

**KENNEBEC WATER DISTRICT
REGULAR BOARD OF TRUSTEES MEETING
THURSDAY – DECEMBER 4, 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; Mark McCluskey, Trustee; Allan Fuller, Trustee; Amy Stabins, Trustee; Nathan Saunders, Trustee

Trustees absent: Matthew Bulmer, Trustee

Mark McCluskey, Trustee, left the meeting at 8:15 a.m.

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); Sue Markatine, KWD Recording Secretary

ITEM 1: INTRODUCTION OF GUESTS

None

**ITEM 2: WELCOME NEW TRUSTEE – NATHAN SAUNDERS, FAIRFIELD
(APPOINTED BY THE FAIRFIELD TOWN COUNCIL TO FILL THE SEAT
VACATED BY BRUCE WILLIAMS)**

The Trustees welcomed and made introductions to Trustee Saunders. Trustee Saunders was appointed by the Fairfield Town Council to fulfill the seat vacated by Bruce Williams.

The Trustees also thanked outgoing Trustee McCluskey for his commitment and dedication to the KWD Board over the past several years.

**ITEM 3: REVIEW AND APPROVE THE MINUTES OF THE REGULAR
BOARD OF TRUSTEES' MEETING OF NOVEMBER 20, 2025**

Motion by Trustee Talbot, "to accept the minutes of the Regular Board of Trustees' meeting of November 20, 2025," seconded by Trustee McCluskey.

Vote: Motion carried unanimously.

ITEM 4: REVIEW AND APPROVAL OF ACCOUNT WARRANT

Motion by Trustee Earickson, "to ratify the December 4, 2025 total warrant of checks released for \$288,069.11," seconded by Trustee Talbot.

Vote: Motion carried unanimously.

ITEM 5: APPROVALS/MOTIONS NEEDED

A. Approval of Community Service Policy

The Trustees were provided with the KWD Community Service Policy which grants four-hours administrative leave annually to interested employees to allow them the opportunity to provide community service during work hours.

Motion by Trustee McCluseky, “to approve the KWD Community Service Policy as presented,” seconded by Trustee Fuller.

Vote: Motion carried unanimously.

B. Approval of Payment to Core & Main for Advanced Metering Infrastructure Services

In September 2024, the Trustees approved a five-year agreement with Core & Main for KWD’s meter data management software and equipment which includes Sensus Regional Network Interface, Sensus Analytics, and three Base Station warranties. At today’s meeting, the Trustees were asked for approval of the year two payment of the five-year agreement. Mr. Crouse and Mr. LaPlante answered questions from the Board members regarding this agreement.

Motion by Trustee Earickson, “to approve the year two payment to Core & Main for Sensus Reginal Network Interface, Sensus Analytics, and three Base Station warranties for \$42,190.69,” seconded by Trustee Talbot.

Vote: Motion carried unanimously.

C. Approval of Agreement with CDM Smith for 10 Percent Design Services for Water Treatment Plant Upgrades

The Trustees were provided with a request for authorization to approve an agreement between KWD and CDM Smith for engineering design services for PFAS mitigation – ten-percent design and site evaluation. Also provided was the proposal from CDM Smith outlining the specific tasks associated with the design services. Several months ago, the Trustees voted to use the existing Water Treatment Plant (WTP) gravity filters for PFAS mitigation with more frequent replacement of granular activated carbon media. CDM Smith was chosen to evaluate WTP design upgrades and provide cost estimates to improve efficiencies of the media replacement process, reduce backwash recycle, and other improvements. As a result of the evaluation, Mr. Crouse explained the present and future scope of the projects on the Priority 1 list and possible funding sources. There will be future evaluations and adjustments as each phase moves forward. Mr. Bickford provided specific details of some of the planned construction modifications. Mr. Crouse and Mr. Bickford answered questions as the Board discussed the upgrades associated with the overall project.

Motion by Trustee Earickson, “to approve an agreement with CDM Smith to complete a ten-percent design of the Priority 1 projects outlined in the preliminary evaluation and relevant site evaluations at the WTP for a not to exceed price of \$161,165.00,” seconded by Trustee Talbot.

Vote: Motion carried unanimously.

D. Approval of Annual Employee Holiday Gift (\$200 in 2024 and 2023)

Typically, in past years as an expression of appreciation, KWD employees have been provided with a one-time cash bonus in December in their paychecks.

Motion by Trustee McCluskey, “in appreciation of KWD employees, to authorize a one-time cash bonus of \$200.00 per employee in their paycheck,” seconded by Trustee Talbot.

Vote: Motion carried unanimously.

ITEM 6: GENERAL MANAGER’S REPORT

As part of their Board packet, the Trustees were provided with the General Manager’s report, and a brief review was conducted by Mr. Crouse.

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.

In response to a question from Trustee Fuller, Ms. Dyer responded that KWD’s auditors, Runyon Kersteen Ouellette, have informed her the 2024 Financial Audit Report will be finalized in December.

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

ITEM 8: TRUSTEE COMMENTS, CONCERNS, AND/DEPARTMENT REPORTS

Because the first Thursday of January falls on New Year’s Day, the next Board meeting is scheduled for January 15, 2026. The 2026 Board Officers will be elected at this meeting.

Trustee Richards reminded re-elected Trustees to take their Oath of Office at their respective city/town office before the January Board meeting.

Trustee Richards mentioned that he has been approached by the Town of Vassalboro Trail Committee. In 2021, KWD entered into an agreement for a land use permit for the Town of Vassalboro to construct walking trails on property belonging to KWD behind the Water Treatment Plant (WTP). The trails have been a tremendous success, and the Town now wants to extend the trails. Trustee Richards mentioned the Town is interested in purchasing the portion of KWD property used for the trails. Mr. Crouse recapped the original agreement and displayed a map showing the trails. This subject will be an agenda item for the January 15, 2026 meeting.

ITEM 9: PUBLIC PARTICIPATION

None

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

None

ITEM 11: ADJOURNMENT

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

Vote: Motion carried unanimously.

Meeting adjourned at 8:33 a.m.

Sue Markatine, Recording Secretary