

**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.

Sue Markatine, Recording Secretary