



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

**AGENDA**

1. Introduction of guests
2. Review and approve minutes of regular meeting of July 17, 2025
3. Review and approval of account warrant
4. Approvals/motions needed:
  - a. Approval of engineering agreement with CDM Smith
5. General Manager report
6. Department reports
7. Trustee comments, concerns, and/or ideas
8. Public participation
9. As needed: Executive session 1 MRS §405. 6.
10. Adjournment

**KENNEBEC WATER DISTRICT  
REGULAR BOARD OF TRUSTEES MEETING  
THURSDAY – JULY 17, 2025 at 7:30 AM**

The meeting was called to order at 7:30 a.m. by President Richards.

Trustees present: Frank Richards, President; Ben Murray, Vice-President; Jeff Earickson, Treasurer; J. Michael Talbot, Assistant Treasurer; Sarah Whateley, Clerk; Amy Stabins, Trustee (Remote Access); Mark McCluskey, Trustee; Allan Fuller, Trustee; Bruce Williams, Trustee; Matthew Bulmer, Trustee (Remote Access)

Trustees absent: None

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); Max Kenney, Senior Project Manager (Remote Access); Sue Markatine, KWD Recording Secretary

**ITEM 1: INTRODUCTION OF GUESTS**

None

**ITEM 2: REVIEW AND APPROVE THE MINUTES OF THE REGULAR BOARD OF TRUSTEES' MEETING OF JUNE 5, 2025**

Motion by Trustee Williams, "to accept the minutes of the Regular Board of Trustees' meeting of June 5, 2025," seconded by Trustee Fuller.

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

**ITEM 3: REVIEW AND APPROVAL OF ACCOUNT WARRANT**

Motion by Trustee Earickson, "to ratify the July 17, 2025 total warrant of checks released for \$3,196,191.20," 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, Trustee Bulmer – Yea. Motion carried unanimously.

**ITEM 4: REVIEW OF MAY AND JUNE 2025 FINANCIAL REPORTS**

The Trustees were provided with the May and June 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: REVIEW OF 2025 CAPITAL SPENDING**

The Trustees were provided with the 2025 Year-to-Date Capital Budget Expenditures Report up to June 30, 2025. Mr. Crouse and Ms. Dyer reviewed this report and answered questions from the Board members.

On behalf of the Board members, President Richards thanked Mr. Crouse and Ms. Dyer for the review of the capital spending report.

**ITEM 6: APPROVALS/MOTIONS NEEDED**

**A. Approval of Annual Drinking Water Fee Paid to the Drinking Water Program – \$15,477 (2024 Fee was \$13,089.80)**

Mr. Crouse informed the Trustees that the Maine Drinking Water Program annual assessment fee is \$15,477.00. This program is a supportive regulatory agency for all Maine water utilities.

Motion by Trustee Earickson, “to authorize the payment of \$15,477.00 for the Maine Drinking Water Program annual assessment fee,” seconded by Trustee McCluskey.

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

**B. Approval of Spending on Water Main Replacement on Maura Court in Waterville**

The Board members were provided with a request for authorization memo outlining the reasons for after the fact approval of construction services from Fanado Pelotte Contractor and hydraulic hammer rental services from Eagle Rental for the Maura Court, Waterville, water main replacement conducted by KWD staff. Mr. Crouse reviewed the background information for this project. Although KWD conducted test holes and detected the presence of ledge, the substantial amount of hard-ledge discovered while the work was in progress was an unanticipated challenge.

Motion by Trustee McCluskey, “to approve the after the fact construction services from Fanado Pelotte Contractor for \$50,329.60 and the hydraulic hammer rental services from Eagle Rental for \$25,455.00,” seconded by Trustee Fuller.

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

**C. Approval of Change Order for Summer Street Area Water Main Improvement Project**

The Trustees were provided with a request for authorization memo and explanation for a change order of the Summer Street, Waterville, area water main improvement project between KWD and Eastwood Contractors. This change order would expand the water main replacement project to include Preston Street. Mr. Crouse reviewed this change and funding source and answered questions from the Trustees. Mr. Crouse reported that this change order will not increase the anticipated borrowing associated with this project.

