



**Kennebec Water District Board of Trustees
Regular Meeting
Thursday, April 2, 2026 – 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 March 5, 2026
3. Review and approval of account warrant
4. Review of February 2026 financial reports
5. Approvals/motions needed:
 - a. Approval of land sale to the Town of Vassalboro
 - b. Approval of agreement for asphalt restoration
 - c. Approval of agreement for Chase Ave Pump Station construction contract
 - d. Approval of agreement for Chase Ave Pump Station construction services
 - e. Approval of expansion of health coverage to domestic partners
 - f. Approval of updates to KWD's Personnel Manual
 - g. Approval of Borrowing Resolution
6. General Manager report
7. Department reports
8. Trustee comments, concerns, and/or ideas
9. Public participation
10. As needed: Executive session 1 MRS §405. 6.
11. Adjournment

**KENNEBEC WATER DISTRICT
REGULAR BOARD OF TRUSTEES MEETING
THURSDAY – MARCH 5, 2026 at 7:30 AM**

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

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

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); 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 FEBRUARY 19, 2026

Motion by Trustee Talbot, "to accept the minutes of the Regular Board of Trustees' meeting of February 19, 2026," seconded by Trustee Richards.

Roll Call Vote: Trustee Earickson – Yea, Trustee Talbot – Yea, Trustee Richards – Yea, Trustee Stabins – Yea, Trustee Fongemie – Yea, Trustee Murray – Yea, Trustee Fuller – Yea, Trustee Whateley – Yea, Trustee Saunders – Yea. Motion carried unanimously.

ITEM 3: REVIEW AND APPROVAL OF ACCOUNT WARRANT

Motion by Trustee Earickson, "to ratify the March 5, 2026 total warrant of checks released for \$146,118.90," seconded by Trustee Talbot.

Roll Call Vote: Trustee Earickson – Yea, Trustee Talbot – Yea, Trustee Richards – Yea, Trustee Stabins – Yea, Trustee Fongemie – Yea, Trustee Murray – Yea, Trustee Fuller – Yea, Trustee Whateley – Yea, Trustee Saunders – Yea. Motion carried unanimously.

ITEM 4: REVIEW OF JANUARY 2026 FINANCIAL REPORTS

The Trustees were provided with the January 2026 Financial Statements and Accounts Receivable Aging Report, and a brief review was conducted.

On behalf of the Board members, President Murray thanked Ms. Dyer for the review of the financial statements.

ITEM 5: APPROVALS/MOTIONS NEEDED

A. Approval of Agreement for Locating Service with Centerline Utilities Services

The Trustees were provided with a request for authorization memo which included proposals from two bidders for the outsourcing of the KWD Dig Safe locate requests. Mr. Crouse described the service provided and answered questions from the Trustees.

Motion by Trustee Earickson, “to approve the three-year agreement and associated rate schedule with Centerline Utility Services for the KWD Dig Safe locating services,” seconded by Trustee Richards.

Roll Call Vote: Trustee Earickson – Yea, Trustee Talbot – Yea, Trustee Richards – Yea, Trustee Stabins – Yea, Trustee Fongemie – Yea, Trustee Murray – Yea, Trustee Fuller – Yea, Trustee Whateley – Yea, Trustee Saunders – Yea. Motion carried unanimously.

B. Approval of Bond Resolution for the Lagoon Discharge Project

The Trustees were provided with the borrowing resolution for the Water Treatment Plant Lagoon Effluent System Upgrade project for their review. (See full resolution following the conclusion of minutes.) Mr. Crouse reviewed the details of this project and interim loan and answered questions from the Board members.

Motion by Trustee Fongemie, “to adopt the 2026 Maine Municipal Bond Bank Water Treatment Plant Lagoon Effluent System Upgrade Resolution for \$698,000.00,” seconded by Trustee Fuller.

Roll Call Vote: Trustee Earickson – Yea, Trustee Talbot – Yea, Trustee Richards – Yea, Trustee Stabins – Yea, Trustee Fongemie – Yea, Trustee Murray – Yea, Trustee Fuller – Yea, Trustee Whateley – Yea, Trustee Saunders – Yea. Motion carried unanimously.

C. Other

The Trustees were provided with the borrowing resolution for the Sanger Avenue and Boutelle Avenue, Waterville, water main replacement project for their review. (See full resolution following conclusion of minutes.) Mr. Crouse and Mr. Zetterman answered questions from the Board members regarding this project.

Motion by Trustee Earickson, “to adopt the 2026 Maine Municipal Bond Bank Sanger Avenue and Boutelle Avenue, Waterville, Water Main Replacement Project Resolution for \$4,217,000.00,” seconded by Trustee Richards.

Roll Call Vote: Trustee Earickson – Yea, Trustee Talbot – Yea, Trustee Richards – Yea, Trustee Stabins – Yea, Trustee Fongemie – Yea, Trustee Murray – Yea, Trustee Fuller – Yea, Trustee Whateley – Yea, Trustee Saunders – Yea. 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.

Mr. Crouse review the fact that Matthew Bulmer tendered his resignation as Waterville Trustee.

In response to a question from Trustee Earickson, Mr. Crouse stated that there has been an initial meeting with Waterworth staff. KWD staff has provided Waterworth with initial data and can now access financial models. Waterworth is a platform designed for utility rate management and infrastructure planning.

On behalf of the Board members, President Murray 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.

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

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

There was a brief discussion about the means in which artificial intelligence (A. I.) could be a beneficial tool to KWD.

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 Richards.

Roll Call Vote: Trustee Earickson – Yea, Trustee Talbot – Yea, Trustee Richards – Yea, Trustee Stabins – Yea, Trustee Fongemie – Yea, Trustee Murray – Yea, Trustee Fuller – Yea, Trustee Whateley – Yea, Trustee Saunders – Yea. Motion carried unanimously.

Vote: Motion carried unanimously.

Meeting adjourned at 8:15 a.m.

Sue Markatine, Recording Secretary

KENNEBEC WATER DISTRICT**2026 Maine Municipal Bond Bank – Water Treatment Plant Lagoon Effluent System Upgrade Resolution
(\$698,000.00)**

The Kennebec Water District (the “**District**”) hereby resolves as follows:

1. Pursuant to Chapter 200 of Private and Special Laws of 1899, as amended, the District is hereby authorized to borrow up to the aggregate principal amount of **Six Hundred Ninety Eight Thousand and 00/100 Dollars (\$698,000.00)** (the “**Loan**”) from the **Maine Municipal Bond Bank**, Augusta, Maine (the “**Bond Bank**”), with up to \$244,300 in loan forgiveness, all in accordance with the terms and conditions of an approval letter from the Maine Department of Health and Human Services to the District dated January 15, 2026, as the same may be amended, and, if the District’s loan application is accepted, to execute and implement a Loan Agreement with the Bond Bank in the form prescribed by the Bond Bank (the “**Loan Agreement**”) for the purpose of financing construction and improvements for the District’s Water Treatment Plant Lagoon Effluent System Upgrade Project, together with related costs and expenses, including the costs of issuance (collectively, the “**Project**”).
2. Pursuant to the Loan Agreement, and as evidence of the Loan, the District is hereby authorized to issue and sell to the Bond Bank interest bearing and/or non-interest bearing note(s) or bond(s) of the District in the aggregate principal amount of up to **Six Hundred Ninety Eight Thousand and 00/100 Dollars (\$698,000.00)** (the “**Bonds**”).
3. The Bonds shall bear such date or dates as the Bond Bank shall request, bear such interest rate or rates, be in such denominations, maturities, and be redeemable at such price or prices, all as shall be set forth in the Loan Agreement and the Bonds, and as may hereafter be determined by the Treasurer and the President of the Board of Trustees to be necessary or advisable, the execution of the Loan Agreement and the Bonds to be conclusive evidence of their determination of the terms and provisions thereof.
4. Each of the Bonds shall bear on its face the words “Kennebec Water District” and shall be signed by the Treasurer and shall be countersigned by the manual or facsimile signature of the President of the Board of Trustees of the District, and shall be in substantially the same form as prescribed in the Loan Agreement or otherwise as prescribed by the Bond Bank.
5. In anticipation of the Bonds heretofore authorized, the District is also hereby authorized to borrow the aggregate principal amount of up to \$698,000.00 from the Bond Bank for the Project (the “**SRF Interim Loan**”); (ii) to execute and deliver a Loan Agreement with the Bond Bank in the form prescribed by the Bond Bank (the “**SRF Interim Loan Agreement**”) for the SRF Interim Loan; and (iii) to execute and deliver to the Bond Bank a note in anticipation of the Bonds in the aggregate principal amount of up to \$698,000.00 (the “**SRF Interim Note**”) for the Project, in the form prescribed by the Bond Bank. The SRF Interim Note shall be sold at the par value thereof to the Bond Bank, bear interest at a rate determined by the Bond Bank, and shall mature upon the issuance of the Bonds, or 12 months from the date of the SRF Interim Note, whichever occurs first. The SRF Interim Note shall contain such other terms and provisions as may hereafter be determined by the Treasurer and President of the Board of Trustees to be necessary or advisable, their execution of the SRF Interim Note to be conclusive evidence of their determination of the terms and provisions thereof.

6. The SRF Interim Note shall bear on its face the words “Kennebec Water District” and “General Obligation Note” and shall be signed by the Treasurer and shall be countersigned by the manual or facsimile signature of the President of the Board of Trustees of the District.
7. The District covenants to establish, maintain, revise, and collect rates and charges for water services furnished by the District sufficient to provide revenues to pay when due current expenses of operating and maintaining the water system; to pay when due interest on the outstanding indebtedness of the District incurred or assumed for District purposes; and to pay or provide for the payment of all indebtedness created or assumed by the District.
8. All actions taken to date by the Board of Trustees and the officers of the District with respect to the authorization, issuance, and sale of the Bonds and SRF Interim Note and consistent with the foregoing resolutions are hereby ratified and confirmed. The President of the Board of Trustees, Treasurer, General Manager, and other officers of the District are, and each of them singly is, hereby authorized to take such action, and to execute and deliver the following with respect to the Bonds and with respect to any SRF Interim Note: a Loan Agreement, a Signature and No Litigation Certificate, and such additional documents, certificates and instruments and any amendments thereto as may be deemed by them as necessary or appropriate to effectuate the issuance of the Bonds and SRF Interim Note heretofore authorized.
9. Any prior resolutions of the Trustees restricting the amount of authorized loans or issuance of bonds and notes, to the extent they conflict with the foregoing resolutions, are hereby superseded.

KENNEBEC WATER DISTRICT

2026 Maine Municipal Bond Bank – Water Main Improvements (Sanger Avenue and Boutelle Avenue)
Project (\$4,217,000.00) Resolution

The Kennebec Water District (the “**District**”) hereby resolves as follows:

1. Pursuant to Chapter 200 of Private and Special Laws of 1899, as amended, the District is hereby authorized to borrow up to the aggregate principal amount of **Four Million Two Hundred Seventeen Thousand and 00/100 Dollars (\$4,217,000.00)** (the “**Loan**”) from the **Maine Municipal Bond Bank**, Augusta, Maine (the “**Bond Bank**”), with up to \$1,475,950 in loan forgiveness, all in accordance with the terms and conditions of an approval letter from the Maine Department of Health and Human Services to the District dated April 11, 2025, as the same may be amended, and, if the District’s loan application is accepted, to execute and implement a Loan Agreement with the Bond Bank in the form prescribed by the Bond Bank (the “**Loan Agreement**”) for the purpose of financing construction and improvements of the District’s water mains on Sanger Avenue and Boutelle Avenue, together with related costs and expenses, including the costs of issuance (collectively, the “**Project**”).
2. Pursuant to the Loan Agreement, and as evidence of the Loan, the District is hereby authorized to issue and sell to the Bond Bank interest bearing and/or non-interest bearing note(s) or bond(s) of the District in the aggregate principal amount of up to **Four Million Two Hundred Seventeen Thousand and 00/100 Dollars (\$4,217,000.00)** (the “**Bonds**”).
3. The Bonds shall bear such date or dates as the Bond Bank shall request, bear such interest rate or rates, be in such denominations, maturities, and be redeemable at such price or prices, all as shall be set forth in the Loan Agreement and the Bonds, and as may hereafter be determined by the Treasurer and the President of the Board of Trustees to be necessary or advisable, the execution of the Loan Agreement and the Bonds to be conclusive evidence of their determination of the terms and provisions thereof.
4. Each of the Bonds shall bear on its face the words “Kennebec Water District” and shall be signed by the Treasurer and shall be countersigned by the manual or facsimile signature of the President of the Board of Trustees of the District, and shall be in substantially the same form as prescribed in the Loan Agreement or otherwise as prescribed by the Bond Bank.
5. In anticipation of the Bonds heretofore authorized, the District is also hereby authorized to borrow the aggregate principal amount of up to \$4,217,000.00 from the Bond Bank for the Project (the “**SRF Interim Loan**”); (ii) to execute and deliver a Loan Agreement with the Bond Bank in the form prescribed by the Bond Bank (the “**SRF Interim Loan Agreement**”) for the SRF Interim Loan; and (iii) to execute and deliver to the Bond Bank a note in anticipation of the Bonds in the aggregate principal amount of up to \$4,217,000.00 (the “**SRF Interim Note**”) for the Project, in the form prescribed by the Bond Bank. The SRF Interim Note shall be sold at the par value thereof to the Bond Bank, bear interest at a rate determined by the Bond Bank, and shall mature upon the issuance of the Bonds, or 12 months from the date of the SRF Interim Note, whichever occurs first. The SRF Interim Note shall contain such other terms and provisions as may hereafter be determined by the Treasurer and President of the Board of Trustees to be necessary or advisable, their execution of the SRF Interim Note to be conclusive evidence of their determination of the terms and provisions thereof.

6. The SRF Interim Note shall bear on its face the words “Kennebec Water District” and “General Obligation Note” and shall be signed by the Treasurer and shall be countersigned by the manual or facsimile signature of the President of the Board of Trustees of the District.
7. The District covenants to establish, maintain, revise, and collect rates and charges for water services furnished by the District sufficient to provide revenues to pay when due current expenses of operating and maintaining the water system; to pay when due interest on the outstanding indebtedness of the District incurred or assumed for District purposes; and to pay or provide for the payment of all indebtedness created or assumed by the District.
8. All actions taken to date by the Board of Trustees and the officers of the District with respect to the authorization, issuance, and sale of the Bonds and SRF Interim Note and consistent with the foregoing resolutions are hereby ratified and confirmed. The President of the Board of Trustees, Treasurer, General Manager, and other officers of the District are, and each of them singly is, hereby authorized to take such action, and to execute and deliver the following with respect to the Bonds and with respect to any SRF Interim Note: a Loan Agreement, a Signature and No Litigation Certificate, and such additional documents, certificates and instruments and any amendments thereto as may be deemed by them as necessary or appropriate to effectuate the issuance of the Bonds and SRF Interim Note heretofore authorized.
9. Any prior resolutions of the Trustees restricting the amount of authorized loans or issuance of bonds and notes, to the extent they conflict with the foregoing resolutions, are hereby superseded.

