

**KENNEBEC WATER DISTRICT  
REGULAR BOARD OF TRUSTEES MEETING  
THURSDAY – NOVEMBER 5, 2020 at 7:30 AM  
KWD WTP CONFERENCE ROOM**

**Note:** Due to the state of emergency associated with the COVID-19 pandemic, KWD Trustees held this meeting through both remote access and in person. 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; J. Michael Talbot, Treasurer; Alex Wild, Assistant Treasurer (Remote Access); Amy Stabins, Clerk (Remote Access); Al Hodsdon, Trustee (Remote Access); Karl Dornish, Trustee (Remote Access); Allan Fuller, Trustee; Frank Richards, Trustee; Denise Bruesewitz, Trustee (Remote Access)

Trustees absent: Mark McCluskey, Vice-President

J. Michael Talbot, Treasurer, left the meeting at 8:30 a.m.  
Karl Dornish, Trustee, left the meeting at 9:15 a.m.

Also present: Roger Crouse, KWD General Manager; Amy Dyer, KWD Finance Manager; Jeff Longfellow, KWD Engineering Manager; Matt Zetterman, KWD Technology Manager; Benny LaPlante, KWD Service Manager; Jared Bragdon, KWD Distribution Manager; Robbie Bickford, KWD Water Quality Manager; Mickey Furbush, Facilities and Fleet Coordinator; Sue Markatine, Recording Secretary

**ITEM 1: INTRODUCTION OF GUESTS**

None

**ITEM 2: REVIEW AND APPROVE THE MINUTES OF THE REGULAR BOARD OF TRUSTEES' MEETING OF OCTOBER 15, 2020.**

Motion by Trustee Richards, "to accept the minutes of the Regular Board of Trustees' Meeting of October 15, 2020," seconded by Trustee Talbot.

Vote: Motion carried unanimously.

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

Motion by Trustee Talbot, "to ratify the November 5, 2020 total warrant of checks released for \$646,240.81," seconded by Trustee Fuller.

Vote: Motion carried unanimously.

**ITEM 4: REVIEW OF 2021 CAPITAL BUDGET REQUESTS**

As part of their packet, the Trustees were provided with a preliminary draft of the proposed 2021 Capital Budget. Mr. Crouse and staff reviewed in detail the planned 2021 capital equipment purchases and improvement projects, the funding sources for these items, and answered questions from the Board members.

At the December 3, 2020 Board meeting, the Trustees will be presented with the final draft of the proposed 2021 Capital Budget, the proposed 2021 Operating Budget, and 2021 Cash Budget.

**ITEM 5: APPROVALS/MOTIONS NEEDED**

**A. Approval of GIS License Renewal**

The Board members were provided with a request for authorization memo for the annual Environmental Systems Research Institute (Esri) software license renewals utilized for KWD’s office and mobile geographic information system (GIS) applications.

Motion by Trustee Richards, “to authorize the expenditure of \$6,950.00 to Environmental Systems Research Institute for the annual license renewals,” seconded by Trustee Talbot.

Vote: Motion carried unanimously.

**B. Approval to Purchase Remote Video Monitoring System**

The Trustees were provided with a request for authorization memo which included proposals from two bidders to purchase remote video monitoring systems to enhance security at three KWD locations. At the Board members request, Mr. Bickford explained the features of this surveillance system.

Motion by Trustee Talbot, “to accept the low bid of \$10,072.18 from Cayer Security for the purchase and installation of three remote video monitoring systems,” seconded by Trustee Richards.

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 for review.

Mr. Crouse informed the Board members that eight engineering firms interested in finalizing the design of the new KWD Operations Center and Business Office attended the request for qualifications pre-submission meeting.

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

Vote: Motion carried unanimously.

**ITEM 7: DEPARTMENT REPORTS**

The Trustees were provided with and the respective managers reviewed the Monthly Department Reports.

Motion by Trustee Richards, “to accept the Department Reports as presented,” seconded by Trustee Fuller.

Vote: Motion carried unanimously.

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

Because of the upsurge of COVID-19 cases in Kennebec County in recent days, Trustee Bruesewitz asked if KWD is considering changes to the mode of operations. Mr. Crouse responded that he has had a recent discussion with his managers regarding this subject. Presently, there are no planned changes to existing operations. Currently, per State of Maine guidelines, KWD employees continue to adhere to strict safety measures of mask wearing, social distancing, and only scheduling appointments deemed essential.

**ITEM 9: PUBLIC PARTICIPATION**

None

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

None

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

Vote: Motion carried unanimously.

Meeting adjourned at 9:33 a.m.

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Sue Markatine, Recording Secretary