

**KENNEBEC WATER DISTRICT  
REGULAR BOARD OF TRUSTEES MEETING  
THURSDAY – APRIL 2, 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; J. Michael Talbot, Assistant Treasurer; Sarah Whateley, Clerk; Allan Fuller, Trustee; Amy Stabins, Trustee; Nathan Saunders, Trustee; Paul Fongemie, Trustee

Trustees absent: Jeff Earickson, Treasurer

Paul Fongemie, Trustee, left the meeting at 8:40 a.m.

Also present: Roger Crouse, KWD General Manager; Amy Dyer, KWD Finance Manager; Matt Zetterman, KWD Engineering Manager (Remote Access); Benny LaPlante, KWD Service Manager (Remote Access); Jared Bragdon, KWD Distribution Manager (Remote Access); Sue Markatine, KWD Recording Secretary

**ITEM 1: INTRODUCTION OF GUESTS**

Mr. John Melrose, Town of Vassalboro Trail Committee Chairman, was introduced and welcomed by the Board members.

**ITEM 2: REVIEW AND APPROVE THE MINUTES OF THE REGULAR BOARD OF TRUSTEES' MEETING OF MARCH 5, 2026**

Motion by Trustee Talbot, "to accept the minutes of the Regular Board of Trustees' meeting of March 5, 2026," seconded by Trustee Richards.

Vote: Motion carried unanimously.

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

Motion by Trustee Talbot, "to ratify the April 2, 2026 total warrant of checks released for \$794,246.48," seconded by Trustee Fongemie.

Vote: Motion carried unanimously.

**ITEM 4: REVIEW OF FEBRUARY 2026 FINANCIAL REPORTS**

The Trustees were provided with the February 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 Land Sale to the Town of Vassalboro**

The Trustees were provided with a copy of the Contract for Sale of Real Estate for the KWD Vassalboro land sale to the Town of Vassalboro and request for authorization memo to execute the contract. This parcel of land, with permission from KWD, is presently being used for recreational trails. The Trustees authorized Mr. Crouse to begin the process of this potential sale at the Board meeting on January 15, 2026. Mr. Crouse highlighted the major terms of this agreement. This potential sale will also be presented for ratification by the citizens at the Vassalboro Town Meeting which will be held at the beginning of June. The Board members discussed this proposed sale, and Mr. Crouse answered questions from the Trustees.

Motion by Trustee Richards, “to authorize the General Manager to execute, including negotiating minor revisions, the Contract for Sale of Real Estate between KWD and the Town of Vassalboro,” seconded by Trustee Stabins.

Vote: 6 in favor, Trustee Talbot and Trustee Fuller opposed, motion carried.

**B. Approval of Agreement for Asphalt Restoration**

The Trustees were provided with a request for authorization memo which included proposals from three bidders (KWD solicited eight firms) for 2026 pavement restoration work necessary due to the various KWD projects and repairs which require excavation. Mr. Crouse reviewed this pavement work and answered questions from the Board members.

Motion by Trustee Fongemie, “to accept the low bid from Bard and Son’s Paving for the 2026 pavement restoration work for the base price of \$76.00 per square yard,” seconded by Trustee Richards.

Vote: Motion carried unanimously.

**C. Approval of Agreement for Chase Ave Pump Station Construction Contract**

The Trustees were provided with a request for authorization memo which included bids from four general contractors for the Chase Avenue Pump Stations Upgrade project. A letter of recommendation and construction experience for present and past projects for the low bidder, Apex Construction, from Dirigo Engineering was also supplied. Mr. Crouse and Mr. Zetterman answered questions regarding the project scope.

Motion by Trustee Fongemie, “to award the Chase Avenue Pump Station Upgrade Project to the low bidder, Apex Construction, for \$867,000.00,” seconded by Trustee Saunders.

Vote: Motion carried unanimously.

**D. Approval of Agreement for Chase Ave Pump Station Construction Eng. Services**

The Trustees were provided with a copy of the Dirigo Engineering Agreement for Construction Phase Engineering Services for the Chase Avenue Pump Station upgrade and request for authorization memo to execute this contract. This request is a sole-source request because Dirigo Engineering completed the design

and is fully familiar with the project specifications. KWD staff will also be involved in the construction inspection. Mr. Crouse and Mr. Zetterman answered questions from the Board members.

Motion by Trustee Richards, “to enter into an agreement with Dirigo Engineering for construction engineering services for the Chase Avenue Pump Station Upgrade project for \$69,500.00,” seconded by Trustee Fongemie.

Vote: Motion carried unanimously.

#### **E. Approval of Expansion of Health Coverage to Domestic Partners**

The Trustees were provided with a request for authorization memo to expand employee insurance coverage to domestic partners. Mr. Crouse explained that the KWD health insurance administrator, Maine Municipal Employees Health Trust, requires the governing body to adopt domestic partner coverage with specifically approved language.

Motion by Trustee Stabins, “to adopt the language for the expansion of employee insurance coverage to domestic partners,” seconded by Trustee Richards.

Vote: Motion carried unanimously.

#### **F. Approval of Updates to KWD’s Personnel Manual**

The Trustees were provided with a memo requesting approval for modifications to the KWD Personnel Manual, a summary of the proposed changes, and a copy of the full Personnel Manual with proposed changes. Mr. Crouse reviewed the proposed changes, the reasons for the changes, and answered questions from the Trustees.

Motion by Trustee Richards, “to approve the proposed modifications to the KWD Personnel Manual,” seconded by Trustee Fongemie.

Vote: Motion carried unanimously.

#### **G. Approval of Borrowing Resolution**

The Trustees were provided with a revised borrowing resolution for the Service Line Inventory Project for their review. (See full resolution following conclusion of the minutes.) Mr. Crouse reviewed the details of the revision.

Motion by Trustee Richards, “to adopt the revised 2025 Maine Municipal Bond Bank Service Line Inventory Project Resolution for \$410,000.00.” seconded by Trustee Fuller.

Vote: Motion carried unanimously.

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

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

In addition to his report, Mr. Crouse informed the Trustees that he conducted a presentation at the New England Water Works Association Spring Conference. The subject was “Kennebec Water District Backflow Contamination and Emergency Response”. This included a recap of a contamination event which occurred several years ago, the KWD response, and proactive approach to prevent another event.

Mr. Crouse informed the Board that he will be participating in the American Water Works Association Fly-In in Washington, DC, in a couple of weeks. Water professionals from across the Nation will meet with their respective members of Congress to advocate for public water policy changes.

On behalf of the Board members, President Murray thanked Mr. Crouse for the General Manager’s 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.

Mr. Crouse informed the Board that KWD in-house staff, with the aid of some contractor services, will be upgrading the water main on Crescent Street, Waterville, beginning around April 9, 2026.

There was a brief conversation regarding KWD’s participation in the Kennebec County All Hazards Assessment which was held along with other municipal partners.

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

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

None

**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.

Vote: Motion carried unanimously.

Meeting adjourned at 8:48 a.m.

**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 updated 3-27-26 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.