Motion by Trustee McCluskey “to approve change order number two of the Summer Street water main improvement project contract between KWD and Eastwood Contractors for \$351,230.00,” 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, Trustee Bulmer – Yea. Motion carried unanimously.

#### **D. Approval of Agreement with Bard and Son for Pavement Repair on High Street in Fairfield**

The Trustees were provided with a request for authorization memo which included proposals from two bidders (KWD solicited eight firms) for pavement restoration work due to water main breaks on High Street, Fairfield.

Motion by Trustee Earickson, “to accept the low bid from Bard and Sons Paving to complete pavement restoration work on High Street, Fairfield, for \$11,470.00,” seconded by Trustee McCluskey.

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

#### **ITEM 7: GENERAL MANAGER’S REPORT**

The Trustees were provided with the General Manager’s report, and a brief review was conducted by Mr. Crouse.

In addition to his report, Mr. Crouse informed the Board that there will be an All-Staff meeting on Thursday, August 28, 2025. (Note: This staff meeting has been moved to Thursday, September 4, 2025.) A luncheon will be served at noon if Trustees are interested in attending.

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

#### **ITEM 8: DEPARTMENT REPORTS**

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

In response to a question from Trustee Fuller, Mr. Crouse reported that cement mortar-lined ductile iron pipe is common throughout the world.

At Trustee Fuller’s request, Mr. LaPlante reviewed the challenges and corrective actions regarding the remote meter reading equipment.

Trustee Talbot complimented Mr. Bragdon and the operations crew on their efforts during the main break and area remediation after the main break on Lantern Lane in Waterville.

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

**ITEM 9: TRUSTEE COMMENTS, CONCERNS, AND/OR IDEAS**

None

**ITEM 10: PUBLIC PARTICIPATION**

None

**ITEM 11: AS NEEDED: EXECUTIVE SESSION – 1 MRS §405. EXECUTIVE SESSION  
6. A. PERSONNEL MATTERS**

None

**ITEM 12: ADJOURNMENT**

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

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

Meeting adjourned at 8:32 a.m.

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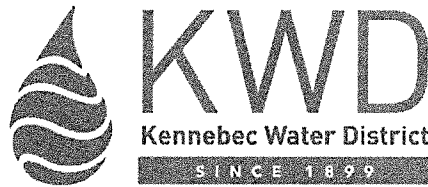
Sue Markatine, Recording Secretary