A. ACCOUNT WARRANT APRIL 2, 2026

NO.	CHECK DATE	VENDOR NAME	DESCRIPTION	DOLLAR AMOUNT
1	03/02/2026	TREASURER, STATE OF MAINE	MONTHLY SALES TAX	3,657.11
2	03/02/2026	FLORES & ASSOCIATES	HEALTH INS. DEDUCTIBLE REIMBURSEMENT	1,050.01
3	03/03/2026	FLORES & ASSOCIATES	MNTHLY ADMIN FEE DEDUCTIBLE REIMBURSEMENT	88.00
4	03/03/2026	MAINEPERS	MONTHLY EMPLOYER RETIREMENT CONTRIBUTION	18,012.57
5	03/03/2026	MAINEPERS	MONTHLY GROUP LIFE PREMIUMS	1,223.24
6	03/05/2026	AQUA BACKFLOW, INC.	PROGRAM MANAGEMENT FEE	637.50
7	03/05/2026	ADVANCE 1 CLEANING SERVICES, INC.	MONTHLY CLEANING SERVICE	1,080.00
8	03/05/2026	DOSTIE'S TOWING WATERVILLE	TROUBLESHOOT CHECK ENGINE LIGHT	90.00
9	03/05/2026	TECHNOLOGY SOLUTIONS OF MAINE	MONTHLY ANSWERING SERVICE	105.30
10	03/05/2026	B2B AUTO SALES, INC.	REPAIRS-1 VEHICLE	842.90
11	03/05/2026	CENTRAL MAINE POWER	MONTHLY ELECTRICITY-VARIOUS LOCATIONS	6,357.83
12	03/05/2026	CONSOLIDATED COMMUNICATIONS	MONTHLY INTERNET SERVICE	390.97
13	03/05/2026	CORE & MAIN LP	METERS & METER READING EQUIPMENT	122,799.24
14	03/05/2026	CREATIVE PRINT SERVICES	5,000 WINDOW ENVELOPES	433.50
15	03/05/2026	DIG SAFE SYSTEM, INC.	MONTHLY COST OF OPERATIONS	767.20
16	03/05/2026	EASTWOOD CONTRACTORS, INC.	SANGER/BOUTELLE WATER MAIN REPLACEMENT	229,399.21
17	03/05/2026	W D MATTHEWS MACHINERY CO	2020 TOYOTA FORKLIFT-WTP	26,500.00
18	03/05/2026	CARPARTS DIST. CENTER-MOTOR SUP.	TAPE	71.67
19	03/05/2026	PORTLAND PAPER PRODUCTS	CLEANING/TOWEL/TISSUE SUPPLIES	292.85
20	03/05/2026	PULSE MARKETING AGENCY	ANNUAL FEE FOR SOCIAL MEDIA SERVICES	7,020.00
21	03/05/2026	T-MOBILE	MONTHLY TELEPHONE/DATA SERVICE	544.91
22	03/05/2026	VERIZON	MONTHLY VEHICLE DATA SERVICE	303.20
23	03/05/2026	F.W. WEBB COMPANY	SPACER/HEAT PUMP FILTERS	1,283.93
24	03/09/2026	FLORES & ASSOCIATES	HEALTH INS. DEDUCTIBLE REIMBURSEMENT	394.23
25	03/12/2026	HR MAINE CONSULTING	HUMAN RESOURCE CONSULTING	300.00
26	03/12/2026	FANADO PELOTTE CONTRACTOR	CONTRACTOR SERVICES	840.00
27	03/12/2026	CENTRAL MAINE POWER	MONTHLY ELECTRICITY-CHASE AVE	1,446.46
28	03/12/2026	KIMBERLEY A FEUGILL	HYDRANT DECALS	29.00
29	03/12/2026	INFOSEND, INC.	MONTHLY BILL PROCESSING & MAILING	2,253.51
30	03/12/2026	PULSE MARKETING AGENCY	NAME BADGES	70.36
31	03/12/2026	F.W. WEBB COMPANY	WATER SYSTEM REPLACEMENT ITEMS	541.14
32	03/13/2026	ANALYTICHEM USA, INC.	WATER TEST	55.00
33	03/13/2026	CENTERLINE UTILITIES	MONTHLY KWD LOCATES	942.49
34	03/13/2026	ERGOS TECHNOLOGY PARTNERS, INC.	BACKUP SERVICES	238.00
35	03/13/2026	KENNEBEC EQUIPMENT - FAIRFIELD	HITCH PINS FOR TRAILERS	10.00
36	03/13/2026	M A HASKELL FUEL	INSTALL NEW COIL-WESTERN AVE PUMP STATION	3,496.00
37	03/13/2026	MAINE MUNICIPAL BOND BANK	LOANS PRINCIPAL/ADMIN FEE/INTEREST	194,890.17
38	03/13/2026	UNIVAR SOLUTIONS	HYDROFLUOSILICIC-WTP	6,012.00
39	03/13/2026	US BANK CORPORATE TRUST BOSTON	BOND INTEREST	8,406.01
40	03/13/2026	CAPITAL ONE TRADE CREDIT-AUBUCHON	HYDRANT PAINT	60.59
41	03/13/2026	CAMPBELLS HARDWARE	HARDWARE/PROPANE	25.06
42	03/13/2026	CINTAS	EMPLOYEES UNIFORM/CLOTHING SERVICE	158.73
43	03/13/2026	HARCROS CHEMICALS, INC.	SODIUM HYPOCHLORITE-WTP	5,167.00
44	03/13/2026	HUSSEY COMMUNICATIONS, INC.	MONTHLY INTERNET SERVICE	182.00
45	03/13/2026	KENNEBEC COUNTY REG. OF DEEDS	LIEN RECORDING FEE-2 PROPERTIES	50.00
46	03/13/2026	LIFESAVERS, INC.	DEFIBRILLATION PAD PACKAGE	90.50
47	03/13/2026	TREASURER, STATE OF MAINE-D. O. T.	HIGHWAY OPENING PERMIT	25.00
48	03/13/2026	TREASURER, STATE OF MAINE-HETL	WATER TEST	30.00
49	03/13/2026	NORTHERN SAFETY CO, INC.	SAFETY SUPPLIES-WTP	313.34
50	03/13/2026	VASSALBORO CAR CARE	INSPECTION/OIL CHG/MAINTENANCE-1 VEHICLE	787.94
51	03/13/2026	WINSLOW SUPPLY, INC.	MATERIALS FOR CHEMICAL SHOWER & HOSE-WTP	223.42
52	03/13/2026	UNITED AG & TURF NE, LLC	PAINT FOR SNOW PUSHER FLOAT ARM REPAIR	63.28

A. ACCOUNT WARRANT APRIL 2, 2026

NO.	CHECK DATE	VENDOR NAME	DESCRIPTION	DOLLAR AMOUNT
53	03/15/2026	DIVVY-VISA CARD	BATTERIES/VBELTS/DOCKING STATION ACCESSORIES/ THERMAL PASTE/WTP BUILDING SUPPLIES/SAFETY SUPPLIES/MICROSOFT SUBS./IT SUPPLIES/ WTP LAB SUPPLIES/CLEANING SUPPLIES/LAPTOP/MONTHLY TELEPHONE SERVICE/MEETING FOOD/FLOOR MAT HANGERS/VIDEO SETUP UPGRADE/SCADA TAG MANAGER SOFTWARE/ DIAL-MY-CALLS SUB./GASKET LUBRICATION/PVC PIPE DISPOSAL/GOOGLE SUB./FIRE EXT. COVERS FOR VEHICLES/PHONE CASE/BUMPER GUARDS/VALVE REPLACEMENT PARTS/ TAPE MEASURE/TEST STRIPS/FIELD BOOKS/WASH BRUSHES/HOSE NOZZLES	7,186.28
54	03/17/2026	FLORES & ASSOCIATES	HEALTH INS. DEDUCTIBLE REIMBURSEMENT	343.46
55	03/18/2026	CENTRAL MAINE POWER	MONTHLY ELECTRICITY-VARIOUS LOCATIONS	3,745.79
56	03/18/2026	CINTAS	EMPLOYEES UNIFORM/CLOTHING SERVICE	155.67
57	03/18/2026	CORE & MAIN LP	6-INCH METER	7,001.69
58	03/18/2026	DEAD RIVER COMPANY	HEATING OIL/PROPANE-VARIOUS LOCATIONS	816.16
59	03/18/2026	GONETSPEED	MONTHLY INTERNET SERVICE	114.90
60	03/18/2026	KIMBERLEY A FEUGILL	HYDRANT DECALS	145.00
61	03/18/2026	I RECYCLE, INC.	38 BOXES OF SHREDDING	133.00
62	03/18/2026	KODIAK STEEL COMPANY	MATERIALS FOR SNOW PUSHERS REPAIR	231.65
63	03/18/2026	TREASURER, STATE OF MAINE	WATER SYSTEM OPERATOR LICENSE-1 EMPLOYEE	75.00
64	03/18/2026	TREASURER, STATE OF MAINE	WATER TESTS	300.00
65	03/18/2026	MCMASTER-CARR SUPPLY CO	VALVE PROJECT MATERIALS-WTP	296.63
66	03/18/2026	PINE TREE WASTE, INC.	PORTAPOTTY RENTAL/RUBBISH REMOVAL	704.00
67	03/18/2026	PORTLAND PAPER PRODUCTS	TISSUE	177.02
68	03/18/2026	THERESA BONSEY	REFUND-CREDIT BALANCE WHEN HOUSE SOLD	293.06
69	03/18/2026	CITY OF WATERVILLE	ANNUAL FIRE ALARM MONITORING/FUEL USAGE	2,088.00
70	03/18/2026	CDM SMITH, INC.	PFAS MITIGATION DESIGN SERVICES	19,218.55
71	03/18/2026	GENERAL ALUM N.E. CORP.	ALUM-WTP	5,827.50
72	03/18/2026	HR MAINE CONSULTING	HUMAN RESOURCE CONSULTING	300.00
73	03/18/2026	KENNEBEC EQUIPMENT - FAIRFIELD	VALVE EXERCISER SVC/REVERSIBLE COMPACTOR	10,417.33
74	03/18/2026	MID-MAINE CHAMBER OF COMMERCE	BUSINESS BREAKFAST	28.00
75	03/18/2026	ROKI REPAIR SHOP	INSPECTION/MAINTENANCE-1 VEHICLE	513.45
76	03/18/2026	VERTEXONE SOFTWARE, LLC	MONTHLY WATERSMART DOCUMENT STORAGE	46.32
77	03/18/2026	PAYMENTUS	MONTHLY CUSTOMER CC TRANSACTIONS FEES	3,495.95
78	03/23/2026	FLORES & ASSOCIATES	HEALTH INS. DEDUCTIBLE REIMBURSEMENT	117.10
79	03/26/2026	CENTRAL MAINE POWER	MONTHLY ELECTRICITY-VARIOUS LOCATIONS	9,048.60
80	03/26/2026	CINTAS	EMPLOYEES UNIFORM/CLOTHING SERVICE-2 WEEKS	311.34
81	03/26/2026	CONSOLIDATED COMMUNICATIONS	MONTHLY INTERNET SERVICE	396.70
82	03/26/2026	DEAD RIVER COMPANY	PROPANE-VARIOUS LOCATIONS	216.92
83	03/26/2026	EXPRESS ELECTRIC EEC	PIPE GALLERY ELECTRICAL REPAIR-WTP	762.00
84	03/26/2026	KIMBERLEY A FEUGILL	SIGNAGE	113.90
85	03/26/2026	W D MATTHEWS MACHINERY CO	FORKLIFT ATTACHMENTS-WTP	1,891.00
86	03/26/2026	RINALDI ENERGY, LLC	HEATING OIL-WTP	8,557.06
87	03/26/2026	VERIZON WIRELESS	MONTHLY TELEPHONE/DATA SERVICE	110.05
88	03/26/2026	ANALYTICHEM USA, INC.	WATER TESTS	215.00
89	03/26/2026	BUDGET DOCUMENT TECHNOLOGY	POSTAGE MACHINE INK	143.67
90	03/26/2026	MESSALONSKEE STREAM HYDRO, LLC	ENERGY CREDITS	10,132.41
91	03/26/2026	MODERN INDUSTRIES, INC.	WATER TEST	580.00
92	03/26/2026	UNIVAR SOLUTIONS	SODIUM HYDROXIDE-WTP	6,833.75
93	03/26/2026	MAINE MUNICIPAL	MONTHLY HEALTH INSURANCE PREMIUMS	40,027.70
94	03/26/2026	NORTHEAST DELTA DENTAL	MONTHLY DENTAL INSURANCE PREMIUMS	1,082.50
TOTAL WARRANT				794,246.48

**Kennebec Water District
Balance Sheet
As of February 28, 2026**

	February 2026	February 2025	Variance
ASSETS			
Current Assets			
Cash	11,011,632.58	6,870,726.49	4,140,906.09
Accounts Receivables	427,886.67	511,619.82	(83,733.15)
Grants and Loans Receivable	-	1,163,603.10	(1,163,603.10)
Unbilled services	800,774.54	839,770.66	(38,996.12)
Prepaid expenses	149,848.67	104,592.44	45,256.23
Inventory	535,660.55	429,258.08	106,402.47
Total Current Assets	12,925,803.01	9,919,570.59	3,006,232.42
Non-Current Assets			
Other Assets	48,684.34	51,595.40	(2,911.06)
Total Non-Current Assets Excluding Capital	48,684.34	51,595.40	(2,911.06)
Capital Assets			
Capital assets, not being depreciated	924,471.83	1,344,581.98	(420,110.15)
Capital assets, being depreciated	92,722,967.73	88,262,266.32	4,460,701.41
Accumulated Depreciation	(31,596,820.35)	(30,612,722.02)	(984,098.33)
Total Capital Assets	62,050,619.21	58,994,126.28	3,056,492.93
DEFERRED OUTFLOWS OF RESOURCES			
Deferred Other Post Employee Benefits	70,431.18	70,431.18	-
Deferred Pension Benefits	360,099.75	360,099.75	-
Total Deferred Outflows of Resources	430,530.93	430,530.93	-
TOTAL ASSETS AND DEFERRED OUTFLOWS	75,455,637.49	69,395,823.20	6,059,814.29
LIABILITIES			
Current Liabilities			
Accounts Payable	188,915.83	2,524.83	186,391.00
Jobbing Deposits	25,172.00	-	25,172.00
Accrued Expenses	8,905.19	175,705.11	(166,799.92)
Accrued wages and benefits	70,366.46	64,042.00	6,324.46
Accrued Interest Payable	242,828.67	224,262.95	18,565.72
Short-Term Debt	3,343,207.99	1,538,585.89	1,804,622.10
Current portion of LT Debt	981,447.35	988,535.03	(7,087.68)
Total Current Liabilities	4,860,843.49	2,993,655.81	1,867,187.68
Non-Current Liabilities			
Other Post Employee Benefits Liabilities	285,984.00	285,984.00	-
Net Pension Liability	839,659.00	839,659.00	-
Accrued Compensated Balances	438,716.24	431,452.66	7,263.58
Unamortized bond premium, less current	299,887.39	321,556.71	(21,669.32)
Long-Term Debt (Net)	24,002,770.76	23,471,289.17	531,481.59
Total Non-Current Liabilities	25,867,017.39	25,349,941.54	517,075.85
TOTAL LIABILITIES	30,727,860.88	28,343,597.35	2,384,263.53
DEFERRED INFLOWS OF RESOURCES			
Deferred Credits	2,602,556.00	2,851,021.67	(248,465.67)
Deferred Other Post Employee Benefits	71,009.27	71,009.27	-
Deferred-Pension Benefits	87,303.15	87,303.15	-
TOTAL DEFERRED INFLOWS OF RESOURCES	2,760,868.42	3,009,334.09	(248,465.67)
NET POSITION	41,966,908.19	38,042,891.76	3,924,016.43
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND NET POSITION	75,455,637.49	69,395,823.20	6,059,814.29

