

**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