A. ACCOUNT WARRANT AUGUST 7, 2025

NO.	CHECK DATE	VENDOR NAME	DESCRIPTION	DOLLAR AMOUNT
1	07/07/2025	FLORES & ASSOCIATES	HEALTH INS. DEDUCTIBLE REIMBURSEMENT	378.17
2	07/11/2025	CENTERLINE UTILITIES	MONTHLY KWD LOCATES	4,597.93
3	07/11/2025	CHARLES P. LADD	REFUND-HOME SOLD WITH CREDIT BALANCE	49.00
4	07/11/2025	CINTAS	EMPLOYEES UNIFORM/CLOTHING SERVICE	172.45
5	07/11/2025	DIG SAFE SYSTEM, INC.	MONTHLY COST OF OPERATIONS	843.17
6	07/11/2025	ERGOS TECH PARTNERS, INC.	BACKUP SERVICES	160.00
7	07/11/2025	GRAINGER	WIRE ROPE FOR NO SWIMMING BUOY	192.10
8	07/11/2025	HUSSEY COMMUNICATIONS, INC.	MONTHLY INTERNET SERVICE	182.00
9	07/11/2025	MAINE MUNICIPAL BOND BANK	LOAN- ADMIN, INTEREST, & PRINCIPAL	37,084.22
10	07/11/2025	MAINE WATER UTILITIES ASSOC.	ANNUAL SUMMER OUTING	70.00
11	07/11/2025	TREASURER, STATE OF MAINE-HETL	WATER TESTS	280.00
12	07/11/2025	MODERN INDUSTRIES, INC.	WATER TESTS	550.00
13	07/11/2025	ROKI REPAIR SHOP	MAINTENANCE/SERVICE-TRUCK 6	1,189.39
14	07/11/2025	ROTARY CLUB OF WATERVILLE	SEMI-ANNUAL DUES	150.00
15	07/11/2025	TECHNOLOGY SOLUTIONS OF MAINE	MONTHLY ANSWERING SERVICE	105.30
16	07/11/2025	UNITED STATES TREASURY	QUARTERLY FEDERAL EXCISE TAX	76.34
17	07/11/2025	USA BLUE BOOK	LAB SUPPLIES-WTP	25.60
18	07/11/2025	VERIZON	MONTHLY VEHICLE DATA SERVICE	303.20
19	07/11/2025	CITY OF WATERVILLE	MONTHLY VEHICLE FUEL USAGE	2,750.42
20	07/11/2025	F.W. WEBB COMPANY	WATER SYSTEM REPLACEMENT ITEMS	3,508.66
21	07/15/2025	DIVVY-VISA CARD	ALARM ROUTER/JUMPER CABLES/FIREWALL/ HILLMAN HALF-PRICE CERTIFICATES/GRASS SEED/VINEGAR/GALLON PUMP SPRAYER/ GATORADE/CHAIN COIL FOR BUOYS/BUOY CONCRETE & HARDWARE/CHROME UPGRADE/ BOAT GAS/HEDGE TRIMMER/MICROSOFT 365/INSECT KILLER/WIRELESS CHARGER/ ACCIDENT REPORT/RUBBER MAT/DELL KEYBOARD & MOUSE/OFFICE SUPPLIES/SHELF/ LASER MEASURE/REPLACEMENT PC'S/COMPUTER/WTP SCADA ALARMS/WATER SAMPLES SHIPPING FEES/LICENSE UPGRADE/MICRO INCUBATOR/GOTO PHONE SERVICE/ PFAS CHALLENGE SEMINAR/MICROSOFT SUBSCRIPTIONS	7,722.99
22	07/17/2025	PAYMENTUS	MONTHLY CUSTOMER CC TRANSACTIONS FEES	2,774.42
23	07/18/2025	AQUA BACKFLOW, INC.	PROGRAM MANAGEMENT SERVICE	909.50
24	07/18/2025	CINTAS	EMPLOYEES UNIFORM/CLOTHING SERVICE	173.92
25	07/18/2025	CSX TRANSPORTATION	EASEMENT FEE-WINSLOW PIPE	24.00
26	07/18/2025	DEAD RIVER COMPANY	DIESEL FOR GENERATOR-SOUTH STREET	195.35
27	07/18/2025	DOSTIE'S TOWING WATERVILLE	INSPECTION/OIL CHANGE-TRUCK 5	110.40
28	07/18/2025	EASTWOOD CONTRACTORS, INC.	SUMMER ST WATER MAIN REPLACEMENT	563,313.32
29	07/18/2025	INFOSEND, INC.	BILL PROCESSING & MAILING	1,728.17
30	07/18/2025	KENNEBEC EQUIPMENT - FAIRFIELD	PUMP HOSE REPLACEMENT	407.95
31	07/18/2025	KOZAK & GAYER, P.A.	LEGAL SERVICES-TRANSMISSION SURVEY	135.00
32	07/18/2025	KYOCERA DOCUMENT SOLUTIONS-N.E.	QUARTERLY COPIER MAINTENANCE CONTRACT	551.90
33	07/18/2025	MAINE LABORATORIES, LLC	WATER TESTS	1,855.00
34	07/18/2025	MODERN INDUSTRIES, INC.	WATER TESTS	550.00
35	07/18/2025	NORTHERN SAFETY CO, INC.	SAFETY GLASSES	113.76
36	07/18/2025	PINE TREE WASTE, INC.	RUBBISH REMOVAL-2 LOCATIONS	234.00
37	07/18/2025	PORTLAND PAPER PRODUCTS	CLEANING SUPPLIES/TOWELS	193.66
38	07/18/2025	PROSEAL, LLC	PAVEMENT PATCHES-VARIOUS LOCATIONS	7,221.00
39	07/18/2025	DAVID MORIN	MONTHLY LAWN SERVICES-VARIOUS LOCATIONS	4,736.00
40	07/18/2025	THAYER CORPORATION	AC MAINTENANCE-WTP	462.40
41	07/18/2025	UNIVAR SOLUTIONS	HYDROFLUOSILICIC ACID-WTP	6,530.00
42	07/18/2025	VERRILL	LEGAL SERVICES-VARIOUS	5,505.94
43	07/18/2025	F.W. WEBB COMPANY	COIL	605.18
44	07/18/2025	TOWN OF WINSLOW	HIGHWAY OPENING PERMIT	123.85
45	07/22/2025	FLORES & ASSOCIATES	MONTHLY ADMIN FEE DEDUCTIBLE REIMBURSE	88.00
46	07/25/2025	CINTAS	EMPLOYEES UNIFORM/CLOTHING SERVICE	173.92
47	07/25/2025	635-CONSOLIDATED COMMUNICATIONS	MONTHLY TELEPHONE SERVICE	134.60