KENNEBEC WATER DISTRICT

MONTHLY INCOME STATEMENT FOR THE PERIOD ENDING FEBRUARY 28, 2026

	2026		2025		2026		2025		YTD	VARIANCE	2026	BUDGET	% OF BUDGET USED
	FEBRUARY ACTUAL	FEBRUARY ACTUAL	FEBRUARY ACTUAL	FEBRUARY ACTUAL	YTD ACTUAL	YTD ACTUAL	YTD VARIANCE	2026 BUDGET					
OPERATING REVENUES													
METERED SALES RESIDENTIAL CUST	283,520	247,209	36,311	695,945	650,267	45,678	4,019,224	17%					
METERED SALES COMMERCIAL CUST	82,577	80,162	2,415	181,056	182,783	(1,727)	1,292,898	14%					
METERED SALES INDUSTRIAL CUST	25,728	151,270	(125,542)	49,575	283,947	(234,372)	675,000	7%					
METERED SALES GOVERNMENTAL	12,760	11,879	882	29,978	28,388	1,589	221,497	14%					
PUBLIC FIRE PROTECTION	472	-	472	239,864	223,730	16,134	959,515	25%					
PRIVATE FIRE PROTECTION	-	16	(16)	94,617	88,071	6,547	382,418	25%					
SALES FOR RESALE	24,006	17,595	6,412	42,359	33,104	9,255	266,000	16%					
FORFEITED DISCOUNTS & PENALTIES	3,666	2,887	780	8,705	7,260	1,446	45,000	19%					
MISC SERVICE REVENUE	5,915	1,412	4,503	16,027	4,990	11,037	71,400	22%					
OTH WATER REVENUE (SALE READ)	5,888	13,126	(7,238)	12,815	13,126	(311)	55,125	23%					
TOTAL OPERATING REVENUES	445,842	525,556	(79,713)	1,373,616	1,516,316	(142,700)	7,988,077	17%					
NON-OPERATING REVENUES													
INTEREST & DIVIDEND INCOME	29,843	20,707	9,136	61,845	45,127	16,718	200,000	31%					
MISCELLANEOUS INCOME/(LOSS)	4,681	(1,371)	6,053	6,266	12,585	(6,319)	248,000	3%					
TOTAL NON-OPERATING REVENUES	34,525	19,336	15,189	68,111	57,712	10,399	448,000	15%					
TOTAL REVENUES	480,367	544,891	(64,524)	1,441,727	1,574,028	(132,301)	8,436,077	17%					
OPERATING EXPENSES													
SALARIES & WAGES EMPLOYEES	175,346	163,332	12,013	363,956	354,151	9,805	2,330,250	16%					
EMPLOYEE PENSIONS & BENEFITS	70,680	63,597	7,083	145,659	132,397	13,262	867,175	17%					
PURCHASED POWER	26,660	34,211	(7,551)	58,557	66,250	(7,693)	324,600	18%					
CHEMICALS	-	5,551	(5,551)	10,911	27,758	(16,848)	175,000	6%					
MATERIALS & SUPPLIES	38,755	40,505	(1,751)	82,415	76,350	6,066	601,500	14%					
CONTRACTUAL SERVICES	27,724	54,032	(26,308)	67,676	107,228	(39,552)	884,750	8%					
RENTAL EXPENSE	420	145	275	420	361	59	4,450	9%					
TRANSPORTATION EXPENSES	10,198	602	9,596	13,845	5,503	8,343	56,000	25%					
INSURANCE	8,559	8,448	111	17,117	16,896	221	115,297	15%					
ADVERTISING EXPENSES	-	-	-	-	-	-	500	0%					
TAXES OTH THAN INCOME	15,128	15,148	(20)	31,060	32,247	(1,187)	255,450	12%					
MISCELLANEOUS EXPENSES	16,226	13,569	2,657	44,286	40,914	3,372	224,916	20%					
TOTAL OPERATING EXPENSES	389,695	399,140	(9,446)	835,901	860,053	(24,152)	5,839,888	14%					
EARNINGS BEFORE INTEREST, TAXES, DEPR & AMORT (EBITDA)	90,672	145,751	(55,079)	605,826	713,975	(108,149)	2,596,189	23%					

**KENNEBEC WATER DISTRICT
MONTHLY INCOME STATEMENT FOR THE PERIOD ENDING FEBRUARY 28, 2026**

	2026 FEBRUARY ACTUAL	2025 FEBRUARY ACTUAL	MONTHLY VARIANCE	2026 YTD ACTUAL	2025 YTD ACTUAL	YTD VARIANCE	2026 BUDGET	% OF BUDGET USED
DEPRECIATION AND AMORTIZATION EXPENSE (NON-CASH ITEMS)	143,658	150,523	(6,865)	287,317	301,046	(13,730)	1,633,114	18%
TOTAL DEPRECIATION AND AMORTIZATION	143,658	150,523	(6,865)	287,317	301,046	(13,730)	1,633,114	18%
INTEREST EXPENSE - LT DEBT	61,002	61,102	(100)	128,723	131,788	(3,065)	900,750	14%
TOTAL INTEREST & AMORTIZATION	61,002	61,102	(100)	128,723	131,788	(3,065)	900,750	14%
EXTRAORDINARY INCOME	-	-	-	257,345	-	257,345	-	-
NET INCOME	(113,988)	(65,875)	(48,113)	447,132	281,141	165,991	62,325	717%

**Kennebec Water District
Statement of Cash Flows
For the Period Ending February 28, 2026**

Cash Balance 01/31/26	\$	10,874,060.75
Utility Billing Receipts		591,312.96
Payments to Vendors		(285,537.98)
Interest		29,843.48
Payroll		(198,046.63)

Net Monthly Activity	\$	137,571.83
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Cash Balance 02/28/26	\$	11,011,632.58
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Cash and Investment Accounts-Ending Balances

Operating Checking Account TD Bank		1,268,894.49
Checking Account-Northeast Bank		2,465.76
Certificates of Deposit TD Bank		5,306,470.33
Certificates of Deposit Northeast Bank		4,429,965.22
Cash Drawers & Petty Cash & Deposits		3,836.78

Cash Balance 02/28/26	\$	11,011,632.58
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Reserve for Debt Payments

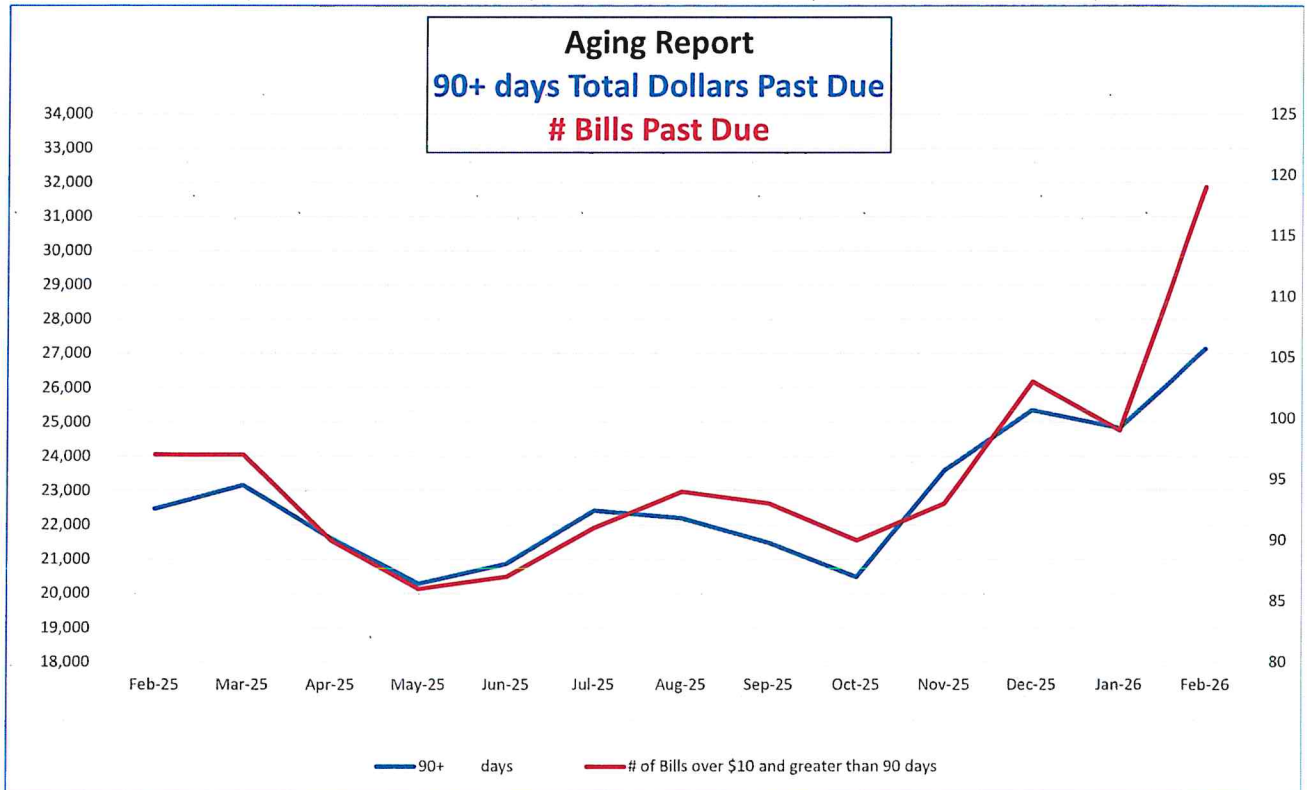
LESS RESERVE 2025 BOND PRINCIPAL		
LESS RESERVE 2025 BOND INTEREST	\$	19,625.75
LESS RESERVE 2025 BOND PRINCIPAL	\$	11,728.11
LESS RESERVE 2024 BOND PRINCIPAL	\$	21,300.00
LESS RESERVE 2024 BOND INTEREST	\$	4,031.08
LESS RESERVE 2022 BOND PRINCIPAL	\$	51,288.44
LESS RESERVE 2022 BOND INTEREST	\$	9,105.19
LESS RESERVE 2022 BOND PRINCIPAL	\$	36,926.14
LESS RESERVE 2022 BOND INTEREST	\$	6,555.46
LESS RESERVE 2022 REVENUE BOND PRINCIPAL	\$	425,000.00
LESS RESERVE 2022 REVENUE BOND INTEREST	\$	699,643.76
LESS RESERVE 2021 BOND PRINCIPAL	\$	32,661.64
LESS RESERVE 2021 BOND INTEREST	\$	5,473.39
LESS RESERVE 2020 BOND PRINCIPAL	\$	141,126.00
LESS RESERVE 2020 BOND INTEREST	\$	22,944.06
LESS RESERVE 2020 BOND PRINCIPAL	\$	23,928.00
LESS RESERVE 2020 BOND INTEREST	\$	3,576.65
LESS RESERVE 2017 BOND PRINCIPAL	\$	136,470.00
LESS RESERVE 2017 BOND INTEREST	\$	16,625.43
LESS RESERVE 2011 BOND PRINCIPAL	\$	72,181.00
LESS RESERVE 2011 BOND INTEREST	\$	16,812.02
LESS RESERVE 2009 STIMULUS PRINC	\$	7,168.71
TOTAL CASH RESERVED BONDS	\$	1,764,170.83

Uncommitted Balance	\$	9,247,461.75
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Kennebec Water District

AGING REPORT

	Current	31-60 days	61-90 days	90+ days	Total	# of Bills over \$10 and greater than 90 days
Feb-25	484,706	2,162	2,081	22,472	511,420	97
Mar-25	329,568	109,013	1,119	23,144	462,844	97
Apr-25	548,538	(1,904)	1,370	21,608	569,612	90
May-25	364,956	(3,400)	1,615	20,277	383,449	86
Jun-25	362,278	(3)	1,562	20,856	384,694	87
Jul-25	544,304	(2,086)	3,238	22,417	567,872	91
Aug-25	377,553	(3,611)	1,454	22,194	397,590	94
Sep-25	352,304	724	1,654	21,472	376,153	93
Oct-25	569,408	(771)	2,995	20,482	592,114	90
Nov-25	462,363	940	3,013	23,580	489,896	93
Dec-25	350,120	(3,132)	1,728	25,348	374,064	103
Jan-26	531,309	8,983	3,438	24,822	568,552	99
Feb-26	398,683	(70)	2,451	27,133	428,197	119





MEMO

April 2, 2026

To: Kennebec Water District Board of Trustees

From: Roger Crouse, General Manager

Subject: Approval of Land Sale to the Town of Vassalboro

Need/Background

As discussed during the Board of Trustees meeting on January 15, 2026, the Town of Vassalboro is interested in purchasing a portion of the parcel where the water treatment plant (WTP) is located. In 2021, KWD and the Town of Vassalboro entered into a land use agreement allowing the Town to develop walking trails on this portion of the parcel. The sale of this portion of the parcel will create certainty for the Town going forward as they continue to develop recreational activities in this area.

As part of the sale agreement, the Town agrees to restrictions on a 3+ acres of Town owned land near the developed area around the WTP. This restriction decreases the likelihood that the public will wander into the WTP area.

The proposed sale agreement is attached. In this agreement, KWD agrees to sell the land for \$1.00. KWD will have right of first refusal on the land (at \$1.00) if the Town decides to sell it.

The contract will need to be passed at Vassalboro's Town meeting later this year (anticipated in June) before it is finalized.

Request:

I am requesting that the Board of Trustee's authorized the General Manager to execute the attached agreement including negotiating minor revisions, if needed.

CONTRACT FOR SALE OF REAL ESTATE

Vassalboro, Maine,

March __, 2026

The **TOWN OF VASSALBORO**, (hereinafter called the "Purchaser"), hereby agrees to purchase the following described real estate, situated in the municipality of Vassalboro, County of Kennebec, State of Maine:

**26+ acres off Route 32, Vassalboro, ME (Tax Map 11, Lot 21 - portion)
– see attached exhibit A (aerial photo with premises to be conveyed shaded in red)**

Being a portion of the property owned by the **KENNEBEC WATER DISTRICT**, (hereinafter called the "Seller"), at this address, and described at said County's Registry of Deeds Book 3714, Page 127.

The total purchase price of One (\$1.00) Dollars shall be paid at closing.

