00
LESS RESERVE 2024 BOND INTEREST	\$ 4,240.92
LESS RESERVE 2022 BOND PRINCIPAL	\$ 50,277.85
LESS RESERVE 2022 BOND INTEREST	\$ 9,610.49
LESS RESERVE 2022 BOND PRINCIPAL	\$ 36,198.55
LESS RESERVE 2022 BOND INTEREST	\$ 6,919.26
LESS RESERVE 2022 REVENUE BOND PRINCIPAL	\$ 425,000.00
LESS RESERVE 2022 REVENUE BOND INTEREST	\$ 718,768.76
LESS RESERVE 2021 BOND PRINCIPAL	\$ 32,338.26
LESS RESERVE 2021 BOND INTEREST	\$ 5,798.39
LESS RESERVE 2020 BOND PRINCIPAL	\$ 141,126.00
LESS RESERVE 2020 BOND INTEREST	\$ 23,649.69
LESS RESERVE 2020 BOND PRINCIPAL	\$ 23,694.00
LESS RESERVE 2020 BOND INTEREST	\$ 3,813.57
LESS RESERVE 2009 STIMULUS PRINC	\$ 7,168.71
LESS RESERVE 2011 BOND PRINCIPAL	\$ 72,181.00
LESS RESERVE 2011 BOND INTEREST	\$ 16,992.47
LESS RESERVE 2017 BOND PRINCIPAL	\$ 136,470.00
LESS RESERVE 2017 BOND INTEREST	\$ 17,307.78
<b>TOTAL CASH RESERVED BONDS</b>	<b>\$ 1,752,435.70</b>

<b>Uncommitted Balance</b>	<b>\$ 5,710,764.41</b>
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## Kennebec Water District

### AGING REPORT

	Current	31-60 days	61-90 days	90+ days	Total	# of Bills over \$10 and greater than 90 days
Mar-24	280,803	49,091	658	25,311	355,863	107
Apr-24	411,993	(11,886)	4,910	23,730	428,747	100
May-24	294,898	(1,736)	339	27,466	320,493	116
Jun-24	327,439	(1,773)	3,094	25,943	354,704	101
Jul-24	453,873	9,651	2,755	24,739	491,018	100
Aug-24	331,280	(7,584)	1,257	25,157	350,110	100
Sep-24	291,287	4,305	489	26,130	322,210	89
Oct-24	392,203	(6,165)	77	27,413	413,528	87
Nov-24	367,319	(4,185)	1,261	25,816	390,211	91
Dec-24	404,786	(2,704)	364	18,747	424,145	84
Jan-25	580,940	263	5,924	21,489	611,570	87
Feb-25	484,706	2,162	2,081	22,472	511,420	97
Mar-25	329,568	109,013	1,119	23,144	462,844	97







# MEMO

May 1, 2025

**To:** Kennebec Water District Board of Trustees

**From:** Matt Zetterman, Engineering Manager

**Cc:** Roger Crouse, General Manager; Max Kenney, Project Engineer

**Subject:** Request for Authorization of Agreement between KWD and Eastwood Contractors of Brewer, ME for construction of the Sanger Avenue and Boutelle Avenue Water Main Improvements Project.

## **Need/Background:**

This project is to replace approximately 5,100 feet of the existing 6-inch and 8-inch unlined cast iron water main installed between 1903 and 1938 on Sanger Avenue, Colonial Street, and Boutelle Avenue in Waterville with a new 8-inch cement lined ductile iron pipe.

The project is anticipated to start in 2025 with most of the project expected to be completed in 2026.

## **Summary of Proposals/Bids:**

The following is a summary of the bidders and bid prices:

Bidders	Bid Amount
Eastwood Contractors - Brewer	<b>\$2,731,150.00</b>
Nitram Excavation - Benton	\$3,591,872.00
Ranger Construction - Fairfield	\$3,097,227.50
<i>Engineer's Estimate</i>	<i>\$3,570,030.00</i>

Eastwood Contractors is currently working on KWD's Summer St. and Grove St. Main Replacement Project, and we have no concerns with their work quality or ability to complete this project.