A. ACCOUNT WARRANT AUGUST 7, 2025

NO.	CHECK DATE	VENDOR NAME	DESCRIPTION	DOLLAR AMOUNT
48	07/25/2025	EXPRESS ELECTRIC EEC	TROUBLESHOOT WAPS VFD COOLING FAN	115.00
49	07/25/2025	GENERAL ALUM N.E. CORP.	ALUM-WTP	5,415.23
50	07/25/2025	GONETSPEED	MONTHLY INTERNET SERVICE	114.90
51	07/25/2025	HARCROS CHEMICALS, INC.	SODIUM HYPOCHLORITE-WTP	5,250.00
52	07/25/2025	KENNEBEC EQUIPMENT - FAIRFIELD	EQUIPMENT RENTAL/EQUIPMENT REPAIRS	2,003.53
53	07/25/2025	MAINE WATER UTILITIES ASSOCIATION	ANNUAL SUMMER OUTING	70.00
54	07/25/2025	TREASURER, STATE OF MAINE	ANNUAL DRINKING WATER FEE	15,447.00
55	07/25/2025	TREASURER, STATE OF MAINE-HETL	WATER TESTS	1,060.00
56	07/25/2025	WORKPLACE HEALTH	EMPLOYEE VACCINATION	55.70
57	07/25/2025	MESSALONSKEE STREAM HYDRO, LLC	ENERGY CREDITS	24,652.10
58	07/25/2025	CARPARTS DIST. CENTER-MOTOR SUP.	AIR FILTER/POLY	40.76
59	07/25/2025	WILLIAM MUSERO, INC.	CONTRACTOR SERVICES	875.00
60	07/25/2025	NORTHERN SAFETY CO, INC.	NITRILE GLOVES	135.36
61	07/25/2025	PINE TREE WASTE, INC.	PORTAPOTTY RENTAL	145.00
62	07/25/2025	PORTLAND PAPER PRODUCTS	TOWELS/TISSUE	225.57
63	07/25/2025	ROKI REPAIR SHOP	PREVENTIVE MAINTENANCE-TRUCK 11	411.32
64	07/25/2025	SATURN BUSINESS SERVICES, INC.	BROCHURES FOR LAKE EVENT	459.00
65	07/25/2025	HARRY J. SMITH CO.	MUD FLAPS	59.85
66	07/25/2025	THAYER CORPORATION	QUARTERLY MAINTENANCE CONTRACT	212.00
67	07/25/2025	VASSALBORO CAR CARE	OIL CHANGE-TRUCK 17	94.41
68	07/25/2025	VERRILL	LEGAL SERVICES-VARIOUS	2,229.00
69	07/25/2025	F.W. WEBB COMPANY	CHECK VALVE PARTS/GASKETS/METER ADAPTERS	1,868.68
70	07/28/2025	FLORES & ASSOCIATES	HEALTH INS. DEDUCTIBLE REIMBURSEMENT	343.98
71	07/31/2025	MAINE MUNICIPAL EMPS. HEALTH TRUST	MONTHLY HEALTH INSURANCE PREMIUMS	38,130.18
72	07/31/2025	NORTHEAST DELTA DENTAL	MONTHLY DENTAL INSURANCE PREMIUMS	1,062.10
TOTAL WARRANT				759,717.85