This Agreement is made subject to the following conditions:

- Approval and acceptance by the voters at the 2026 Vassalboro Town Meeting
- Buffer restrictions (no public use trails, no removal of vegetation other than selective harvesting) to be placed on adjacent 3.46 acre parcel as depicted in blue on attached Exhibit A.
- Subject to existing CMP corridor easement
- Subject to right of first refusal to be held by Kennebec Water District at a price of \$1.00

1. **EARNEST MONEY/ACCEPTANCE:** N/A

2. **TITLE:** A deed, showing good and merchantable title in accordance with the standards adopted by the Maine Bar Association, shall be delivered to the Purchaser and this transaction shall be closed and the Purchaser shall pay the balance due and execute all necessary papers on **July 1, 2026** or before if agreed in writing by both parties. If Seller is unable to convey in accordance with the provisions of this paragraph, then the Seller shall have a reasonable time period, not to exceed 30 days, from the time the defect is discovered, unless otherwise agreed to by both parties, to remedy the title, after which time, if such defect is not corrected so that there is a merchantable title, the Purchaser may, at his option, be relieved from all obligations. The Seller hereby agrees to make a good-faith effort to cure any title defect during such period.

3. **DEED/REPRESENTATIONS:** The property shall be conveyed by Quitclaim Deed with Covenant and shall be free and clear of all encumbrances except building and zoning restrictions of record, restrictive covenants of record and usual public utilities serving the property.

4. **POSSESSION/OCCUPANCY:** Possession/occupancy of premises shall be given to Purchaser immediately at closing.

5. **RISK OF LOSS:** The risk of loss or damage to said premises by fire or otherwise, until the closing, is assumed by the Seller.

6. **PRORATIONS:** The following items shall be prorated as of the date of closing: NONE

7. **MISCELLANEOUS CLOSING COSTS:** Legal fees incident to clearing of title, shall be borne by the Seller. Any abstract of title and opinion concerning the marketability of title, preparation of the deed, purchase and sale agreement and the recording fees for the deed shall be borne by the Purchaser. Transfer tax shall be paid equally by the parties, if not exempt.

8. **INSPECTIONS AND OTHER CONDITIONS:** N/A

9. **PROPERTY TAX CLASSIFICATION:** If the property is classified as farmland, open space, tree growth, or working waterfront, a financial penalty may be imposed due to change in use.

Classified: _____
• If the property is classified as tree growth, Seller agrees to provide Buyer with current Forest Management and Harvest Plan.

Not Classified

10. **FINANCING:** This Agreement is not subject to Financing.

11. **DEFAULT:** If the Purchaser defaults in this transaction, this Contract shall be terminated, and the Seller shall be entitled to all remedies available at law. In the event of default by Seller, the Purchaser shall have the right to enforce specific performance.

12. **NO BROKER:** The parties agree that no broker brought about this sale.

13. **PRIOR STATEMENTS:** This agreement completely expresses the obligations of the parties. Any verbal representations, statements and agreements are not valid unless contained herein.

14. LEAD PAINT DISCLOSURE: N/A

15. SHORELAND PROPERTY/SUBSURFACE WASTE WATER DISPOSAL. Seller represents and warrants to Purchaser as of the date hereof, which representations and warranties shall be true on the closing date and shall survive the closing and passage of title to Purchaser, as follows:

- The property is not located in a shoreland area and/or is not served by a subsurface waste water disposal system.
- The property is located in a shoreland area and is served by a subsurface waste water disposal system and Seller further certifies that the system has has not malfunctioned during the past 180 days.

16. ACCESS. Access to the property is provided by:

- A public way.
- Any means other than a public way, in which case Seller shall disclose information about who is responsible for maintenance of the means of access, including any responsible road association, if known by the Seller.

- Road Association

No
 Yes

Contact Information:

17. HEIRS/ASSIGNS: This agreement shall extend to and be obligatory upon heirs, personal representatives, successors, and assigns of the respective parties.

WHEN SIGNED BY ALL PARTIES, THIS IS A BINDING CONTRACT. IF NOT FULLY UNDERSTOOD, CONSULT AN ATTORNEY. A COPY OF THE CONTRACT IS TO BE RECEIVED BY ALL PARTIES AND RECEIPT OF A COPY IS HEREBY ACKNOWLEDGED.

PURCHASER OFFERS AND AGREES TO PURCHASE THE ABOVE DESCRIBED PROPERTY AT THE PRICE AND UPON THE TERMS AND CONDITIONS SET FORTH. THIS AGREEMENT MAY BE SIGNED ON ANY NUMBER OF IDENTICAL COUNTERPARTS, SUCH AS A FAXED OR SCANNED AND EMAILED COPY, WITH THE SAME BINDING EFFECT AS IF THE SIGNATURES WERE ON ONE INSTRUMENT.

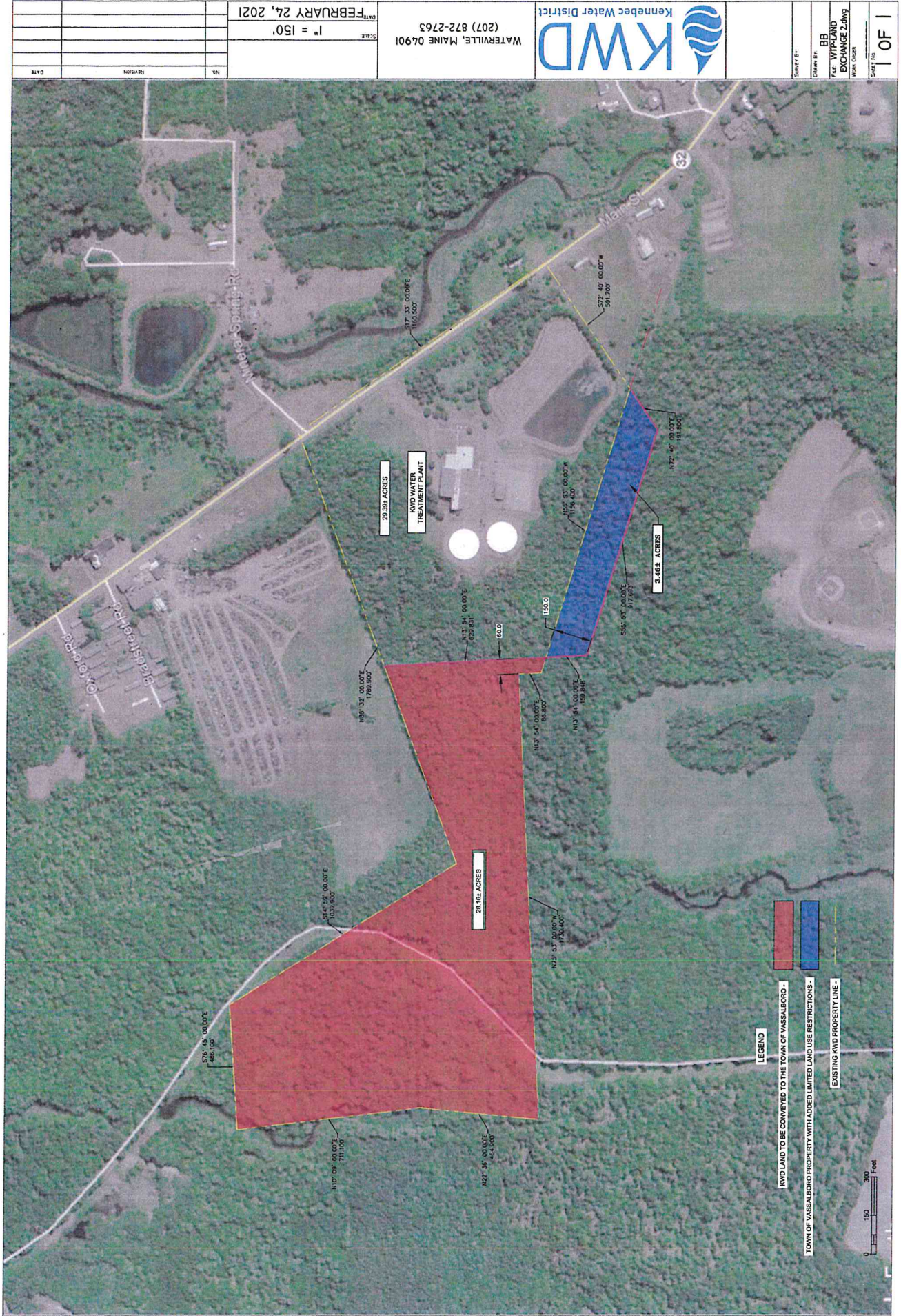
Aaron Miller, Town Manager of Vassalboro, duly authorized, Purchaser
Address: 682 Main Street, Vassalboro, ME 04989

THE SELLER ACCEPTS THE OFFER AND AGREES TO DELIVER THE ABOVE DESCRIBED PROPERTY AT THE PRICE AND UPON THE TERMS AND CONDITIONS SET FORTH.

SIGNED this ____ day of _____, 2026.

Roger Crouse, General Manager, Kennebec Water District, Seller
Address: 131 Drummond Ave., Waterville ME 04901

Exhibit A



WATERVILLE, MAINE 04901
(207) 872-2763

DATE: FEBRUARY 24, 2021
SCALE: 1" = 150'

SHEET #1
DRAWN BY: BB
FILE: WTP/LAND EXCHANGE 2.0MG
WORK ORDER:
SHEET NO. 1 OF 1

NO.	REVISION	DATE

Traveler's Rest and Trust, a corporation duly organized and existing under the laws of Maine, with a place of business at Vassalboro, Kennebec County, Maine, in its said corporate capacity, and said Traveler's Rest and Trust, in its capacity as Trustee under a Declaration of Trust, executed on or about June 19, 1985, and Larry Bartlett, of said Vassalboro, sole beneficiary of said Declaration of Trust, with general power of appointment, for consideration paid, grant to Kennebec Water District, a quasi-municipal corporation with a place of business at Waterville, Kennebec County, State of Maine, with Warranty Covenants, the land in Vassalboro, Kennebec County, State of Maine, bounded and described as follows:

A certain lot or parcel of land situated on the westerly side of Route #32 in the Town of Vassalboro, County of Kennebec and State of Maine and being more particularly described as follows to wit:

Beginning at a 1 1/2" iron rod in the westerly line of Route #32 at the southeast corner of land now or formerly owned by Rita J. and Ronald Bard, said Bards deed is recorded in the Kennebec County Registry of Deeds, Book 2575, Page 85; thence south seventeen degrees thirty-three minutes east (S 17° 33' E) along the westerly line of said Route #32 for one thousand one hundred sixty and five tenths (1160.5') feet to a point; thence south seventy-two degrees forty minutes west (S 72° 40' W) along land retained by the grantors herein for five hundred ninety-one and seven tenths (591.7') feet to a point in the northerly line of land now or formerly owned by the Town of Vassalboro; thence north fifty-five degrees fifty-three minutes west (N 55° 53' W) along the northerly line of land of the Town of Vassalboro for one thousand one hundred fifty-six and four tenths (1156.4') feet to a point in the easterly line of land now or formerly owned by Howard Spofford, said Spofford's deed is recorded in the Kennebec County Registry of Deeds, Book 1586, Page 117; thence north thirteen degrees fifty-four minutes east (N 13° 54' E) along the easterly line of land of said Spofford for eighty-six and eight tenths (86.8') feet to a point and the northeast corner of land of said Spofford; thence north seventy-five degrees fifty-three minutes west (N 75° 53' W) along the northerly line of land of said Spofford for one thousand seven hundred thirty and four tenths (1730.4') feet to a point at the northwest corner of said Spofford and in the easterly line of land now or formerly owned by Daniel J. Deroch, Jr., said Deroch's deed is recorded in the Kennebec County Registry of Deeds, Book 2158, Page 234; thence north twenty-two degrees thirty-six minutes east (N 22° 36' E) along the easterly line of land of said Deroch and the easterly line of land now or formerly owned by Paul Morneau, said Morneau's deed is recorded in the Kennebec County Registry of Deeds, Book 2715, Page 201, for four hundred sixty-four and nine tenths (464.9') feet to a point in the Mill Stream, also called Meadow Brook; thence in a northerly direction along said Mill stream for nine hundred thirty-three (933') feet, more or less, to a point in the southerly line of land now or formerly owned by Lewis and Deborah Devoe, said Devoe's deed is recorded in the Kennebec County Registry of Deeds, Book 2098, Page 9, the bearing and distance between the last two mentioned points being north ten degrees nine minutes east (N 10° 09' E) and seven

Wick Stutling 132
133

hundred eleven and one tenth (711.1') feet; thence south seventy-six degrees forty-five minutes east (S 76° 45' E) along the southerly line of land of said Devoe for four hundred eighty-six and one tenth (486.1') feet to a 1 1/4" iron rod found in the westerly line of land of said Bards; thence south fourteen degrees fifty-nine minutes east (S 14° 59' E) along the westerly line of land of said Bards for one thousand thirty-two and nine tenths (1032.9') feet to a 1" iron rod found; thence north eighty-six degrees thirty-two minutes east (N 86° 32' E) along the southerly line of land of said Bards for one thousand seven hundred eighty-eight and nine tenths (1788.9') feet, more or less, to the point of beginning.

Meaning and intending to convey a parcel of land containing fifty-eight and one tenth (58.1) acres and being a portion of the premises conveyed to the grantor herein by deed of Kenneth and Beatrice Overlock, dated June 4, 1985 and recorded in the Kennebec County Registry of Deeds, Book 2818, Page 354.

Excepting and reserving such rights as may continue to exist under the following deed of easement given by grantors predecessors in title:

Pole right to the Kennebec Light and Heat Company, January 1, 1910 recorded in Book 500, Page 534.

Pole right to the Kennebec Light and Heat Company January 1, 1910 recorded in said Registry, Book 500, Page 552.

Pole right to the Central Maine Power Company February 11, 1913, recorded in Book 537, Page 150.

Pole right to the China Telephone Company September 30, 1919, recorded in said Registry, Book 579, Page 501.

IN WITNESS WHEREOF, the said Travelers Rest and Trust, in its corporate capacity and as Trustee, has caused this instrument to be signed in its corporate name and its corporate seal affixed by Beverly J. Bartlett, its Treasurer, thereto duly authorized and said Larry Bartlett has hereunto set his hand and seal, this 6th day of April, 1990.

TRAVELERS REST AND TRUST

By Beverly J. Bartlett
Beverly J. Bartlett, Treasurer
In its corporate capacity

TRAVELERS REST AND TRUST, Trustee

By Beverly J. Bartlett
Beverly J. Bartlett, Treasurer
Larry Bartlett
Larry Bartlett

STATE OF MAINE
KENNEBEC, SS

April 6, 1990

Then personally appeared the above named Beverly J. Bartlett, Treasurer of said grantor corporation, as aforesaid and acknowledged the foregoing to be her free act and deed in her said capacity and the free act and deed of said corporation and Trustee, and personally appeared the above named Larry Bartlett and acknowledged the foregoing to be his free act and deed.