## **Request:**

I am requesting Trustee approval for the award of the Sanger Ave. and Boutelle Ave. Water Main Improvements Project to the low bidder, Eastwood Contractors, for \$2,731,150.00.



# MEMO

May 1, 2025

**To:** Kennebec Water District Board of Trustees

**From:** Jared Bragdon, Distribution Manager

**CC:** Roger Crouse, General Manager

**Subject:** Request for Authorization for agreement with Proseal, LLC

## **Need/Background:**

Because most of KWD's buried infrastructure is in the public right-of-way, infrastructure maintenance and repair work often result in damage to existing paving which KWD must restore. Paving restoration work includes patches, curbing replacement, pavement cutting, and other associated pavement work.

For 2025 pavement restoration work, KWD has solicited bids from paving contractors to address most of our pavement restoration needs. (Paving restoration projects with an estimated value of greater than \$10,000 will be bid out separately.) In 2024 we spent approximately \$53,000 on pavement restoration under a similar agreement. (The \$53,000 does not include larger paving restoration work done under separate contracts). We anticipate a similar quantity of work for 2025.

## **Summary of Bids**

The following table summarizes the paving restoration bids received based upon the price per square yard of pavement. (Prices for other pavement restoration activities – pavement cutting, curb replacement, pavement depth greater than 4-inches – were itemized with each bid – see attached for Proseal's complete bid.) A copy of the request for bids is attached.

<b>Paving Contractor</b>	<b>Price/Sq. Yd</b>
Proseal, LLC	\$101
Bard and Son's Paving	No Bid
Gerald Mackenzie Contracting	No Bid
Carrolls Paving	No Bid
Fine Line	No Bid
Davis Paving	No Bid
Steve Viollette Paving	No Bid
Pavement Plus	No Bid

Proseal has completed dozens of pavement patches and other pavement restoration activities for KWD over the past 6 years. We have found their work to be of high quality and we have no reservations recommending Proseal as KWD's 2025 paving restoration contractor. Proseal's 2025 pricing is 12 percent higher than their 2024 pricing.

## **Request**

I am requesting the Board of Trustee approval to have Proseal, LLC complete the paving restoration work in 2025 for a base bid price of \$101 per square yard.

## Bid Form

Pavement patches estimated to be greater than \$10,000 in value will be awarded by the District outside of this Bid. On average the District looks to repair approximately 3,000 square yards of pavement via the annual Pavement Patch Repair contract. The District anticipates a similar quantity of work for 2025 as part of this contract.

The Bid must be signed by the Bidder with their full name and address and be enclosed in a sealed envelope. If mailed, the sealed mailing envelope shall be marked with the name and address of the Bidder and entitled:

### 2025 Pavement Patch Repairs

and addressed to the "General Manager", Kennebec Water District, 131 Drummond Ave, Waterville, Maine 04901. A separate sealed envelope containing the Bid shall be included within the mailing envelope.

Any Bidder may withdraw their Bid prior to the scheduled time for the opening of Bids upon presentation to the General Manager of a written request. This Bid will remain subject to acceptance for 30 days after the Bid Opening, or for such longer period the Bidder may agree to in writing upon request of Owner.

Any Bid received after the scheduled opening time for any reason shall not be considered.

PRICE: \$ 101.00 /Square Yard of 4" Thick Patch Repair

PRICE: \$ 46.00 /Square Yard of Each Additional 1" Thick Patch Repair

PRICE: \$ 13.00 /Linear Foot of Pavement Cut

PRICE: \$ 23.00 /Linear Foot of 6" Bituminous Curb Repair

Signature of person, firm, or corporation making bid:

Sign: Thomas Boyce

Print: Rebekah Boyce

Date: 04/21/2025

Phone: 207-872-0029

Address: 198 College Ave. Waterville, ME 04901





## **Request for Bids** **2025 Pavement Patch Repairs**

Bids Due: Wednesday April 23, 2025 at 1:00 PM

All work included in this Bid shall be completed in accordance with the following specifications:

