

**KENNEBEC WATER DISTRICT  
REGULAR BOARD OF TRUSTEES MEETING  
THURSDAY – DECEMBER 3, 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; Amy Stabins, Clerk; Al Hodsdon, Trustee; Karl Dornish, Trustee; Allan Fuller, Trustee; Frank Richards, Trustee; Denise Bruesewitz, Trustee  
(Remote Access)

Trustees absent: Alex Wild, Assistant Treasurer

Denise Bruesewitz, Trustee, left the meeting at 9:18 a.m.  
J. Michael Talbot, Treasurer, left the meeting at 10:10 a.m.

Also present: Roger Crouse, KWD General Manager; Amy Dyer, KWD Finance Manager;  
(Remote Access) 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; Sue Markatine, Recording Secretary

**ITEM 1: INTRODUCTION OF GUESTS**

Ms. Sarah Whateley, Trustee elect from Waterville, and Mr. Bruce Williams, Trustee elect from Fairfield, attended today's meeting (Remote Access).

**ITEM 2: REVIEW AND APPROVE THE MINUTES OF THE REGULAR BOARD OF TRUSTEES' MEETING OF NOVEMBER 19, 2020.**

Motion by Trustee Richards, "to accept the minutes of the Regular Board of Trustees' Meeting of November 19, 2020," seconded by Trustee Talbot.

Vote: Motion carried unanimously.

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

Motion by Trustee Talbot, "to ratify the December 3, 2020 total warrant of checks released for \$60,789.71," seconded by Trustee Richards.

Vote: Motion carried unanimously.

**ITEM 4: REVIEW OF 2021 OPERATIONAL AND CASH BUDGETS**

The Trustees were provided with the following documents: 1) Draft Proposed 2021 Capital Budget; 2) Draft Proposed 2021 Operating Budget; 3) Draft Proposed Uncommitted Cash Reserves Budget; 4) Operating Budget Category Descriptions.

The Proposed 2021 Capital Budget was previously reviewed at the November 5, 2020 Board meeting.

Mr. Crouse and Mrs. Dyer reviewed the Proposed 2021 Operating Budget which included an explanation of the rationalization for the financial line-item budget estimates and the Proposed Uncommitted Cash Reserves Budget and responded to questions from the Trustees.

Minor adjustments will be made to these budgets, and the final versions will be presented to the Board at the December 17, 2020 meeting.

**ITEM 5: APPROVALS/MOTIONS NEEDED**

**A. Flooding Damage to Home in Fairfield Due to Water Main Break - Report Back from General Manager – Decision on Level of Assistance**

At the November 19, 2020 Board meeting, the Trustees discussed a written request, accompanied by an estimate for services, from a homeowner asking for financial aid to clean her basement which was flooded with water and sediment due to a water main break. KWD is not liable in such cases due to the Maine Tort Claims Act (MTCA) protection which provides immunity from claims seeking recovery from damages. Several Board members were in favor of and requested that Mr. Crouse explore the development of a policy to aid in such incidences as an act of good will and tabled the request from the homeowner until such policy is considered.

At today's meeting, Mr. Crouse conveyed to the Trustees the procedures followed by three other Maine water districts for these types of occurrences. He also consulted with and reiterated the language suggested by legal counsel if a policy was adopted. After a lengthy discussion, a motion was proposed.

Motion by Trustee McCluskey, "to adopt a policy based upon the language proposed by legal counsel to provide good will assistance at the sole discretion of the KWD Board of Trustees," seconded by Trustee Dornish.

Vote: 7 in favor, 2 opposed, motion carried.

Motion by Trustee McCluskey, "to authorize the General Manager, at his discretion, to reimburse up to \$4,000 to the above-mentioned homeowner for the damages caused by the KWD water main break," seconded by Trustee Dornish.

Vote: 7 in favor, 2 opposed, motion carried.

**B. Funding for Maine River's Alewife Restoration Project – Fishway to be Constructed at China Lake Outlet Dam**

At the November 19, 2020 Board meeting, Mr. Crouse had informed the Trustees that KWD received a monetary donation request form Maine Rivers to aid in the China Lake Alewife Restoration Initiative. Trustee Richards had requested that this be added as a motion item for today's meeting and provided a memo citing his reasons for KWD to support and commit funds to this project. The Board members discussed this request, and a motion was proposed.

Motion by Trustee Richards, "to authorize a donation to Maine Rivers for \$12,500 in 2021 and \$12,500 in 2022 to be dedicated to the construction of the alewives fishway passage on the China Lake Outlet Stream Dam," seconded by Trustee Bruesewitz.

Vote: 8 in favor, 1 opposed, motion carried.

**ITEM 6: GENERAL MANAGER’S REPORT**

As part of their Board packet, the Trustees were provided with the General Manager’s Report for review.

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

Vote: Motion carried unanimously.

**ITEM 7: DEPARTMENT REPORTS**

As part of their Board packet, The Trustees were provided with the Monthly Department Reports prepared by the respective managers.

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

Vote: Motion carried unanimously.

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

**A. Updates Needed on Trustee Contact List**

The Board members were provided with the Trustee Contact List for review and asked to submit any changes to Ms. Markatine.

**ITEM 9: PUBLIC PARTICIPATION**

None

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

**A. Continue Discussion of Draft Proposals for 2021 Personnel Cost Increases**

At 9:11 a.m., motion by Trustee McCluskey, “to enter Executive Session under MRSA Title 1, Section 405-6A, Personnel Discussions, Proposals for 2021 Personnel Cost Increases and Review of Qualifications from Firms for the Design and Construction of the New Facility” seconded by Trustee Hodsdon.

At 10:31 a.m., President Earickson brought the Board out of Executive Session.

**ITEM 11: REVIEW STATEMENTS OF QUALIFICAITONS FROM FIRMS FOR THE DESIGN AND CONSTRUCTION ADMINISTRATIVE OF THE NEW FACILITY – SELECTION SUBCOMMITTEE**

This item was discussed in Executive Session. See agenda item 10.

Motion by Trustee Hodsdon, “to suspend this meeting until Monday, December 7, 2020, at 3:00 p.m.” seconded by Trustee Dornish.

Vote: Motion carried unanimously.

**Continuation of the meeting, which was suspended on December 3, 2020, to review statements of qualifications from firms for the design and construction administrative of the new facility. Trustee Hodsdon called to reconvene the December 3, 2020 meeting.**

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Trustees present: Jeff Earickson, President; Amy Stabins, Clerk; Al Hodsdon, Trustee; Karl Dornish, (Remote Access) Trustee

Also present: Roger Crouse, KWD General Manager; Jeff Longfellow, KWD Engineering Manager (Remote Access)

As a result of the review, Mr. Crouse will follow up with the firms which submitted statements of qualifications and schedule interviews with two selected firms.

Meeting adjourned at 4:15 p.m.

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Sue Markatine, Recording Secretary