Before me,



Notary Public
MILES P. FRYE

RECEIVED KENNEBEC SS.
1990 APR 10 AM 9:00


REGISTER OF DEEDS



MEMO

April 2, 2026

To: Kennebec Water District Board of Trustees

From: Jared Bragdon, Distribution Manager

CC: Roger Crouse, General Manager

Subject: Request for Authorization for agreement with Bard and Sons Paving

Need/Background:

Because most of KWD's buried infrastructure is in the public right-of-way, infrastructure maintenance and repair work often result in damage to existing paving which KWD must restore. Paving restoration work includes patches, curbing replacement, pavement cutting, and other associated pavement work.

For 2026 pavement restoration work, KWD has solicited bids from paving contractors to address most of our pavement restoration needs. (Paving restoration projects with an estimated value of greater than \$15,000 will be bid out separately.) In 2025 we spent approximately \$89,000.00 on pavement restoration under a similar agreement. (The \$89,000 does not include larger paving restoration work done under separate contracts). We anticipate a similar quantity of work for 2025.

Summary of Bids

The following table summarizes the paving restoration bids received based upon the price per square yard of pavement. (Prices for other pavement restoration activities – pavement cutting, curb replacement, pavement depth greater than 4-inches – were itemized with each bid – see attached for Bard and Son's Paving complete bid.)

Paving Contractor	Price/Sq. Yd
Proseal, LLC	\$101
Bard and Son's Paving	\$76
Gerald Mackenzie Contracting	No bid
Carrolls Paving	\$350
Fine Line	No bid
Davis Paving	No bid
Steve Viollette Paving	No bid
Pavement Plus	No bid

We used Bard and Son's regularly in 2018 and 2019 with satisfactory results. They were successful low bidders on two larger pavement restoration projects in 2025. These projects also went well. Based on past performance and current pricing, we recommend Bard and Sons Paving for the 2026 paving patch work.

Request

I am requesting the Board of Trustee approval to have Bard and Sons Paving complete the paving restoration work in 2026 for a base bid price of \$76.00 per square yard.

Bid Form

Pavement patches estimated to be greater than \$15,000 in value will be awarded by the District outside of this Bid. On average the District looks to repair approximately 3,000 square yards of pavement via the annual Pavement Patch Repair contract. The District anticipates a similar quantity of work for 2026 as part of this contract.

The Bid must be signed by the Bidder with their full name and address and be enclosed in a sealed envelope. If mailed, the sealed mailing envelope shall be marked with the name and address of the Bidder and entitled:

2026 Pavement Patch Repairs

and addressed to the "General Manager", Kennebec Water District, 131 Drummond Ave, Waterville, Maine 04901. A separate sealed envelope containing the Bid shall be included within the mailing envelope.

Any Bidder may withdraw their Bid prior to the scheduled time for the opening of Bids upon presentation to the General Manager of a written request. This Bid will remain subject to acceptance for 30 days after the Bid Opening, or for such longer period the Bidder may agree to in writing upon request of Owner.

Any Bid received after the scheduled opening time for any reason shall not be considered.

PRICE: \$ 76.00 /Square Yard of 4" Thick Patch Repair

PRICE: \$ 20.00 /Square Yard of Each Additional 1" Thick Patch Repair

PRICE: \$ 4.00 /Linear Foot of Pavement Cut

PRICE: \$ 50.00 /Linear Foot of 6" Bituminous Curb Repair

Signature of person, firm, or corporation making bid:

Sign: Seth Bard

Print: Seth Bard

Date: 3-25-26

Phone: 207-877-5030

Address: P.O. Box 318 Fairfield Me 04937



MEMO

April 2, 2026

To: Kennebec Water District Board of Trustees

From: Matt Zetterman, Engineering Manager

Cc: Roger Crouse, General Manager

Subject: Request for Authorization of Agreement between KWD and Apex Construction of Somersworth, New Hampshire for the Chase Avenue Pump Station Upgrades Project

Need/Background:

The Chase Avenue Pump Station is 50 years old with the original pumps, surge control systems, flow metering, and electrical equipment with no back-up power. To maintain reliable service to the customers served by this pump station, KWD needs to modify the existing station.

Working with Dirigo Engineering, KWD advertised the project for bid on January 26, 2026, and held a public bid opening on March 24, 2026. Construction is expected to begin in late summer 2026 and continue into 2027.

Summary of Proposals/Bids:

Bidders were instructed that award would be based on the lowest base bid. Bid alternate prices represent additive or deductive costs to substitute stainless steel piping in place of ductile iron.

Bidder	Base Bid	Bid Alternate <i>Stainless Steel in lieu of Ductile Iron</i>
Apex Construction	\$867,000	+\$60,000
Phelan Construction	\$871,242	-\$13,151
T Buck Construction	\$911,900	-\$10,000
Priest Industries	\$1,078,800	\$0

Apex Construction submitted the lowest base bid. Although KWD has not previously worked with Apex, they are well established in the water treatment and pump station construction sector. Dirigo Engineering has extensive experience with Apex and reports no concerns regarding workmanship or ability to complete the project.

We recommend awarding the project based on the base bid only, without selecting the stainless steel piping alternate. Dirigo Engineering’s recommendation letter, the full bid tab, and Apex’s project list are attached for reference.

The engineer’s estimate for this project was \$1,100,000.

Request:

I am requesting Trustee approval for the award of the Chase Avenue Pump Station Upgrades Project to the low bidder, Apex Construction for \$867,000.00.

DIRIGO ENGINEERING

2 Dirigo Drive Fairfield, Maine 04937 (207) 453-2401 Fax: (207) 453-2405

March 25, 2026
#29707

Mr. Roger Crouse
Kennebec Water District
131 Drummond Avenue
Waterville, ME 04901

RE: Chase Avenue Pump Station Upgrades, Contract Award

Dear Mr. Crouse:

On March 24, 2026 the Kennebec Water District opened bids for the Chase Avenue Pump Station Upgrades Project. Attached is a bid tabulation sheet showing the bid results. Apex Construction, Inc. submitted the low bid at \$867,000.

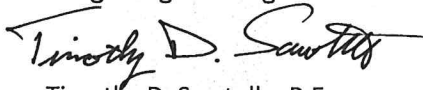
Apex Construction is one of the key general contractors that completes treatment plants, pump station and related projects here in Maine. A list of projects they have completed in the last 5 years is attached for reference.

Over the last 20 years Apex Construction has completed numerous projects that were designed by Dirigo Engineering. Some of the notable projects in the last few years include:

Emden Pond Booster Station, Anson Madison Water District
Backkingdom Reservoir, Mexico Water District
Harlow Hill Booster Station, Mexico Water District
North Main and South Main Booster Stations, Caribou Utilities District
Wastewater Pump Stations Upgrades, Dexter Utilities District
Sewer Pump Stations Upgrade Project, Jackman Utilities District
Wastewater Treatment & Pumping Stations Upgrade Project, Town of Brownville

Apex Construction has successfully completed all projects. We have found the project superintendents to be qualified and knowledgeable. We have found Apex to be responsive and cooperative. They manage their subcontractors and suppliers well. We recommend award to Apex Construction.

Sincerely,
Dirigo Engineering



Timothy D. Sawtelle, P.E.
President

Attachments

Bid Tabulation for the Chase Avenue Pump Station Upgrades Project For the Kennebec Water District, Waterville, Maine

Bids Opened March 24, 2026 at 2:00pm

Item Description	Apex Construction	Phelan Construction	T Buck Construction	Priest Industries
1 Mobilization & Demobilization	\$60,000.00	\$5,000.00	\$50,000.00	Total Cost \$50,000.00
2 Chase Avenue Pump Station Upgrade Complete	\$742,000.00	\$801,242.00	\$796,900.00	\$963,800.00
3 Electric Utility Cost Allowance	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00
4 SCADA Panel and PLC Programming Allowance	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00
Totals	\$867,000.00	\$871,242.00	\$911,900.00	\$1,078,800.00
A.1 Stainless Steel Interior Piping in lieu of Ductile Iron Piping	\$60,000.00	-\$13,151.00	-\$10,000.00	\$0.00

Dirigo Engineering
2 Dirigo Drive
Fairfield, ME 04937
207-453-2401

SCHEDULE A. CURRENT EXPERIENCE

Project Name	Owner's Contact Person	Design Engineer	Contract Date	Type of Work	Status	Contract Amount
Wastewater Treatment Facility & Pump Station Upgrades Old Orchard Beach, ME	Town of Old Orchard Beach / Diana Asanza 1 Portland Ave Old Orchard Beach, ME 04064 207-934-5714	Woodard & Curran / Tom Herer 41 Hutchins Drive Portland, ME 207-558-3747	05/05/2024	WWTF	In Progress Anticipated Completion September 2026	\$28,299,125.00
High Street Pump Station Upgrades Elkworth, ME	City of Elkworth Wastewater Department / Charles Pearce 1 City Hall Plaza Elkworth, ME 04605 207-567-2553	Woodard & Curran / Tom Herer 80 Exchange Street, Suite 400 Bangor, ME 04401 207-945-5105	05/20/2024	Pump Station Upgrades	In Progress Anticipated Completion April 2026	\$1,534,100.00
Wastewater Treatment Facility Oxidation Ditch Upgrade - North Conway, NH	North Conway Water District / Jason Gagnon 104 Sewmill Lane North Conway, NH 03860 603-556-5332	Wright-Pierce / Paige Durant 230 Commerce Way Suite 302 Portsmouth, NH 603-430-3728	07/16/2024	WWTF Oxidation Ditch Upgrade	In Progress Anticipated Completion September 2025	\$1,589,600.00
Wastewater Treatment Plant Upgrade Winterport, ME	The Winterport Water District / Steven Long 34 Sampson Street, Winterport, ME 04496 207-223-5028	Oliver Associates / Stacy Brown 290 South Main Street Winterport, ME 04496 207-223-2332	07/30/2024	WWTF Upgrade	In Progress Anticipated Completion May 2027	\$2,443,400.00
Sludge Dewatering Upgrade Scarborough, ME	Scarborough Sanitary District / David Hughes 415 Black Point Road Scarborough, ME 04074	Underwood Engineers / Terry Desmarzats 25 Vaughan Mill Portsmouth, NH 03801	10/28/2024	Sludge Dewatering Upgrade	In Progress Anticipated Completion Jan 2026	\$2,232,000.00
Effluent Characteristic Design at Emboden Rearing Station Emboden, ME	Maine Department of Inland Fisheries and Wildlife / Richard Parker 353 Water Street Augusta, ME 04333	HDR Engineering, Inc / Andrew Gorski 2040 W. Iler Ave, Suite C Springfield, IL	11/27/2024	Construction of Clarifier, Sludge Storage Tank, Chemical Building	In Progress Anticipated Completion April 2026	\$2,370,000.00
Wastewater Treatment Facility Improvements Turner, ME	Maine School Administrative District #52 485 Turner Center Road (Route 117) Turner, ME 04282	Wright-Pierce / Valerie Giguere 11 Bowdoin Mill Island, Suite 140 Topsham, ME 04086	02/12/2025	Demolition of existing wastewater facilities, construction of a new Wastewater Treatment Facility, pump stations, gravity sewer, manholes and site improvements.	In Progress Anticipated Completion March 2026	\$2,059,458.00
Sherbrooke Ave Sanitary Sewer Pump Station Lewiston, ME	City of Lewiston 27 Pine Street Lewiston, ME 04240	Department of Lewiston Public Works Engineering Dept / Paul Nielhof 103 Adams Avenue Lewiston, ME 04240	02/12/25	Renovation of Wetwell, New Pumps, New Valve Pit	In Progress Anticipated Completion November 2025	\$420,400.00
Drinking Water Treatment Facility Fryeburg, ME	Maine Water Company / Michael Cummons 93 Industrial Park Road Seco, ME 04072	Wright-Pierce / Dustin Lacombe 11 Bowdoin Mill Island, Suite 140 Topsham, ME 04086	05/07/25	New Drinking Water Treatment Facility to Remove PFAS from the Well 2 groundwater source	In Progress Anticipated Completion December 2026	\$2,954,870.00
Boothbay Harbor Coastal Resiliency Upgrade Phase 1 Boothbay Harbor, ME	Boothbay Harbor Sewer District / David Pratt 27 Sea Street Boothbay Harbor, ME	Wright-Pierce / Bryanna Dennis 11 Bowdoin Mill Island, Suite 140 Topsham, ME 04086	10/01/25	Upgrade To Electrical Service, New Generator, Two New Pump Stations	In Progress Anticipated Completion July 2027	\$6,058,000.00
Septage Receiving Upgrade Phase 1 Newmarket, NH	Town Of Newmarket 8 Young Lane Newmarket, NH 03857	Wright-Pierce 230 Commerce Way, Suite 302 Portsmouth, NH 03803	09/25/25	New Septage Receiving Unit & Wash Press, Blower, Mixing System, Septage Pump, HVAC & Electric	In Progress Anticipated Completion Sept 2026	\$1,964,000.00
Kennebunk Sewer District Wastewater Treatment Facility Nutrient Removal Improvements Kennebunk, ME	Kennebunk Sewer District / Chris Johnson 44 Water Street Kennebunk, ME 04043	Brown and Caldwell / Mark Allenwood 200 Brickstone Square, Suite 403 Andover, MA 01810	09/03/25	Construction Of New Concrete Aeration Tanks, Provide & Install Submersible Process Equipment, New Masonry Building, Replace Clarifier Equipment	In Progress Anticipated Completion April 2028	\$19,344,000.00
Simon Falls Sewer Pump Station Upgrade Rochester, NH	City Of Rochester 31 Wakefield Street Rochester, NH 03867	Watson & Simpson / John Skvara 100 International Drive, Suite 152 Portsmouth, NH 03801	07/15/26	Demo of the existing WWTPS and generator; construction of new building, installation of submersible pumps, draft, standby generator, station plumbing, and controls, installation of new wetwell hatch, reconnection to the existing forcemain, and rehabilitation and replacement of a sewer manhole.	In Progress Anticipated Completion Jan 2026	\$1,636,400.00
Wastewater Treatment Plant and Pump Station Upgrade (Phase one) Blue Hill, ME	Town of Blue Hill Maine 18 Union Street Brewer, ME 04614	Oliver Associates / Stacy Brown 299 Main Street Winterport, ME 04496	12/22/25	Upgrade of two existing pump stations at Route 176 and Main Street, and construction of new High Tide pump station at the existing WWTP site.	In Progress Anticipated Completion Jan 2027	\$3,473,997.00