# MEMO

August 7, 2025

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

**From:** Matt Zetterman, Engineering Manager

**Cc:** Roger Crouse, General Manager; Max Kenney, Senior Project Manager; Robbie Bickford, Water Quality Manager

**Subject:** Request for Accepting Proposal from CDM Smith for Phase 1 Design Services for PFAS Mitigation at the Water Treatment Plant

## **Need/Background:**

Since 2019 PFAS compounds have been detected in KWD's raw water supply and subsequently in the finished water being delivered to customers. In 2023, CDM Smith completed a PFAS Mitigation Basis of Design Memorandum (BODM) outlining treatment options. Testing and pilot studies were conducted to evaluate the feasibility of the alternatives outlined in that BODM for mitigating PFAS contamination. The final recommendation from CDM Smith, based on bench-scale and pilot-scale testing results, and ratified by the Board of Trustees on June 5, 2025, was to utilize the existing gravity filters at the WTP with more frequent granular activated carbon (GAC) media changeouts. Although no new treatment process is necessary, we are seeking to make upgrades to the treatment plant to improve operational efficiencies and replace components that are at or near the end of their useful life.

KWD recently solicited proposals from engineering firms to provide a preliminary evaluation of treatment plant upgrades including estimated construction costs. The evaluation will allow us to prioritize and select which items we will include in the project when we move onto the design phase. Using the evaluation, we will meet with staff from the Maine Drinking Water Program to discuss our upgrade plan and secure funding commitment for this approach. (Our original application for funding assumed the construction of a new building and treatment process.)

## **Summary of Proposals:**

The following is a summary of the proposals and proposal prices:

Submitters	Proposal Amount
CDM Smith	\$33,680
Tighe & Bond	\$69,100
Wright-Pierce	No Proposal
Haley Ward	No Proposal

Both proposals received were of high quality, however, CDM Smith provided the lowest cost proposal and we've been very satisfied with their project team over the last several years. Ninety percent of this phase of the project will be funded by emerging contaminant funds received from the Maine Drinking Water Program.

## **Request:**

I am requesting Trustee approval to accept CDM Smith's proposal for phase 1 design services for the PFAS Mitigation Project for \$33,680.

Note: After this phase of work is complete, we intend on negotiating with CDM Smith for agreements on subsequent phases of work (final design, construction administration). There will be no solicitation service for future phases (unless we cannot agree on terms for additional phases with CDM Smith).





**August 7, 2025**  
**Trustee Meeting**  
**General Manager Report**

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

- a. Robbie Bickford gave a great presentation at the China Lake Association's annual meeting on Saturday, July 26<sup>th</sup>. Robbie's leadership and commitment to improving China Lake water quality, continues to improve our relationship with the Association as well as the community.

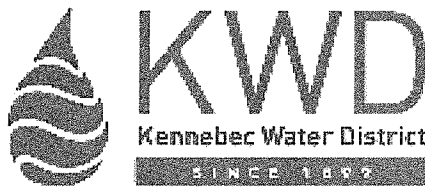
**2. Progress report on items presented at the previous Trustee meeting:**

- a. KWD's summer all-staff meeting will be held on September 4<sup>th</sup> (changed from August 28<sup>th</sup>). Trustees wanting to attend should contact me. Lunch will be served around 12 pm.
- b. Despite the proposed dramatic cuts to the Drinking Water State Revolving Fund by the Trump administration for the FY2026, the House and Senate versions of the budget are much stronger.

Funding Program	FY2025 Enacted Funding	President's FY2026 Proposal	House FY2026 Proposal	Senate FY2026 Proposal
Drinking Water State Revolving Fund (DWSRF)	\$1.13 billion	\$150.0 million	\$894.7 million	\$1.13 billion

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

- a. I met with Steve Soucy, Winslow Town Manager, on July 22<sup>nd</sup>. Steve was hired as the Town Manager in April 2025. Subsequently, Steve, Paul Fongemie (Public Works Director), and Michael Murphy (Fire Chief) came to Drummond Ave to meet our management team and tour our facility. A tour of the WTP is scheduled for August 7<sup>th</sup>.
- b. The Mid-Maine Chamber of Commerce asked us to host a full-scale replica of the [Optimus Prime](#) truck during the weekend of July 26<sup>th</sup> and 27<sup>th</sup> for the Mid-Maine Comic & Toy Con at Thomas College. We were glad that we could support this event in our community. Optimus used our wash bay for parking and cleaning.