1. The area considered for repair will be that area excavated by the Kennebec Water District (KWD) hereinafter referred to as the District. However, if necessary, pavement immediately adjacent to the excavation that has been disturbed or broken may be required to be cut and removed to ensure a proper repair. Under most circumstances, the District will make any required pavement cuts prior to the Contractor's work. The Contractor must have authorization from KWD prior to cutting additional pavement around the excavation. No payment will be provided for pavement cuts made without prior KWD authorization.
2. The Contractor shall remove the existing patch material to a depth equal to the adjacent pavement thickness. At a minimum 4" of the existing patch material shall be removed. The Contractor shall ensure a flat and compacted surface remains once the existing patch material is removed and prior to applying any new pavement.
3. The use of a tack coat is mandatory for bonding to existing pavement whether the joint is horizontal or vertical. Tack coats shall not be applied during periods of cold or wet weather. Best results are obtained if the existing pavement surface is dry, has a surface temperature above 80F, and there is no threat of rain. When applying tack coats, care must be taken to prevent splashes or overspray from contacting curbs, gutters, guardrails, fences, passing automobiles, or other property.
4. All KWD pavement patches should utilize 9.5 mm bituminous pavement (meeting Division 400 of the Maine Department of Transportation's Standard Specifications) compacted in two lifts with final compacted thickness matching that of the adjacent existing pavement. This may include roadways with finished, milled, shimmed and only binder course pavement surfaces.

5. In most cases the pavement patches will be required on municipally owned and maintained roadways with existing pavement thickness of 3.5"-4". At a minimum all pavement patches shall have a final compacted thickness of 4". **In cases where the existing pavement thickness exceeds 4" the Contractor shall be paid for the additional pavement required per one inch of final compacted thickness.** The Contractor shall receive approval from the District prior to repairing patches found to have a final compacted thickness greater than 4". Patches repaired with a final compacted thickness greater than 4" without District approval will be paid at a maximum of 4" thick.
6. Surface preparation: Prior to application of the bituminous tack coat, the surface shall be thoroughly compacted and cleaned of all loose and objectionable material.
7. Equipment/Labor: The Contractor shall provide all necessary equipment & labor to properly prepare the existing surface, apply the tack coat and place the bituminous pavement patch. All KWD owned barricades, cones, and/or signs that may have been left at an excavation for public safety shall be returned promptly to the District upon completion of the work.
8. Structures: All asphalt repairs that contain a gate box or service box will need to have the box brought up to match finish grade or within ¼" under finish grade. In no case shall the box be allowed to extend above finish unless approved by the District. If the box is intended to be raised for a future finish course of pavement the Contractor shall ensure the box can be raised to the final desired elevation prior to completing the patch.
9. Curbing: In some cases, KWD patches will involve asphalt curb repair. Curb replaced shall be 6" in height and blended into the adjacent curbing. Tack coat shall be applied to all adjacent asphalt surfaces prior to placing new curbing. Contractor shall receive KWD approval prior to replacing any curb. No payment will be provided for curb replacement made without prior KWD authorization.
10. Environmental Conditions: The paving work shall be carried out only when the surface on which the material is to be placed is dry and when the atmospheric temperature is above 45° F and rising. All paving operations shall cease during and immediately after a rain event until the pavement is dry to the touch.
9. Clean up: All debris, including the excavated material and excess pavement, shall be removed from the site to leave the area clean.
10. Dig Safe: The contractor is responsible for ensuring Dig-Safe has been notified and all underground utilities have been marked prior to any excavation activities. The Contractor shall be responsible for repair of all utilities or property damaged during the work.
11. **Timing: Upon notification of a repair by the District, the Contractor shall have three weeks (21 days) to mobilize and complete the repair, unless additional time is granted by the District's Distribution Manager. If repairs are not completed within the allowed time of the specifications the District reserves the right to terminate the Agreement.**