SCHEDULE B
APEX CONSTRUCTION INC. PROJECTS COMPLETED IN LAST 5 YEARS

Project	Contract Amount	Completion Date
<u>Melcher Court Pump Station Upgrade</u>	\$1,838,000.00	Mar-25
Westbrook, ME 2401 Owner: City of Westbrook 371 Saco Street Westbrook, ME 04092 Engineer: Wright-Pierce Topsham, ME		
<u>Wastewater Treatment Facility & Collection System Upgrades</u>	\$11,233,500.00	Jan-25
Searsport, ME 2211 Owner: Town of Searsport 1 Union Street Searsport, ME Engineer: Woodard & Curran Portland, ME		
<u>Wastewater Treatment Plant Upgrade</u>	\$448,200.00	Sep-24
Berwick, ME 2313 Owner: Town of Berwick 150 Rochester Street Berwick, ME 03901 Engineer: Wright-Pierce Portsmouth, NH		
<u>Wastewater Treatment Facility Aeration Blower Upgrade</u>	\$288,800.00	Jun-24
Dover, NH 2311 Owner: City of Dover 484 Middle Road Dover, NH 03820 Engineer: Wright-Pierce Portsmouth, NH		
<u>Sewer Pump Station Upgrade</u>	\$275,000.00	May-24
Jackman, ME 2308 Owner: Jackman Utility District 28 Wallon Street Jackman, ME 04945 Engineer: Dirigo Engineering Fairfield, ME		
<u>Anson Madison Water District</u>	\$137,284.00	Feb-24
Emden, ME 2307 Owner: The Anson & Madison Water District 15 Maple Street Madison, ME 04950 Engineer: Dingo Engineering Fairfield, ME		
<u>Harlow Hill Road Booster Pump Station</u>	\$549,500.00	Feb-24
Mexico, ME 2306 Owner: Mexico Water District 134 Main Street Mexico, ME 04257 Engineer: Dirigo Engineering Fairfield, ME		
<u>Backington Reservoir</u>	\$1,448,200.00	Feb-24
Mexico, ME 2305 Owner: Mexico Water District 134 Main Street Mexico, ME 04257 Engineer: Dirigo Engineering Fairfield, ME		
<u>Waste Water Treatment Facility & Pump Stations</u>	\$11,717,680.00	Jan-24
Bridgton, ME 2201 Owner: Town Of Bridgton 3 Chase St Suite 1 Bridgton, ME 04009 Engineer: Woodard & Curran Portland, ME		
<u>Point Sebago Main Pump Station & Valve Rehab</u>	\$41,250.00	May-24
Casco, ME 2304 Owner: Point Sebago Resort / Cove Communities 261 Point Sebago Road Casco, ME 04015 Engineer: Walsh Engineers Westbrook, ME		
<u>Tara Estates Sewer Pump Station Upgrade</u>	\$1,376,000.00	Jun-24
Rochester, NH 2214 Owner: City of Rochester 31 Wakefield Street Rochester, NH 03867 Engineer: Weston & Sampson Engineers Portsmouth, NH		
<u>Booster Pump Station</u>	\$774,202.00	Oct-23
Caribou, ME 2301 Owner: Caribou Utilities District 176 Limestone Street Caribou, ME 04738		

SCHEDULE B
APEX CONSTRUCTION INC. PROJECTS COMPLETED IN LAST 5 YEARS

Engineer:	Dirigo Engineering Fairfield ME		
<u>Mariner Pump Station Upgrade</u>		\$882,752.00	Sep-23
Brunswick, ME	2215		
Owner:	Midcoast Regional Redevelopment Authority 15 Terminal Road Suite 200 Brunswick, ME 04011		
Engineer:	Random Consulting Portland, ME		
<u>Gardiner Street Pump Station</u>		\$224,800.00	Jul-23
Patten, ME	2210		
Owner:	Town of Patten 21 Katahdin Street Patten, ME 04765		
Engineer:	Dirigo Engineering Fairfield ME		
<u>Booster Pump Station</u>		\$2,042,000.00	Dec-23
Bangor, ME	2208		
Owner:	Bangor Water District 614 State Street Bangor, ME 04412		
Engineer:	A.E. Hodsdon Consulting Engineers Waterville, ME		
<u>Biosolids Dewatering Facility</u>		\$4,425,000.00	Dec-23
Rochester, NH	2207		
Owner:	City of Rochester 31 Wakefield Street Rochester, NH 03867		
Engineer:	Brown and Caldwell Andover, MA		
<u>Cove Road & Washington Street Pump Station Upgrades</u>		\$1,228,000.00	Aug-23
Camden, ME	2205		
Owner:	Town of Camden Maine 29 Elm Street Camden, ME 04843		
Engineer:	Wright-Pierce Topsham, ME		
<u>Waste Water Treatment Facility Odor Control</u>		\$973,000.00	Apr-23
Durham, NH	2205		
Owner:	Town of Durham 50 Piscataqua Road Durham, NH 03824		
Engineer:	Wright-Pierce Portsmouth, NH		
<u>Wastewater Treatment Facility Upgrade</u>		\$4,345,000.00	May-23
Fort Fairfield, ME	2107		
Owner:	Fort Fairfield Utilities District 100 High Street Fort Fairfield, ME 04742		
Engineer:	Wright-Pierce Topsham, ME		
<u>Wastewater Treatment Facility Improvements</u>		\$9,711,422.00	Jun-23
Camden, ME	2014		
Owner:	Camden Wastewater Treatment Plant 20 Lions Lane Camden, ME 04843		
Engineer:	Wright-Pierce Topsham, ME		
<u>Sidewall Blower Connection</u>		\$145,137.00	Dec-22
Rochester, NH	2203		
Owner:	City of Rochester 31 Wakefield Street Rochester, NH 03867		
Engineer:	Brown & Caldwell Andover, MA		
<u>Woodland Pump Station Upgrade</u>		\$710,887.00	Dec-22
Brunswick, ME	2202		
Owner:	Midcoast Regional Redevelopment Authority 15 Terminal Road Suite 200 Brunswick, ME 04011		
Engineer:	Ransom Consulting Portland, ME		
<u>Water Treatment Plant Upgrades Contract 2 - Ozone System Installation</u>		\$514,300.00	Dec-22
Brewer, ME	2011		
Owner:	City of Brewer Water Department 233 Green Point Road Brewer, ME 04412		
Engineer:	Woodard & Curran Bangor, ME		
<u>Carbon Storage Building</u>		\$1,141,783.00	Dec-22
Rochester, NH	2110		
Owner:	City of Rochester 31 Wakefield Street		

SCHEDULE B
APEX CONSTRUCTION INC. PROJECTS COMPLETED IN LAST 5 YEARS

Engineer:	Rochester, NH 03867 Brown & Caldwell Andover, MA		
<u>Wastewater Treatment Facility Upgrades</u>		\$10,287,263.00	Dec-22
Presque Isle, ME	2101		
Owner:	Presque Isle Utilities District 541 Main St Presque Isle, ME 04769		
Engineer:	Woodard & Curran Bangor, ME		
<u>Pollution Control Facility Upgrade</u>		\$7,588,882.00	Dec-22
Rockland, ME	2104		
Owner:	City of Rockland Wastewater Department 270 Pleasant Street Rockland, ME 04841		
Engineer:	Wright-Pierce Topsham, ME		
<u>Wastewater Treatment Facility Improvements</u>		\$7,402,297.00	Dec-22
Kennebunk, ME	2009		
Owner:	Kennebunk Sewer District 71 Water Street Kennebunk, ME 04043		
Engineer:	Woodard & Curran Portland, ME		
<u>Well # 2R Control & Chemical Feed Building Project</u>		\$1,137,345.00	Mar-22
North Conway, NH	2105		
Owner:	North Conway Water Precinct 104 Sawmill Lane North Conway, NH 03860		
Engineer:	Gpainsight, Inc. Manchester, NH		
<u>Wastewater Treatment Plant Secondary Clarifier # 2 Upgrade</u>		\$389,441.00	Feb-22
Biddeford, ME	2102		
Owner:	City of Biddeford Maine 371 Hill Street Biddeford, ME 04005		
Engineer:	Weston & Sampson Engineers, Inc. Portsmouth, NH		
<u>Wastewater Process & Electrical Equipment Upgrade</u>		\$3,029,269.00	Jan-22
Gardiner, ME	2103		
Owner:	The City of Gardiner 6 Church Street Gardiner, ME 04345		
Engineer:	Hoyle, Tanner & Associates, Inc. Yarmouth, ME		
<u>Wastewater Treatment Facility Upgrade</u>		\$11,139,451.00	Dec-22
Somersworth, NH	2007		
Owner:	City of Somersworth One Government Way Somersworth, NH 03878		
Engineer:	Wright-Pierce Portsmouth, NH		
<u>Garland Road Pump Station Upgrade</u>		\$853,519.00	Dec-21
Rye, NH	2013		
Owner:	Rye Water District 80 Sagamore Road Rye, NH 03870		
Engineer:	Wright-Pierce Topsham, ME		
<u>River Street Pump Station Upgrade</u>		\$1,269,952.00	Jul-21
Rochester, NH	1907		
Owner:	City of Rochester 31 Wakefield Street Rochester, NH 03867		
Engineer:	Brown & Caldwell Andover, MA		
<u>Wastewater Collection and Treatment System</u>		\$3,869,035.00	May-21
Lincolnville, ME	2004		
Owner:	Lincolnville Sewer District PO Box 302 Lincolnville, ME 04849		
Engineer:	Woodard & Curran Portland, ME		
<u>Sewer Pump Station Improvements</u>		\$1,250,955.00	May-21
Brunswick, ME	2008		
Owner:	Midcoast Regional Redevelopment Authority 15 Terminal Road Suite 200 Brunswick, ME 04011		
Engineer:	Wright-Pierce Topsham, ME		
<u>Water Treatment Plant Upgrades</u>		\$514,300.00	Mar-21
Brewer, ME	2011		
Owner:	City of Brewer Water Department		

SCHEDULE B
APEX CONSTRUCTION INC. PROJECTS COMPLETED IN LAST 5 YEARS

Engineer:	223 Green Point Road Brewer, ME 04412 Woodard & Curran Bangor, ME		
	<u>Solids Handling Upgrade</u>	\$2,270,500.00	Mar-21
Owner:	Presque Isle, ME 2010 Presque Isle Utilities District 870 Skyway St Presque Isle, ME 04769		
Engineer:	Woodard & Curran Portland, ME		
	<u>Littlejohn Pump Station</u>	\$589,921.00	Dec-20
Owner:	Cape Elizabeth, ME 2006 Portland Water District 225 Douglas St Portland, ME 04102		
Engineer:	Tighe & Bond Portland, ME		
	<u>Wastewater Pump Station Upgrade</u>	\$544,430.00	Dec-20
Owner:	Van Buren, ME 1909 Town of Van Buren 51 Main Street Van Buren, ME 04785		
Engineer:	Wright-Pierce Maine		
	<u>Wastewater Pump Stations Upgrades</u>	\$1,413,644.00	Dec-20
Owner:	Dexter, ME 1908 Dexter Utility District 25 Main Street Dexter, ME 04930		
Engineer:	Dingo Engineering		
	<u>Owen Street Pump Station Improvements</u>	\$458,800.00	Nov-20
Owner:	Bingham ME 2003 Town of Bingham PO Box 652 Bingham, ME 04920		
Engineer:	Tata & Howard, Inc Portland, ME		
	<u>Wastewater Treatment Facility Upgrade</u>	\$38,865,322.00	August 2020
Owner:	Exeter NH Town of Exeter 10 Front Street Exeter NH 03833		
Engineer:	Wright-Pierce Portland ME		
	<u>Water Pollution Control Facility Phase 1 Upgrade</u>	\$5,368,032.00	December 2019
Owner:	Bath ME 1801 City of Bath 55 Front Street Bath ME		
Engineer:	Wright-Pierce Topsham ME		
	<u>Wastewater Treatment Plant Upgrade</u>	\$4,385,729.00	October 2019
Owner:	Winter Harbor ME 1804 Winter Harbor Utilities District PO Box 141 Winter Harbor ME 04893		
Engineer:	Woodard & Curran Portland ME		
	<u>Dewatering System Upgrade</u>	\$1,163,544.00	September 2019
Owner:	Yarmouth ME 1805 Town of Yarmouth 200 Main Street Yarmouth ME 04096		
Engineer:	Wright-Pierce Portland ME		



MEMO

April 2, 2026

To: Kennebec Water District Board of Trustees

From: Matt Zetterman, Engineering Manager

Cc: Roger Crouse, General Manager

Subject: Request for Authorization of Agreement with Dirigo Engineering for construction services for the Chase Ave Pump Station Upgrade Project.

Need/Background:

The Chase Avenue Pump Station is now 50 years old and continues to operate with its original pumps, surge control systems, flow metering equipment, and electrical components. Additionally, the station currently lacks any form of back-up power. To maintain reliable service for the customers served by this facility, the Kennebec Water District (KWD) must move forward with modifications and upgrades to the existing station.

Dirigo Engineering has completed the design for these upgrades and assisted KWD throughout the bidding process. Given their extensive involvement and familiarity with the project to date, KWD has solicited a proposal from Dirigo Engineering for construction-phase services. Their proposed scope includes inspection, system start-up support, preparation of record drawings, and contract administration.

Summary of Proposals/Bids:

Dirigo Engineering's total cost proposal for construction phase services is \$69,500. All proposed fees are provided as lump-sum amounts, with the exception of construction monitoring, which will be billed based on the actual number of hours incurred (see full proposal attached). Note that the estimate for construction monitoring is based on part-time monitoring (roughly 10 hours per week) and that KWD staff will supplement any additional inspection needed.

This request is being made as a sole-source procurement because it would not be feasible or practical to bring another engineering firm into the project at this stage. Dirigo Engineering has completed the design and is fully familiar with the project specifications, existing conditions, and planned construction approach. Transitioning to a new firm at this late phase would introduce unnecessary delays, additional costs, and potential project risk.

Request:

I am requesting Trustee approval to enter into an agreement with Dirigo Engineering for construction services for the Chase Ave Pump Station Upgrade Project for \$69,500.00.

DIRIGO ENGINEERING

2 Dirigo Drive Fairfield, Maine 04937 (207) 453-2401 Fax: (207) 453-2405

March 25, 2026

Mr. Matt Zetterman, Engineering Manager
Kennebec Water District
131 Drummond Avenue
Waterville, ME 04901

**RE: Agreement for Construction Phase Services
Chase Avenue Pump Station Upgrades**

Dear Matt;

We are pleased to present the following agreement for construction phase engineering services related to pump station upgrades for the Chase Avenue Pump Station.

Scope of Work

Construction Phase Services

2.1 Contract Administration - We will provide contract administration services during the project's construction phase. We will work to protect the interests of the Kennebec Water District throughout the construction phase. Contract Administration tasks will include the following:

- Review shop drawings and schedules submitted by the Contractor.
- Prepare Operations & Maintenance Manual, which will include manufacturer's manuals as well as operational information on instrumentation, etc.
- Review and approve the monthly pay applications for the contracts
- Review and process any necessary change orders
- Attend a monthly meeting to discuss the work status, issues, pay applications, etc.
- Support on warranty work

2.2 Construction Monitoring - Construction monitoring refers to visual observation of materials, equipment or construction work for the purpose of determining that the work is in substantial conformance with the contract documents and with the design intent. Due to the nature of the project (primarily above ground) we expect to perform part-time construction monitoring of the work. We anticipate about 10 hours of inspection most weeks with additional hours during times when subsurface work is being done. We understand that KWD plans to have staff on-site to supplement our part-time inspection. Issues KWD finds with the work should be referred through the Dirigo inspector.

2.3 Start-up - Dirigo Engineering will coordinate with the Water District, the Contractor, subcontractors, and equipment manufacturers/ suppliers to perform the station start-up. During the start-up we will test the various controls, equipment, alarms, etc. We will also provide training

and answer any questions. We will refine controls to address any issues that may arise during start-up. An O & M manual will be provided.