**August 7, 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. The auditors are continuing to work on the audit reports. We anticipate receiving complete reports in August.
  - b. Our contract with RKO expires this year. We have been with RKO for ten years (this is year three of the current 3-year contract). I have been evaluating options for either an extension of the contract or solicitation of proposals. It is my recommendation that we initiate a formal RFP process to engage an independent auditor for our 2025 and future audits. This recommendation is driven by ongoing concerns regarding the timeliness of our current audit firm. As of today, we have not received the final audit report for the most recent fiscal year, despite multiple follow-ups and extended timelines. This delay has created challenges in meeting regulatory requirements, and it raises questions about the firm's capacity to meet our expectations moving forward.
  - c. The Annual Report for the MPUC is on hold until I have final figures from the audit.
  - d. I am working with Matt Zetterman to create the process of paying bills through electronic funds transfer (EFT).
3. New or upcoming items of significance:
  - a. The ***One Big Beautiful Bill*** rules for tax on overtime earnings require program changes for payroll but will not change the tax withholding for employees. Employees will be able to deduct a portion of their overtime earnings on their Federal 1040 tax return. However, this will require substantial tracking for payroll purposes. We will be working with Tyler Technologies to modify our reporting.
  - b. I have begun creating budgeting salary models for 2026.



**August 7, 2025  
Trustee Meeting  
Monthly Department Report**

**Department:** Service

**Submitted by:** Benny LaPlante

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

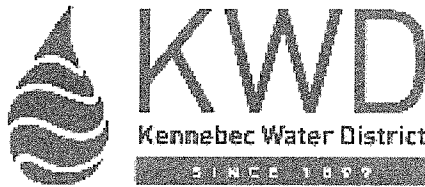
a. N/A

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

- a. Our revised Terms & Conditions, along with the supporting documentation, have been submitted to the Maine Public Utilities Commission (MPUC). A meeting is scheduled for August 4th to address any questions or concerns they may have.
- b. The backflow prevention device on the fire service at the JFK Mall in Waterville has been successfully replaced and tested. The installation of a second device is currently on hold while the customer coordinates with their contractor to repair a private isolation valve.
- c. We continue to address challenges with our remote reading field equipment. Technicians are now utilizing the newer model of our three Command Link units and have revisited all sites, bringing us up to date. We are actively working with Core & Main and Sensus to identify the root cause and implement a long-term solution.

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

- a. Our Safety and Health Award for Public Employers (SHAPE) inspection is scheduled for September 2, 2025. Representatives from the Maine Department of Labor will conduct site visits to identify any potential safety hazards and review our safety-related documentation.



**August 7, 2025  
Trustee Meeting  
Monthly Department Reports**

**Department:** Distribution

**Submitted by:** Jared Bragdon

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

- a. We accepted the replacement Truck 8 (a Ford F550) on July 25, 2025. So far, it has been performing very well. As we continue to familiarize ourselves with its systems, we'll be adjusting the setup of tools and equipment to better align with our operational needs and improve efficiency.

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

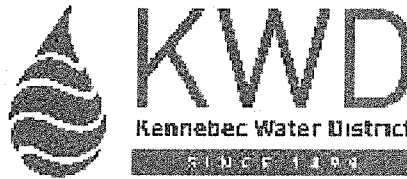
- a. The Town of Fairfield is planning to pave Bray Avenue, Pamador Drive, Church Street, Willow Street, Osborne Court, and Bartlett Street. KWD has completed lowering all structures within the work areas and will raise them following the completion of base paving operations. Base paving operations are scheduled to begin the week of 8/4. KWD will begin raising structures in conjunction with paving operations.
- b. New 2" tap for new car wash on Kennedy Memorial Drive in Waterville is scheduled for 8/5/2025

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

- a. Paving restoration- We experienced a leak near 122 Skowhegan Rd in Fairfield on 7/14/2025. This roadway falls under the jurisdiction of Maine DOT and was paved in 2024, placing it under a moratorium. As a result, any restoration will require a substantial pavement patch that meets Maine DOT specifications. A road opening permit application has been submitted, and we will have more clarity on the restoration requirements once the permit is issued.