12. Invoicing: Invoicing for work completed shall be accepted monthly. Work completed and not invoiced within 45 days may not be considered for payment. Upon billing for the work, a separate listing shall be supplied for each repair and include the following information:
- i. Date of repair
  - ii. Location of repair
  - iii. Final compacted thickness of pavement repaired
  - iv. Linear footage of pavement cut
  - v. Total cost of repair
13. Payment: Within 45 days upon receipt of the Contractor's monthly invoice and acceptance of the work by the authority having jurisdiction over the roadway, the District shall make payment in full.
14. Incidentals: The following items shall be considered incidental to each unit price item included in this bid; surface preparation, mobilization/demobilization, hauling and placing material, tack coat, proper compaction, signage, traffic control (to include flaggers when needed) in accordance with the most recent edition of the Manual on Uniform Traffic Control Devices (MUTCD) Part 6 on Temporary Traffic Control (TTC), final cleanup add all other items not expressly included in the bid items.
- Note: MUTCD 2009 Edition Part 6, section 6D.04 Standard reads as follows; All workers, including emergency responders, within the right-of-way who are exposed either to traffic (vehicles using the highway for purposes of travel) or to work vehicles and construction equipment within the TTC zone shall wear high-visibility safety apparel that meets the Performance Class 2 or 3 requirements of the ANSI/ISEA 107-2004 publication entitled "American National Standard for High-Visibility Safety Apparel and Headwear" (see Section 1A.11), or equivalent revisions, and labeled as meeting the ANSI 107-2004 standard performance for Class 2 or 3 risk exposure, except as provided in Paragraph 5. A person designated by the employer to be responsible for worker safety shall make the selection of the appropriate class of garment.*
15. Warranty: All patch work shall be warrantied for a period of one year from the date of completion. Should the District or authority having jurisdiction over the roadway suspect the patch to not meet the standards of the specification, the Contractor shall remove portions of the finished work as directed. After examination, the Contractor shall restore the removed areas of work to the standards of the specifications. Should the exposed work prove to be acceptable in the judgment of the District and authority having jurisdiction over the roadway, the repair will be paid for as extra work. Should the work exposed prove to be unacceptable the entire patch shall be removed and restored to a condition meeting the standards of the specifications at the Contractor's expense.
16. Insurance Requirements: The contractor shall provide a Certificate of Insurance for the following minimums.
- General liability (each occurrence) = \$1,000,000
- Personal & Adv injury = \$1,000,000
- Worker's compensation = \$100,000 each accident/disease
- Kennebec Water District shall be listed as **Additional Insured** on the certificate.



Contractor is required to hold the District harmless.

17. Termination: Kennebec Water District reserves the right to terminate the Agreement and employ the services of another Contractor should the awarded Contractor be found unable to perform the work required within these specifications.
20. Any variance from these specifications must be approved by the District's Distribution Manager.

Kennebec Water District reserves the right to reject any or all bids. The District may reject a proposal from any contractor if an investigation shows the contractor is not able to fulfil the contract.

Submission of a Bid and acceptance of the Bid by the District constitutes an Agreement between the Bidder and the Kennebec Water District for the work outlined in the Specifications and the Bid Form. The Agreement shall hold the unit prices submitted via the Bid Form until December 31<sup>st</sup>, 2025.

## Bid Form

Pavement patches estimated to be greater than \$10,000 in value will be awarded by the District outside of this Bid. On average the District looks to repair approximately 3,000 square yards of pavement via the annual Pavement Patch Repair contract. The District anticipates a similar quantity of work for 2025 as part of this contract.

The Bid must be signed by the Bidder with their full name and address and be enclosed in a sealed envelope. If mailed, the sealed mailing envelope shall be marked with the name and address of the Bidder and entitled:

### 2025 Pavement Patch Repairs

and addressed to the "General Manager", Kennebec Water District, 131 Drummond Ave, Waterville, Maine 04901. A separate sealed envelope containing the Bid shall be included within the mailing envelope.

Any Bidder may withdraw their Bid prior to the scheduled time for the opening of Bids upon presentation to the General Manager of a written request. This Bid will remain subject to acceptance for 30 days after the Bid Opening, or for such longer period the Bidder may agree to in writing upon request of Owner.

Any Bid received after the scheduled opening time for any reason shall not be considered.