2.4 Record Drawings – Dirigo Engineering will generate record drawings of the work following the completion of the project. Once we have received data from the Contractor, Dirigo will prepare the record drawings. We will provide these record drawings to the district in paper and electronic formats.

Engineering Fees

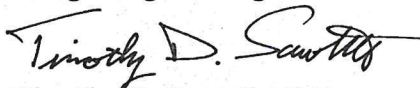
Dirigo will provide the services listed in our Scope of Services for the following lump sum and estimated fees.

Construction Phase Services (Lump Sum except Construction Monitoring is Hourly)		
Item	Description	Cost
2.1	Contract Administration	\$36,000.00
2.2	Construction Monitoring (estimated)	\$25,000.00
2.3	Start-up/O&M	\$5,250.00
2.4	Record Drawings	\$3,250.00
	Construction Phase Total	\$69,500.00

Agreement & Authorization to Proceed

If you are in agreement and would like us to proceed, please sign and return a copy of this letter to us. Our Agreement includes this letter and the attached General Provisions. If you have any questions, please do not hesitate to contact us.

Sincerely,
Dirigo Engineering



Timothy D. Sawtelle, P.E.
Principal Engineer

Accepted By:
Kennebec Water District

By: _____

Date: _____

Enclosure

Dirigo Engineering
GENERAL PROVISIONS

January, 2026 through December, 2026

General

These General Provisions are to be attached to and made a part of the LETTER OF AGREEMENT and/or PROPOSAL between **Dirigo Engineering** (referred to as "**Dirigo**") and **Client**.

Dirigo shall perform for **Client** professional engineering services for the project as outlined in the LETTER OF AGREEMENT and/or PROPOSAL. **Dirigo** will strive to conduct services under this Agreement in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions. No other warranty, expressed or implied, is made.

Client shall provide to **Dirigo** all criteria and full information as to **Client's** requirements for the project. This includes all existing plans, reports, surveys, etc. relating to the Project and Project Site. Also, any information or knowledge relating to property lines, easements, utilities, zoning or deed restrictions shall be provided to **Dirigo**. Any information or knowledge relating to agencies having review, funding or regulating interest in the Project or Project Site shall be provided to **Dirigo**.

Client shall provide all permission and right-of-way of entry for **Dirigo** to complete the work. This Agreement is to be governed by the law of the State of Maine.

Drawings and Documents

All documents including Drawings, Specifications, Correspondence and Reports prepared or furnished by **Dirigo** pursuant to this Agreement are instruments of service in respect of the Project and **Dirigo** shall retain ownership of said documents whether or not the Project is completed. **Client** may make and retain copies for information and reference in connection with the use and occupancy of the Project by **Client** and others; however, such documents are not intended or represented to be suitable for reuse by **Client** or others on extensions of the Project or on any other project. **Client** agrees not to reuse any documents without written verification or adaptation by **Dirigo**. Any reuse without written verification or adaptation by **Dirigo** for the specific purpose intended will be at **Client's** sole risk and without liability or legal exposure to **Dirigo**. The cost of verification or adaptation is not included in this Project's budget but will be set at rates to be agreed upon by **Client** and **Dirigo**.

Insurance

Dirigo is protected by Workman's Compensation Insurance, Professional Liability Insurance and Commercial General Liability Insurance. Certificates will be provided to **Client** upon request. **Dirigo** will not be responsible for any loss, damage or liability arising from **Client's** negligent acts, errors and omissions and those by **Client's** staff, consultants, contractors and agents or from those of any person for whose conduct **Dirigo** is not legally responsible.

Opinions (or Estimates) of Cost

Since **Dirigo** has no control over the cost of labor, materials, equipment, or services furnished by others, or over a Contractor(s)'s methods of determining prices, or over competitive bidding or market conditions, **Dirigo's** opinions of probable Project Costs and Construction Costs are to be made on the basis of **Dirigo's** experience and qualifications and represent **Dirigo's** best judgment as an experienced and qualified professional engineer, familiar with the construction industry; but **Dirigo** cannot and does not guarantee that proposals, bids or actual Total Project or Construction Costs will not vary from opinions of probable cost prepared by **Dirigo**. **Dirigo's** services to modify the Contract Documents to bring the Construction Cost within any limitation established by **Client** will be considered Additional Services (which are not included in the original Scope of Services) and paid for as such by **Client**.

Project Reviews and Approvals

When stated in the Scope of Services, **Dirigo** shall submit project documents to the appropriate funding, review and governmental agencies for their review and approval. **Dirigo** makes no guarantee that any approvals or funding will be obtained or that submittals will be reviewed or approved in a timely manner. **Client** shall inform **Dirigo** as to any review and approvals that need to be obtained.

Invoices

Invoices will be submitted monthly. Payment is due upon presentation of invoice and is past due thirty (30) days from invoice date. **Client** agrees to pay a finance charge of 1.5 percent per month on past due amounts. For items to be paid on a lump sum basis, the invoice will reflect the percentage of the work completed. For items to be paid on a time charge basis, the invoice will show the charges for the various service and expense classifications for the billing period according to the following Time Charge Schedule:

Principal Engineer	\$240.00/hr	Service Technician	\$140.00/hr
Project Administrator	\$230.00/hr	Resident Project Representative	\$92.00/hr
SCADA Technician	\$175.00/hr	Engineering Technician	\$92.00/hr
Geologist	\$190.00/hr	Administrative Assistant	\$75.00/hr
Senior Process Engineer	\$200.00/hr	Licensed Plant Operator	\$105.00/hr
Project Manager / Sr. Project Eng.	\$175.00/hr	GPS Equipment W/Operator	\$280.00/hr
Professional Engineer	\$150.00/hr	Mileage	Federal Rate
Graduate Engineer	\$120.00/hr	Subs, Materials & Expenses	Cost + 10%

All time charge projects will be billed for administrative and management services in addition to technical services and related expenses.

Limitation of Liability

For any damage or costs resulting from error, omission, or other professional negligence in the performance of **Dirigo's** services, the liability of **Dirigo** to all claimants will be limited to an aggregate sum not to exceed the total engineering fee. If **Client** prefers not to limit **Dirigo's** professional liability to this sum, **Dirigo** will waive this limitation upon **Client's** written request provided that **Client** agrees to pay for this waiver an additional agreed upon consideration. **Client's** request for this option must be made in writing at the time of acceptance of Proposal. This charge is consideration for the greater risk involved in performing work for which there is no limitation of liability. It should not be construed as a charge for additional professional liability insurance.

Client acknowledges that **Dirigo** is a corporation and agrees that any claim made by the **Client** arising out of any act or omission of any officer or employee of **Dirigo** in the execution or performance of this Agreement shall be against **Dirigo** and not against such officer or employee.

Hazardous Materials

It is acknowledged by both parties that **Dirigo's** scope of services does not include any services related to asbestos or hazardous or toxic materials. In the event **Dirigo** or any other party encounters asbestos or hazardous or toxic materials at the jobsite, or should it become known in any way that such materials may be present at the jobsite or any adjacent areas that may affect the performance of **Dirigo's** services, an official representative of **Dirigo** may, at his or her option and without liability for consequential or any other damages, suspend performance of services on the project until **Client** retains appropriate specialist consultant(s) or contractor(s) to identify, abate and/or remove the asbestos or hazardous or toxic materials, and warrant that the jobsite is in full compliance with applicable laws and regulations.

Client agrees, notwithstanding any other provision of this Agreement, to the fullest extent permitted by law, to indemnify and hold harmless **Dirigo**, its officers, partners, employees, agents and consultants from and against any and all claims, suits, demands, liabilities, losses, or costs, including reasonable attorneys' fees and defense costs, resulting or accruing to any and all persons, firms, and any other legal entity, caused by, arising out of or in any way connected with the detection, presence, handling, removal, abatement, or disposal of any asbestos or hazardous or toxic substances, products or materials that exist on, about or adjacent to the jobsite, whether liability arises under breach of contract or warranty, tort, including negligence, strict liability or statutory liability or any other cause of action.

Construction Review

Construction Review refers to visual observation (by **Dirigo**) of materials, equipment or construction work for the purpose of ascertaining that the work is in substantial conformance with the contract documents and with the design intent. Construction Review shall not relieve the Contractor of Contractor's obligation to perform the work in conformity with the drawings and specifications and in a workmanlike manner; shall not make **Dirigo** an insurer of the Contractor's performance; and shall not impose upon **Dirigo** any obligation to see that the work is performed in a safe manner.

During Construction Review, **Dirigo** shall not undertake any of the responsibilities of Contractor, subcontractors or Contractor's superintendent, or expedite work for Contractor; shall not advise on, issue directions relative to or assume control over any aspect of the means, methods, techniques, sequences or procedures of construction unless such advice or directions are specifically required by the Contract Documents; shall not advise on, issue directions regarding or assume control over safety precautions and programs in connection with the work.

Client shall have Contractor submit to **Dirigo** for review shop drawings of all materials to be used for construction. Construction Review and Shop Drawing Review shall be paid for by **Client** on a time charge basis. **Client** shall keep **Dirigo** notified of when construction will start and of the status of the construction phases.

Client recognizes that it is neither practical nor customary for **Dirigo** to include all construction details in plans and specifications, creating a need for interpretation in the field by **Dirigo**. **Client** also recognizes that Construction Review permits **Dirigo** to identify and correct quickly and at comparatively low cost professional errors or omissions that are revealed through construction, or errors or omissions committed by others due to misinterpretation of design documents, or due to other causes. For the foregoing reasons, Construction Review is generally considered an essential element of a complete design engineer's service. Accordingly, if **Client** directs **Dirigo** to not provide construction monitoring, **Dirigo** shall not be responsible for the consequences of any of **Dirigo's** acts, errors or omissions, except for those consequences which, it reasonably could be concluded, **Dirigo's** review services would not have prevented or mitigated.

Client recognizes that "part time" construction review may require that some or all be performed by a senior engineer rather than a technician or resident project representative. As such, **Client** recognizes construction review will be billed at the rate of **Dirigo's** staff that performs the service.

Amendments and Assignments

This Agreement may only be modified in writing signed by both **Dirigo** and **Client**. The Time Charge Schedule Rates shall be increased by 4% on January 1 of each year and **Client** agrees to pay any reasonable Time Charge increases which are from time-to-time necessary in the operations of **Dirigo**.

The obligation to provide further services under this Agreement may be terminated by either party upon seven days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party. In the event of any termination, **Dirigo** will be paid for all services rendered to the date of termination and all expenses. Neither **Client** nor **Dirigo** may delegate, assign, sublet or transfer his/its duties or interest in this Agreement without the written consent of the other party. **Dirigo** may retain any necessary subconsultants and this shall not be considered an assignment of this contract. **Dirigo** is not obligated to provide the services outlined in this Agreement or to provide the services at the price stated if this Agreement is not accepted by **Client** within 30 days.

Permits

It is the responsibility of **Client** to obtain all required permits and to comply with their conditions. When referenced in the Scope of Services, **Dirigo** will assist by preparing permit applications or documents for submission to the various agencies. The scope of required permitting is contingent upon the final design of the project(s) and the review of the agencies. **Client** shall pay all fees associated with permits, including application fees, advertising costs and all subconsultants required to provide data required for permitting. **Dirigo** does not guarantee that permits will be granted, that permits will be granted in a timely manner, or that permit conditions will be acceptable to **Client**.

Mediation

In an effort to resolve any conflicts that arise during or following the completion of the Project, **Client** and **Dirigo** agree that all disputes between them arising out of or relating to this Agreement shall be submitted to non-binding mediation unless the parties mutually agree otherwise.

Client and **Dirigo** further agree to include a similar mediation provision in all agreements with independent contractors and consultants retained for the Project and to require all independent contractors and consultants to likewise include a similar mediation provision in all agreements with subcontractors, subconsultants, suppliers or fabricators so retained, thereby providing for mediation as the primary method for dispute resolution between the parties to those agreements.



MEMO

April 2, 2026

To: Kennebec Water District Board of Trustees

From: Roger Crouse, General Manager

Subject: Request for Expansion of Employee Insurance Coverage to Domestic Partners

Need/Background:

KWD provides health insurance to employees through the Maine Municipal Employees Health Trust (MMEHT). For "domestic partners" of employees to be covered by health, vision, or dental plans, the MMEHT requires the governing body to "adopt" domestic partner coverage. Adoption of domestic partner coverage requires the governing body to approve the following language:

*Effective, April 2, 2026, Kennebec Water District amends its personnel benefits policy to allow any employee who is eligible to enroll in the employer benefits the option of enrolling a domestic partner.**

Any employee who wishes to add a domestic partner will be advised of the requirements set forth in the Domestic Partner Affidavit to add said partner. Furthermore, said employee has been advised there could be tax implications for adding a domestic partner.

The Domestic Partner of an Employee shall be:

- A "life partner of either the same sex or opposite sex of the employee;*
- Not legally married or separated, to either the employee or anyone else;*
- At least 18 years of age and mentally competent to consent to contract;*
- Are each other's Domestic Partners and intend to remain so indefinitely;*
- Have been each other's Domestic Partner for at least 12 months prior to the date of the signed Affidavit;*
- Are not related by blood to a degree of closeness that would prohibit marriage in the State of Maine; and*
- Are jointly responsible for each other's common welfare; share financial obligations and share their primary residence*

Request

I am requesting that the Board of Trustees adopt the language above to be effective immediately.



MEMO

April 2, 2026

To: Kennebec Water District Board of Trustees

From: Roger Crouse, General Manager

Subject: Request for Approval of Personnel Manual Modifications

With the effective date of Maine's Paid Family and Medical Leave (PFML) program fast approaching (effective May 1, 2026), changes to our Personnel Manual are required. Other potential improvements/updates have been identified by members of the management team as well as our human resource consultant, Betsy Oulton. Ms. Oulton has helped us navigate the complexities of the PFML and has provided most of the recommended language changes in this area as well as helping us make other improvements to ensure compliance with State and federal regulations.

Following is a summary of the substantive changes:

1. Section I. G. - removed specific position names under the definition of exempt employees.
2. Section III. A. – added language stating that all new hires are subject to background and driving record checks.
3. Section V. B. – added clarifying language regarding eligibility for water operator license stipends (to match language in the Collective Bargaining Agreement).
4. Section V. C. – added clarifying language regarding comp-time accrual and balances (to match language in the Collective Bargaining Agreement).
5. VI A. Moved the “domestic partner” definition to this section (was in the family and medical leave section) and made updates.
6. VI. A. Added additional description of the life insurance policies offered to employees.
7. VI. G – New section -Fitness Cost Reimbursement. (KWD has had a long-standing policy for fitness cos reimbursement. This change moves the reimbursement rate into the Personnel Manual, so it is under the control of the Board of Trustees. The current rate is \$200 per year. This change proposes to increase the rate to \$300 per year.)
8. VII. C. – deleted reference to “Medical Leave” as this was discontinued in 2019.
9. VII. C. (was section D) – Family and Medical Leave – add a description of the timing of employee contributions to PFML. Most existing language was deleted in this section and Appendix A was created to capture relevant information on PFML, State of Maine Family and Medical Leave, and federal Family and Medical Leave.
10. VII. D (was E.) – modified language to improve clarity of familial relationship to the employee for bereavement leave.
11. VII N. (was O.) – Supplemental Paid Parental Leave (formally Paid Parental Leave). Changed the three weeks of full pay to three weeks of supplemental pay associated with PFML. The District

will supplement the pay the employee receives through the PFML by paying the employee the difference between the pay received through the PFML and the employee's regular, straight-time weekly pay.

