

**KENNEBEC WATER DISTRICT
REGULAR BOARD OF TRUSTEES MEETING
THURSDAY – NOVEMBER 20, 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); Mark McCluskey, Trustee; Allan Fuller, Trustee; Amy Stabins, Trustee; Matthew Bulmer, Trustee

Trustees absent: None

Sarah Whateley, Clerk, left the meeting at 8:05 a.m.

Also present: Roger Crouse, KWD General Manager; Amy Dyer, KWD Finance Manager; Benny LaPlante, KWD Service Manager (Remote Access); Jared Bragdon, KWD Distribution Manager (Remote Access); Robbie Bickford, KWD Water Quality 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 NOVEMBER 6, 2025

Motion by Trustee Talbot, "to accept the minutes of the Regular Board of Trustees' meeting of November 6, 2025," 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 Bulmer – Yea. Motion carried unanimously.

ITEM 3: REVIEW AND APPROVAL OF ACCOUNT WARRANT

Motion by Trustee Earickson, "to ratify the November 20, 2025 total warrant of checks released for \$96,791.37," 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: REVIEW OF OCTOBER 2025 FINANCIAL REPORTS

The Trustees were provided with the October 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: APPROVALS/MOTIONS NEEDED

A. Approval of Agreement with Cross Insurance for Paid Family and Medical Leave Insurance Coverage

The Trustees were provided with a request for authorization memo to substitute an equivalent private insurance program for the State managed insurance program for paid family and medical leave. Cross Insurance (an insurance broker) provided KWD with premium quotes from several carriers, some of which are at a lower cost than the State insurance plan. Mr. Crouse explained the proposed change and answered questions regarding the specifics of this program from the Board members. There was a brief discussion of whether KWD self-insuring this program could be a viable option in the future.

Motion by Trustee Earickson, “to approve opting out of the State Paid Family and Medical Leave Plan before November 30, 2025, and to establish a Paid Family and Medical Leave policy with The Harford at a rate of \$0.768/\$100 of wages for a period of 20 months effective May 1, 2026,” 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.

B. Approval of Purchase of Bray Valves and Actuator

The Trustees were provided with a sole-source request to purchase Bray valves and actuators which control the flow of water to ensure the treatment processes are performed as designed at the Water Treatment Plant (WTP). As with previous phases, the WTP staff will perform the work to replace the valves. This is the final phase of this multi-year project. Mr. Crouse and Mr. Bickford answered questions from the Trustees regarding this project.

Motion by Trustee Fuller, “to approve the sole-source purchase of twelve 20-inch Bray valves and actuators and six 16-inch Bray valves and actuators from J. T. Lynne/Flow Elements for \$129,462.00 plus an estimated freight charge of \$4,000.00 for a total cost of \$133,462.00,” seconded by Trustee McCluskey.

Vote: Motion carried unanimously.

C. Approval of Water Treatment Chemical Purchase Agreements

The Trustees were provided with a request for authorization memo which included a description of and the bid submittals for the supply of five bulk chemicals for the year 2026.

Motion by Trustee Earickson, “for the year 2026, to accept the low bids as follows: Sodium Hydroxide bid to Univar Solutions at \$2.75 per gallon; Alum bid to GAC Chemical Corporation at \$1.925 per gallon; Sodium Hypochlorite bid to Harcros Chemicals at \$2.0668 per gallon; Fluoride bid to Univar Solutions at \$6.00 per gallon; and Ortho-Polyphosphate bid to Shannon Chemical Corporation at \$8.42 per gallon,” seconded by Trustee Talbot.

Vote: Motion carried unanimously.

ITEM 6: GENERAL MANAGER’S REPORT

Mr. Crouse informed the Trustees that he plans to propose a policy to grant four-hours administrative leave annually to interested employees to allow them the opportunity to provide community service during work hours. He will provide a draft of this policy for Board review at the next meeting.

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

ITEM 7: TRUSTEE COMMENTS, CONCERNS, AND/DEPARTMENT REPORTS

Trustee Richards commented on the recent trials of the Vassalboro Sanitary District.

In response to a question from Trustee Fuller, Mr. Crouse answered there has been one person who has expressed interest in fulfilling the term vacated by the Fairfield Trustee representative.

ITEM 8: PUBLIC PARTICIPATION

None

ITEM 9: AS NEEDED: EXECUTIVE SESSION – 1 MRS §405. EXECUTIVE SESSION

None

ITEM 10: ADJOURNMENT

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

Vote: Motion carried unanimously.

Meeting adjourned at 8:22 a.m.

Sue Markatine, Recording Secretary