

**KENNEBEC WATER DISTRICT  
REGULAR BOARD OF TRUSTEES MEETING  
THURSDAY – OCTOBER 2, 2025 at 7:30 AM**

The meeting was called to order at 7:35 a.m. by President Richards.

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

Trustees absent: None

Also present: Roger Crouse, KWD General Manager; Amy Dyer, KWD Finance Manager; Matt Zetterman, KWD Engineering Manager; Benny LaPlante, KWD Service Manager (Remote Access); Jared Bragdon, KWD Distribution Manager (Remote Access); Robbie Bickford, KWD Water Quality Manager (Remote Access); Max Kenney, KWD Senior Project Manager; 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 SEPTEMBER 18, 2025**

Motion by Trustee Talbot, "to accept the minutes of the Regular Board of Trustees' meeting of September 18, 2025," seconded by Trustee McCluskey.

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

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

Motion by Trustee Earickson, "to ratify the October 2, 2025 total warrant of checks released for \$1,298,352.71," 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 Bulmer – Yea. Motion carried unanimously.

**ITEM 4: PRESENTATION ABOUT NON-CONFORMING AND NEW WATER SERVICES**

Motion by Trustee Earickson, "to take from the table agenda items 5.A. Adoption of Policy for Addressing Non-Conforming Water Services and 5.B. Adoption of Policy for Subsidizing New Water Services," 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 Bulmer – Yea. Motion carried unanimously.

## **ITEM 5: APPROVALS/MOTIONS NEEDED**

### **A. Adoption of Policy for Addressing Non-Conforming Water Services**

At the September 18, 2025 Board meeting, Mr. Zetterman and Mr. Kenney conducted part one of a PowerPoint presentation explaining non-conforming customer services in KWD's system and the benefit of bringing the services up to KWD's current standards. At today's meeting, Mr. Crouse recapped the reasons for this proposed policy and stated that the funding for this expense will be determined during the 2026 budget discussions. The Trustees discussed this proposed policy.

Motion by Trustee McCluskey, "to adopt the Policy for Correcting Non-Conforming Services with KWD Funds," 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 Bulmer – Yea. Motion carried unanimously.

### **B. Adoption of Policy for Subsidizing New Water Services**

Mr. Zetterman and Mr. Kenney conducted part two of the PowerPoint presentation outlining the reasons for a policy to subsidize the cost of installing a new water service for structures/new structures on streets with an existing KWD water main. This policy addresses subsidies for properties located both within and outside of the Maine Department of Transportation Urban Compact zone. Mr. Kenney explained the variation between the present calculations and the proposed calculations for new water service fees. Adopting this policy could incentivize customers to choose KWD water service versus drilling a well or utilizing another option. Mr. Zetterman and Mr. Kenney have been in contact with the Maine Public Utilities Commission (MPUC) to ensure this policy meets MPUC requirements. The Trustees discussed this proposed policy.

Motion by Trustee McCluskey, "to adopt the Policy for Subsidizing the Cost of New Water Service Installation," 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 Bulmer – Yea. Motion carried unanimously.

### **C. Approval of Cost-of-Living Adjustment for Salaries Effective January 1, 2026**

The Trustees were provided with a request for determination of the annual cost of living adjustment (COLA) for all KWD positions accompanied by statistical information from 1974 to 2025 of the variations in the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W). (The CPI-W index is used by the Social Security Administration to establish the annual COLA for Social Security recipients.) From August 2024 to August 2025 the CPI-W increased 2.8 percent. The Trustees briefly discussed this increase.

Motion by Trustee McCluskey, “to authorize a 2.8 percent cost of living adjustment wage increase to all KWD personnel effective January 1, 2026,” 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 Bulmer – Yea. Motion carried unanimously.

#### **ITEM 6: GENERAL MANAGER’S REPORT**

The Trustees were provided with the General Manager’s report for their review.

In lieu of a Board meeting on October 16, 2025, a budget workshop will be held with KWD staff and interested Trustees at 7:30 a.m.

In addition to his report, Mr. Crouse informed the Board that KWD is submitting to the Maine Drinking Water Program an application for State Revolving Funds for a water main extension in Fairfield due to PFAS contamination in the area wells.

Because electricity contracts are only held a few hours after proposals, Mr. Crouse reviewed the choices provided by Maine Power Options, KWD’s broker for electricity supply purchases, and approved an agreement with Constellation Energy for KWD’s six low usage CMP accounts for \$0.109 per kWh (the previous contract was \$0.1585 per kWh) from December 2025 to December 2028.

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

At Trustee Fuller’s request, Mr. Crouse and Mr. Bickford further explained the update to the Programmable Logic Controller (PLC) which provides data, including water pressure signals, at the Huhtamaki Manufacturing Plant.

Trustee Fuller asked if there were plans for a real time water quality monitoring buoy in China Lake. Mr. Crouse replied there were intentions in conjunction with Colby College using grant funds; however, this never materialized. Because the China Lake water quality changes very gradually, the present method of lake water sampling and WTP incoming water monitoring will continue to be utilized.

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

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

Trustee McCluskey requested an update on the Chase Avenue Pump Station Upgrade Project. Mr. Crouse replied sixty-percent design was submitted by Dirigo Engineering and reviewed by KWD staff recently. An application for State Revolving Funds will be submitted to the Maine Drinking Water Program soon. Construction is planned for 2026.

**ITEM 9: PUBLIC PARTICIPATION**

None

**ITEM 10: AS NEEDED: EXECUTIVE SESSION – 1 MRS §405. EXECUTIVE SESSION**

None

**ITEM 11: ADJOURNMENT**

Motion by Trustee McCluskey, “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 Bulmer – Yea. Motion carried unanimously.

Meeting adjourned at 8:43 a.m.

---

Sue Markatine, Recording Secretary