PRICE: \$ \_\_\_\_\_/Square Yard of 4" Thick Patch Repair

PRICE: \$ \_\_\_\_\_/Square Yard of Each Additional 1" Thick Patch Repair

PRICE: \$ \_\_\_\_\_/Linear Foot of Pavement Cut

PRICE: \$ \_\_\_\_\_/Linear Foot of 6" Bituminous Curb Repair

Signature of person, firm, or corporation making bid:

Sign: \_\_\_\_\_

Print: \_\_\_\_\_

Date: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_



**May 1, 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. Our loan application for interim funding for the Summer Street water main replacement project has been approved by the Maine Municipal Bond Bank. Loan documents will be ready for Board officers to sign at the May 1<sup>st</sup> board meeting.
- 3. New or upcoming items of significance:**
  - a. On April 16<sup>th</sup>, we hosted two students from the Northern Maine Community College Water Treatment Technology program. We provided them with tours of our water treatment plant and Drummond Avenue facility as well as an overview of KWD.
  - b. On April 14<sup>th</sup>, I provided testimony (attached) to the legislature's Environment and Natural Resources Committee on LD 1111 which would provide the Kennebec Water District with \$10 million to expand water service into areas of Fairfield with PFAS contamination. While the bill has little chance of succeeding, the bill was a reminder to the Legislature that an unresolved issue remains in Fairfield.
  - c. MWUA provide testimony against LD 1326 which seeks to create PFAS drinking water standards in Maine statute rather than relying on the US EPA rulemaking standards. Having State standards in addition to the federal standards will only make compliance more complicated and expensive.
  - d. I participated in the AWWA Fly-In (representing Maine Water Utilities Association) in Washington, DC on April 8<sup>th</sup> and 9<sup>th</sup>. I, and my colleague Patsy Roots from IDEXX Laboratories, met with staff from Senator King's office and staff from Representative Pingree's and Golden's offices. Additionally, we were able to meet with Senator Collins in person. Topics of focus include funding for the Drinking Water State Revolving Fund, cybersecurity, low-income water ratepayer assistance, and liability protection for water and wastewater utilities for PFAS contamination.
  - e. A property owner on Abbott Street is seeking compensation from KWD for increased electricity costs due to a leak which may have impacted the volume of water entering her basement sump. The sump pump operated nearly continuously for almost two months before a leaking water main was repaired. The homeowner is seeking a good will payment of \$65. After the leak was repaired, sump pump operation returned to normal.





**May 1, 2025  
Trustee Meeting  
Monthly Department Report**

**Department:** Service

**Submitted by:** Benny LaPlante

- 1. Notable accomplishments/successes since last report (including personnel commendations):**
  - a. KWD now has an exercise space at its Drummond Ave facility. KWD's Safety Committee was able to receive some guidance and grant money from Maine Municipal Employees Health Trust Wellness Works staff to make sure the space was implemented properly. This space is for KWD staff to use on their personal time to maintain their physical and mental health. Thank you to all the employees who donated equipment for this space.
- 2. Progress on items presented in previous monthly department reports:**
  - a. We are still awaiting scheduling, with the Maine Department of Labor SafetyWorks, for sound level testing of our new vac truck and pneumatic jackhammer.
  - b. The 2025 Terms & Conditions revision is in progress. Edits and comments are due by 4/28 so we can start finalizing the document for MPUC submission.
- 3. New or upcoming items of significance:**
  - a. Our Safety and Health Award for Public Employers (SHAPE) is due for renewal in August. OSHA 300 forms for 2023 and 2024, and the SHAPE questionnaire have been submitted. We expect an on-site inspection to be scheduled in early August.



**May 1, 2025**  
**Trustee Meeting**  
**Monthly Department Reports**

**Department:** Distribution

**Submitted by:** Jared Bragdon

- 1. Notable accomplishments/successes since the last report (including personnel commendations):**
  - a. NA
- 2. Progress on items presented in previous monthly department reports:**
  - a. Hydrant checks- This project is completed for 2025.
  - b. Gatebox inspections- On hold until 2026.
  - c. Spring hydrant flushing- The spring hydrant flushing program began on April 22<sup>nd</sup>.
  - d. Maura Court water main replacement- This project began with a 2-inch tap on a 1953 lined cast iron main located on Averill Terrace. The tap will serve as the feed for the new water main on Maura Court. Progress has been slow and steady due to the presence of ledge. To date, approximately 160 feet (out of approximately 500 feet) of 2-inch HDPE water line has been installed.
  - e. City of Waterville paving- Road construction on Averill Terrace is scheduled to begin on May 5th. We are currently in the process of assessing the work that needs to be completed.
- 3. New or upcoming items of significance:**
  - a. NA
- 4. Main Break Summary:**

No new leaks to report.



