

**KENNEBEC WATER DISTRICT
REGULAR BOARD OF TRUSTEES MEETING
THURSDAY – APRIL 16, 2020 at 7:30 AM**

Note: Due to the state of emergency associated with the COVID-19 pandemic, KWD Trustees held this meeting through remote access. Notice of this meeting was posted on the KWD Facebook and Webpage.

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

Trustees present: Jeff Earickson, President; Mark McCluskey, Vice-President; J. Michael Talbot, Treasurer; Alex Wild, Assistant Treasurer; Amy Stabins, Clerk; Al Hodsdon, Trustee; (Remote Access) Karl Dornish, Trustee; Allan Fuller, Trustee; Frank Richards, Trustee; Denise Bruesewitz, Trustee (By Roll Call)

Trustees absent: None

Denise Bruesewitz, left the meeting at 8:42 a.m.

Also present: Roger Crouse, KWD General Manager; Jeff Longfellow, KWD Engineer; Matt (Remote Access) Zetterman, KWD Director of Technology; Benny LaPlante, KWD Customer Service (By Roll Call) Manager/Safety Coordinator; Jared Bragdon, KWD Operations Superintendent; Robbie Bickford, KWD Director of Water Quality; Sue Markatine, Recording Secretary

ITEM 1: INTRODUCTION OF GUESTS

Ms. Nicole Rogers and Mr. Michael Chonko from SMRT Architects and Engineers and Mr. Owens McCullough from Sebago Technics were introduced to the Board members.

ITEM 2: REVIEW AND APPROVE THE MINUTES OF THE REGULAR BOARD OF TRUSTEES' MEETING OF APRIL 2, 2020.

Motion by Trustee Wild, "to accept the minutes of the Regular Board of Trustees' Meeting of April 2, 2020," seconded by Trustee Hodsdon.

Roll Call Vote: Trustee Earickson – Yea, Trustee McCluskey – Yea, Trustee Talbot – Yea, Trustee Wild – Yea, Trustee Stabins – Yea, Trustee Hodsdon – Yea, Trustee Dornish – Yea, Trustee Fuller – Yea, Trustee Richards – Yea, Trustee Bruesewitz – Yea. Motion carried unanimously.

ITEM 3: DISCUSSION OF PROPOSED LOCATIONS OF NEW KWD FACILITY – PRESENTATION BY NICOLE ROGERS, SMRT, AND OWENS MCCULLOUGH, SEBAGO TECHNICS

- A. KWD's existing property on Norridgewock Road (Upper Main Street)
- B. Industrial Road in Fairfield

Ms. Rogers and Mr. McCullough conducted a slide presentation and narrative of the two proposed locations for the new KWD Facility. This included a detailed review of the site location descriptions, site layout plans, site topography comparisons, and site cost comparisons. After the close of the presentation, the Board members discussed at length the attributes of the two properties and the rationale for the location preferred and recommended by the KWD Team Members.

Motion by Trustee Richards, “following KWD staff recommendation, to authorize the purchase of the property on the Industrial Road, Fairfield, to utilize for the new KWD facility,” seconded by Trustee Dornish.

After further discussion, several Trustees expressed an interest in physically walking the two sites before rendering a vote. Under no objections, Trustee Richards withdrew his motion and Trustee Dornish withdrew his second. A visit to the two proposed building sites was scheduled for the Board members.

ITEM 4: REVIEW AND APPROVAL OF ACCOUNT WARRANT

Motion by Trustee Talbot, “to ratify the April 16, 2020 total warrant of checks released for \$150,754.18,” seconded by Trustee Wild.

Roll Call Vote: Trustee Earickson – Yea, Trustee McCluskey – Yea, Trustee Talbot – Yea, Trustee Wild – Yea, Trustee Stabins – Yea, Trustee Hodsdon – Yea, Trustee Dornish – Yea, Trustee Fuller – Yea, Trustee Richards – Yea. Motion carried unanimously.