**4. Main Break Summary:**

DATE OF LEAK	LOCATION (STREET)	MUNICIPALITY	PIPE SIZE	PIPE/SERVICE INSTALLED DATE	MATERIAL	TYPE OF LEAK
7/14/2025	122 Skowhegan Rd	Fairfield	12	1969	Ductile Iron (Lined)	4"x4" Hole



**August 7, 2025**

**Trustee Meeting**

**Monthly Department Reports**

**Department:** Engineering

**Submitted by:** Matt Zetterman

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

- a. Delivery of Truck 8 – Working with the Distribution team, Mickey Furbush, KWD's Fleet and Facilities Coordinator, worked diligently to expedite the delivery of a replacement Ford F550 utility body truck used by our Distribution team. This truck was ordered roughly a year ago and at one point it looked like we may not receive it for this construction season. The truck is now on site and in use by our team.
- b. Cybersecurity Assessment with Maine Army National Guard (MaineANG)– On June 18<sup>th</sup> KWD staff met with members of the MaineANG where they assessed our organization's cybersecurity. The MaineANG team was impressed with our level of cybersecurity awareness, preparedness, and commitment. We will be meeting with the team on August 8<sup>th</sup> to discuss their recommendations.

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

- a. 2025 Summer St Area Water Main Replacement Project – Water main installation is well under way on the Grove Street portion of the project. The first phase of main has been installed and is in the process of being tested. Final paving on Summer Street should be occurring soon as well.
- b. PFAS Mitigation Project – After soliciting proposals, we will be seeking board approval to accept CDM Smith's proposal for an evaluation of improvements at the treatment plant for PFAS mitigation. The plan is to have a draft evaluation completed in September.

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

- a. Turner Street Main Loop – Our Distribution team intends to connect the mains on Turner Street and Ann Street in Waterville to create a pipe loop in our distribution system (approximately 210 feet of 2-inch water main). Loops in the distribution system help reduce interruptions during shutdowns, provide more flow, and help reduce water age issues created by dead ends. This project is expected to take about 5 working days. The total expected cost is \$54,000. The only anticipated external expenses (outside of materials) are contract services for a dump truck (and driver) and paving.



**August 7, 2025  
Trustee Meeting  
Department Reports**

**Department:** Water Quality

**Submitted by:** Robbie Bickford

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

- a. Roger and I attended the annual meeting of the China Lake Association (CLA) where I provided a water quality update to approximately 50 members.
- b. After several years of cleaning the intake screens in less than ideal conditions (damaged pavement resulting in standing water) Darrell and Lee constructed a concrete entrance pad in front of the intake building to allow the screens to be cleaned out easier and provide better access to the building.

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

- a. China Lake (Lake Elevation: 171.1 feet or 5 inch below spillway)
  - i. China Lake Section 319 Grant:
    1. Work continues on several erosion reduction projects around China Lake. These projects are slated to end September 2025.
  - ii. The current Secchi Disk transparency reading for the West Basin is 6.1 meters. This remains consistent with readings gathered in late July over the past 10 years. With the dry weather and warmer temperatures in July, and expected to continue in August, it is likely Secchi reading will drop significantly over the next month (as it has in the past).
- b. PFAS Mitigation Project:
  - i. Two high quality proposals were received in response to the RFP for engineering review of modifications to the existing infrastructure at the WTP to mitigate PFAS. A memo is being presented during this meeting requesting approval of a contract to proceed with this work.
- c. Lagoon Discharge Project – Following all approvals being granted for the construction of the outfall structure, materials have been ordered, and construction is expected to begin in August 2025.

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

- a. N/A