**May 1, 2025  
Trustee Meeting  
Department Reports**

**Department:** Water Quality

**Submitted by:** Robbie Bickford

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

- a. The 2024 Annual water quality report has been completed and is currently available on our website at [www.kennebecwater.org/ccr](http://www.kennebecwater.org/ccr).

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

- a. China Lake (Lake Elevation: 170.9 feet or 7 inches below spillway)
  - i. China Lake Section 319 Grant:
    - 1. Buffer bundles containing native plants designed to help private landowners stabilize their shoreline are ordered and scheduled for delivery in May. WTP staff will help facilitate distribution of these bundles.
  - ii. China Lake Monitoring
    - 1. The three monitoring buoys have been deployed for the season and the first lake study of the year was completed April 16, 2025. Secchi disk transparency was 4.6m.
- b. PFAS Mitigation Project:
  - i. Preliminary Engineering:
    - 1. CDM Smith will be presenting its draft memo on the engineering options for PFAS mitigation to the Board on May 1st.
- c. Cationic Polymer Trial:
  - i. The new coagulation aid was trial in early April 2025 without issues. The second phase of this trial is scheduled for August 2025.
- d. Service Line Inventory:
  - i. KWD Owned Service Lines: All the KWD owned services on the randomly selected service line list have been identified. Utilizing statistical analysis, we can make the determination that the whole KWD owned system is "non-lead".
  - ii. Customer Owned Service Lines: Initial letters have been mailed to all customers on the randomly selected services line list, and most have received a hand-delivered notice requesting immediate action. Currently 259 of the 371 randomly selected services have been identified.

**3. New or upcoming items of significance:**

- a. N/A





**May 1, 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. 2026 Boutelle and Sanger Area Water Main Replacement Project – The project is to replace approximately 5,100 feet of water main on Sanger Ave, Colonial St, and Boutelle Ave in Waterville. Bids are due on April 25<sup>th</sup> and we expect to make a recommendation to the board on May 1<sup>st</sup>.
- b. Transmission Main Right-of-Way (ROW) Survey – We have received the final survey drawings and easement descriptions. The next phase will be working with an attorney to file the survey and easement descriptions with the Kennebec County Registry of Deeds.
- c. Chase Ave Pump Station Upgrade – We are meeting with Dirigo Engineering May 2<sup>nd</sup> to review a draft copy of their evaluation of the existing pump station and potential options for upgrading the pump station. No significant electrical or mechanical upgrades have occurred at the pump station since it was built in 1974. Our plan is to upgrade or replace the pump station in 2026.

**3. New or upcoming items of significance:**

- a. Future High St Main Replacement Project – We've started surveying High St in Fairfield for a future water main replacement project.
- b. Windows 11 Upgrade – Lucas Ramsey, KWD's new IT Technician, has started upgrading our devices to Windows 11 with the impending end of life coming for Windows 10 in October.



**May 1, 2025  
Trustee Meeting  
Department Reports**

**Department: Finance Department**

**Submitted by: Amy Dyer**

1. Notable accomplishments/successes since the last report (including personnel commendations):
  - a. The MMBB Board of Commissioners voted to approve the loan for Summer Street.
2. Progress report on items presented at the previous Trustee meeting:
  - a. We are sent out request for proposals to solicit proposals from four 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 1<sup>st</sup>). 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. We do not have an indication of when the audit will be completed.
  - d. I am working with Matt Zetterman to create the process of paying bills through electronic funds transfer (EFT).
  - e. Completion of the request for reimbursement on the vacuum truck is pending. We are waiting on one invoice for additional equipment that is being added to the truck.
3. New or upcoming items of significance:
  - a. We have been responding to numerous messages from a customer (currently living in Vassalboro, formerly in Waterville), regarding an overdue account with a disconnection pending during the week of April 29<sup>th</sup>. Responding to this customer has taken significant time. However, based upon our correspondence with the staff from the Maine Public Utilities Commission, we continue to operate within our authority to disconnect water service.