ITEM 5. REVIEW MARCH 2020 FINANCIAL REPORT

The Trustees were provided with the March/Year-to-Date 2020 Income Statement, and a brief review was conducted.

ITEM 6: APPROVAL/MOTIONS NEEDED

A. Western Avenue Pump Station Window Re-glazing and Painting Agreement

The Board members were provided with a request for authorization memo which included proposals from three bidders to paint and repair the windows at the Western Avenue Pump Station building.

Motion by Trustee Fuller, “to accept the low bid of \$35,350.00 from The Maine Painting Company to repair, re-glaze, and paint the windows at the Western Avenue Pump Station building,” seconded by Trustee Dornish.

Roll Call Vote: Trustee Earickson – Yea, Trustee McCluskey – Yea, Trustee Talbot – Yea, Trustee Wild – Yea, Trustee Stabins – Yea, Trustee Hodsdon – Yea, Trustee Dornish – Yea, Trustee Fuller – Yea, Trustee Richards – Yea. Motion carried unanimously.

B. MMA Worker’s Compensation Safety Incentive Program Resolve

The Board members were furnished with a request to pass a resolution to allow KWD to participate in the Maine Municipal Association’s Worker’s Compensation Safety Incentive Program.

Motion by Trustee Talbot, “to adopt the Maine Municipal’s Association’s Worker’s Compensation Safety Incentive Program resolution to allow KWD participation in this program,” seconded by Trustee Hodsdon.

Roll Call Vote: Trustee Earickson – Yea, Trustee McCluskey – Yea, Trustee Talbot – Yea, Trustee Wild – Yea, Trustee Stabins – Yea, Trustee Hodsdon – Yea, Trustee Dornish – Yea, Trustee Fuller – Yea, Trustee Richards – Yea. Motion carried unanimously.

ITEM 7: GENERAL MANAGER’S REPORT**A. Written Report**

As part of their packet, the Trustees were provided with the General Manager’s Report for review. Mr. Crouse updated the Board on KWD’s continuance of procedures and operations during the COVID-19 pandemic crisis.

B. Other

None

Motion by Trustee Dornish, “to accept the General Manager’s Report as presented,” seconded by Trustee Richards.

Roll Call Vote: Trustee Earickson – Yea, Trustee McCluskey – Yea, Trustee Talbot – Yea, Trustee Wild – Yea, Trustee Stabins – Yea, Trustee Hodsdon – Yea, Trustee Dornish – Yea, Trustee Fuller – Yea, Trustee Richards – Yea. Motion carried unanimously.

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

None

ITEM 9: PUBLIC PARTICIPATION**A. Other**

None

ITEM 10: AS NEEDED: EXECUTIVE SESSION – 1 MRS §405. EXECUTIVE SESSIONS PERSONNEL – FINANCE MANAGER RECRUITMENT

At 9:23 a.m., motion by Trustee Talbot, “to enter Executive Session under MRSA Title 1, Section 405-6A, Personnel Discussion,” seconded by Trustee Fuller.

Roll Call Vote: Trustee Earickson – Yea, Trustee McCluskey – Yea, Trustee Talbot – Yea, Trustee Wild – Yea, Trustee Stabins – Yea, Trustee Hodsdon – Yea, Trustee Dornish – Yea, Trustee Fuller – Yea, Trustee Richards – Yea. Motion carried unanimously.

At 9:40 a.m., President Earickson brought the Board out of Executive Session.

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

Roll Call Vote: Trustee Earickson – Yea, Trustee McCluskey – Yea, Trustee Talbot – Yea, Trustee Wild – Yea, Trustee Stabins – Yea, Trustee Hodsdon – Yea, Trustee Dornish – Yea, Trustee Fuller – Yea, Trustee Richards – Yea. Motion carried unanimously.

Meeting adjourned at 9:41 a.m.

Sue Markatine, Recording Secretary