12. VII. O. (was P.) – Simplified earned paid leave language and included the first 40 hours of any paid leave to be designated as earned paid leave.
13. VIII. C – added clarifying language regarding unpaid break periods (e.g. lunch period).
14. VIII. H – Added language indicating that employees responding to after-hours emergencies will generally not receive an hour of travel time pay if they take a District vehicle home.
15. X. E. Replaced existing language regarding alcohol and drug free workplace with new language including language for drug and alcohol testing and reference to a newly created drug and alcohol testing procedure.
16. X. G. 8. – updated computer password and access methods language.
17. Appendix A – new appendix describing family and medical leave policies (see notes on item 9. above).

The full Personnel Manual with edits shown is included in the emailed Board packet. However, due to the size of the document, no hard copies are provided. Hard copies are available upon request.

Request

I am seeking Board of Trustee approval for these changes to the Personnel Manual.

KENNEBEC WATER DISTRICT

2025 Maine Municipal Bond Bank –Service Line Inventory Project (\$410,000.00)

The Kennebec Water District (the “**District**”) hereby resolves as follows:

1. Pursuant to Chapter 200 of Private and Special Laws of 1899, as amended, the District is hereby authorized to borrow up to the aggregate principal amount of Four Hundred Ten Thousand and 00/100 Dollars (\$410,000.00) (the “**Loan**”) from the Maine Municipal Bond Bank, Augusta, Maine (the “**Bond Bank**”), with up to Two Hundred Twenty Five Thousand and 00/100 Dollars (“\$225,500”) in loan forgiveness, subject to approval from the Bond Bank, and to execute and implement a Loan Agreement with the Bond Bank in the form prescribed by the Bond Bank (the “**Loan Agreement**”) for the purpose of financing the District’s Service Line Inventory Project, together with related costs and expenses, including the costs of issuance (collectively, the “**Project**”).
2. Pursuant to the Loan Agreement, and as evidence of the Loan, the District is hereby authorized to issue and sell to the Bond Bank interest bearing and/or non-interest bearing note(s) or bond(s) of the District in the aggregate principal amount of up to Four Hundred Ten Thousand and 00/100 Dollars (\$410,000.00) (the “**Bonds**”).
3. The Bonds shall bear such date or dates as the Bond Bank shall request, bear such interest rate or rates, be in such denominations, maturities, and be redeemable at such price or prices, all as shall be set forth in the Loan Agreement and the Bonds, and as may hereafter be determined by the Treasurer (or Assistant Treasurer) and the President of the Board of Trustees to be necessary or advisable, the execution of the Loan Agreement and the Bonds to be conclusive evidence of their determination of the terms and provisions thereof.
4. Each of the Bonds shall bear on its face the words “Kennebec Water District” and shall be signed by the Treasurer (or Assistant Treasurer) and shall be countersigned by the manual or facsimile signature of the President of the Board of Trustees of the District, and shall be in substantially the same form as prescribed in the Loan Agreement or otherwise as prescribed by the Bond Bank.
5. In anticipation of the Bonds heretofore authorized, the District is also hereby authorized to borrow the aggregate principal amount of up to Four Hundred Ten Thousand and 00/100 Dollars (\$410,000.00) from the Bond Bank for the Project (the “**SRF Interim Loan**”); (ii) to execute and deliver a Loan Agreement with the Bond Bank in the form prescribed by the Bond Bank (the “**SRF Interim Loan Agreement**”) for the SRF Interim Loan; and (iii) to execute and deliver to the Bond Bank a note in anticipation of the Bonds in the aggregate principal amount of up to Four Hundred Ten Thousand and 00/100 Dollars (\$410,000.00) (the “**SRF Interim Note**”) for the Project, in the form prescribed by the Bond Bank. The SRF Interim Note shall be sold at the par value thereof to the Bond Bank, bear interest at a rate determined by the Bond Bank, and shall mature upon the issuance of the Bonds, or 12

months from the date of the SRF Interim Note, whichever occurs first. The SRF Interim Loan and SRF Interim Note shall contain such other terms and provisions as may hereafter be determined by the Treasurer (or Assistant Treasurer) and President of the Board of Trustees to be necessary or advisable, their execution of the SRF Interim Loan Agreement and the SRF Interim Note to be conclusive evidence of their determination of the terms and provisions thereof.

6. The SRF Interim Note shall bear on its face the words “Kennebec Water District” and “General Obligation Note” and shall be signed by the Treasurer (or Assistant Treasurer) and shall be countersigned by the manual or facsimile signature of the President of the Board of Trustees of the District.
7. The District covenants to establish, maintain, revise, and collect rates and charges for water services furnished by the District sufficient to provide revenues to pay when due current expenses of operating and maintaining the water system; to pay when due interest on the outstanding indebtedness of the District incurred or assumed for District purposes; and to pay or provide for the payment of all indebtedness created or assumed by the District.
8. All actions taken to date by the Board of Trustees and the officers of the District with respect to the authorization, execution, issuance, and/or sale, as applicable, of the Project, the Loan Agreement, the Loan, the Bonds, the SRF Interim Note, the SRF Interim Loan, and the SRF Interim Loan Agreement, and that are not inconsistent with the foregoing resolutions, are hereby ratified and confirmed. The President of the Board of Trustees, Treasurer (or Assistant Treasurer), General Manager, and other officers of the District are, and each of them singly is, hereby authorized to take such action, and to execute and deliver the following with respect to the Bonds and with respect to any SRF Interim Note (and we hereby ratify the execution and delivery of any such documents that have previously been executed and delivered on behalf of the District): a Signature and No Litigation Certificate, and such additional documents, certificates and instruments and any amendments thereto as may be deemed by them as necessary or appropriate to effectuate the issuance of the Bonds and SRF Interim Note heretofore authorized.
9. Any prior resolutions of the Trustees restricting the amount of authorized loans or issuance of bonds and notes, to the extent they conflict with the foregoing resolutions, are hereby superseded.



April 2, 2026
Trustee Meeting
General Manager Report

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

- a. Representative Pingree's office informed us that our Halifax Street Water Main Improvement project is one of the 20 projects Representative Pingree has advanced to the House Appropriations Committee. Representative Pingree is a member of the House Appropriations Committee. Although this news does not guarantee our funding, it is a very positive first step.

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

- a. We submitted a request to Senator Collins' office to fund the Halifax Street project. The application deadline was March 20, 2026. It appears that Senator Collins has until April 15, 2026, to put forward her recommended funding priorities to the Senate Appropriations Committee.
- b. Appointment of a new Trustee to fill the Waterville trustee vacancy is still pending.
- c. We had a great staff meeting on March 10th. Included in the meeting was a presentation by agents from Cross Insurance regarding the Paid Family and Medical Leave program that will begin in May.
- d. Through the lobbying effort of the Maine Water Utilities Association, the proposed language of LD 2173 has been modified to remove most if not all areas of concern regarding the loss of local control of septic system ordinances. This will enable municipalities to continue making decisions about the best ways to protect public water supplies.
- e. We are continuing to work with the WaterWorth team to develop our financial model. I anticipate being ready to start exploring various modeling predictions with board members in May or June.

3. New or upcoming items of significance:

- a. N/A



**April 2, 2026
Trustee Meeting
Monthly Department Report**

Department: Service

Submitted by: Benny LaPlante

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

- a. Annual employee safety training is now complete.
- b. Safety programs, policies, and procedures have all been reviewed and revised as needed. These have also been updated to the current versions in our Learning Management System.

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

- a. KWD is still awaiting the boiler inspection by Travelers Insurance to complete our Maine Municipal Association – Workers’ Compensation Safety Incentive Program: Tier III renewal.
- b. Revisions to our Terms and Conditions are nearly complete. We plan on submitting the revised document to the Maine Public Utilities Commission for approval in April.

3. New or upcoming items of significance:

- a. N/A

Meter Installations - January 2026

Meter Size:	5/8x3/4"	3/4"	1"	1-1/2"	2"	3"	4"	6"	Total
Meter Totals:	42	1	3	3	1	0	0	1	51

Meter Installations - February 2026

Meter Size:	5/8x3/4"	3/4"	1"	1-1/2"	2"	3"	4"	6"	Total
Meter Totals:	55	2	0	4	2	0	0	0	63

Note: This table includes replacements, new installations, formerly vacant accounts, and seasonal accounts with both new and used meters.



**April 2, 2026
Trustee Meeting
Monthly Department Reports**

Department: Distribution

Submitted by: Jared Bragdon

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

- a. Chad Merrill has returned to work earlier than anticipated after his recent deployment to Saudi Arabia with the Maine Army National Guard. He immediately jumped back in reinstating his benefits, completing annual safety training, and getting up to speed on the current distribution workload for the 2026 construction season. We are proud and grateful for his service to our country.
- b. Our new shielding box arrived on Friday, March 20, 2026.

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

- a. Spring Hydrant Flushing-Customer notification via WaterSmart was sent out via email 3/17/26 for a start date of 3/23/26. We will start flushing hydrants as soon as weather and road temperatures permit. This project is ongoing until the end of May.
- b. Sunset Heights Winslow project- Our team recently supported Winslow's Sunset Heights sewer/storm/road project by assisting with a shutdown on Lithgow Street to allow Ranger Construction to lower the KWD water main in preparation for installing a new 42-inch storm line at the same location. Staff are also in the field exercising all water valves in the area ahead of a broader upgrade to the storm and sewer infrastructure as part of the Town of Winslow's improvement project. We will also be assessing and completing valve maintenance in the area throughout the construction season.

3. New or upcoming items of significance:

- a. Cushman Rd paving project
- b. Benton Ave paving project
- c. Clinton Ave/Outer Clinton Ave paving project
- d. Crescent St 2" Water main improvement project

Main Break Summary:

DATE OF LEAK	LOCATION (STREET)	MUNICIPALITY	PIPE SIZE	PIPE/SERVICE/VALVE INSTALLED DATE	MATERIAL	TYPE OF LEAK
3/6/2026	Kelley St	Fairfield	6"	1986	Ductile Iron (Lined)	Blow out
3/18/2026	Morgan St	Waterville	6"	1954	Cast Iron (lined)	Leaking bell (leadite joint leaking)



April 2, 2026
Trustee Meeting
Department Reports

Department: Water Quality

Submitted by: Robbie Bickford

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

- a. Over the past month, KWD has participated in the Kennebec County All Hazards Assessment along with other municipal partners. This exercise identifies local resources to respond to emergency situations, identifies gaps within the current structures and resources, and strengthens our communities against unforeseen situations.
- b. The 2025 Annual Water Quality Report is completed and posted on the KWD website (<http://kennebecwater.org/ccr>) and notification to all customers is being completed via the quarterly bill.

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

- a. China Lake (Lake Elevation: 170.7 feet or 10 inches below spillway)
 - i. Comprehensive Land Technologies (CLT) has completed the selective harvest on the South Peninsula of China Lake.
 - ii. The installation of the “No Trespassing” signs has been placed on hold due to thin ice and limited access. Installation should resume in summer 2026.
 - iii. Plants have been ordered for the 2026 China Lake Buffer Bundle Program from Pierson Nurseries, INC. with delivery schedule for June 5, 2026.
 - iv. Courtesy Boat Inspection (CBI)
 1. The China Regional Lakes Alliance (CRLA) has hired a Courtesy Boat Inspection Coordinator for the 2026 season.
 2. Advertising for 2026 Courtesy Boat Inspectors is now ongoing. Information can be found at www.crlamaine.org/employment
- b. PFAS Mitigation Project:
 - i. The PFAS 10% design continues with CMD Smith.

3. New or upcoming items of significance:

- a. On February 26, 2026, Huhtamaki started utilizing 1-1.5 million gallons of water per day. This usage is due to river conditions being unfavorable for their production needs and has continued through the month of March. Once river conditions become favorable, they plan to return to river water.



April 2, 2026
Trustee Meeting
Monthly Department Reports

Department: Engineering

Submitted by: Matt Zetterman

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

N/A

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

- a. Chase Avenue Pump Station Upgrade Project – The bid opening for this project was held on March 24, 2026, at 2pm with four contractors submitting bids. The low bidder was Apex Construction of Somersworth, New Hampshire with a bid of \$867,000. If awarded the bid, they anticipate starting work in September of this year.
- b. West River Road Water Main Project – Eastwood Contractors is expected to start construction the week of April 6th. This project is to replace a 430-ft section of 1971 ductile iron, 12-inch water main on West River Road between Franklin Street and John Avenue that has seen numerous breaks over the last 10 years.
- c. 2027 Sunset Heights Water Main Improvement Project – This project went out to bid on March 17, 2026, and bids are due April 8, 2026. This project replaces water mains and associated components on Hemlock Street, Sam Street, Helen Street, Joe Avenue, Paine Street and Bay Street within the Town of Winslow.
- d. Capital Improvement Plan – We held our first work session developing a comprehensive plan for capital projects for the next 10 years. The focus of the first meeting was reviewing infrastructure from the previous comprehensive plan prepared by Wright Pierce Engineers and mapping out the next 10 years. This meeting was mostly focused on water main projects and future sessions will look closer at water storage tanks, the treatment plant, pump stations, and buildings.

3. New or upcoming items of significance:

- a. Leak Detection – One item in the 2026 operating budget that we've been focusing on is leak detection equipment and related services. We've met with one vendor and a couple of their references to evaluate one solution, and we've reached out to another vendor to assess a second system. While we already have equipment for actively listening for leaks, such as ground microphones, the systems we're considering use sensors that attach to hydrants or valves and continuously collect acoustic data. This data is then analyzed through a backend software platform to help identify the presence of leaks and estimate their location. Depending on the system, data is retrieved either by driving past the sensors with a data collector or through cellular transmission.



April 2, 2026
Trustee Meeting
Department Reports

Department: Finance Department

Submitted by: Amy Dyer

1. Notable accomplishments/successes since the last report (including personnel commendations):
 - a. The Annual Report for the MPUC has been filed for 2024.
 - b. The loan application for the WTP Lagoon Discharge project has been submitted to the Maine Municipal Bond Bank.

2. Progress report on items presented at the previous Trustee meeting:
 - a. We have been working with Erik Nadeau from Nicholson, Michaud & Nadeau, CPAs on our 2025 year-end audit preparation. I am looking forward to an efficient and timely audit for 2026.
 - b. I have been working with the Waterworth software to project future cash balances with various borrowing and cash spending scenarios and the effect on our debt service coverage ratio.

3. New or upcoming items of significance:
 - a. I will be finalizing loan applications for the Summer Street Water Main Improvement Project (long-term loan) and the Sanger Avenue & Boutelle Avenue Water Main Improvements project (interim financing).