

**KENNEBEC WATER DISTRICT  
REGULAR BOARD OF TRUSTEES MEETING  
THURSDAY – NOVEMBER 19, 2020 at 7:30 AM**

**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; Mark McCluskey, Vice-President (Remote Access); J. Michael Talbot, Treasurer; Alex Wild, Assistant Treasurer (Remote Access); Amy Stabins, Clerk (Remote Access); Al Hodsdon, Trustee (Remote Access); Karl Dornish, Trustee; Allan Fuller, Trustee; Frank Richards, Trustee; Denise Bruesewitz, Trustee (Remote Access)

Trustees absent: None

Alex Wild, Assistant Treasurer, left the meeting at 8:55 a.m.  
J. Michael Talbot, Treasurer, left the meeting at 9:10 a.m.  
Denise Bruesewitz, Trustee, left the meeting at 9:10 a.m.

Also present: Roger Crouse, KWD General Manager; Amy Dyer, KWD Finance Manager; Jeff Longfellow, KWD Engineering Manager (Remote Access); Matt Zetterman, KWD Technology 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**

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 5, 2020.**

Motion by Trustee Dornish, "to accept the minutes of the Regular Board of Trustees' meeting of November 5, 2020," seconded by Trustee Richards.

Vote: Motion carried unanimously.

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

Motion by Trustee Talbot, "to ratify the November 19, 2020 total warrant of checks released for \$100,060.02," seconded by Trustee Wild.

Vote: Motion carried unanimously.

**ITEM 4: REVIEW OCTOBER 2020 FINANCIAL REPORTS**

The Trustees were provided with the October/Year-to-Date 2020 Financial Statements and Accounts Receivable Aging Report, and a brief review was conducted.

The Board members were also supplied with and reviewed a summary of the 2020 Capital Budget and Year-To-Date Expenditures through October 31, 2020.

**ITEM 5: APPROVAL/MOTIONS NEEDED**

**A. VFD Purchase and Installation at WTP**

The Board members were provided with a request for authorization memo which included proposals from two bidders for the materials and proposals from two bidders for the installation of variable frequency drives (VFD) on two backwash motors. Mr. Bickford explained the importance of this project, and the potential energy and related cost savings for KWD.

Motion by Trustee Richards, “to approve the purchase of materials from Automatrix for \$12,156.00 and to approve the contract for installation from Express Electric for \$6,994.00 for the variable frequency drives on two backwash motors,” seconded by Trustee Talbot.

Vote: Motion carried unanimously.

**ITEM 6: GENERAL MANAGER’S REPORT**

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

The Trustees were informed of and congratulated Mr. Longfellow on his upcoming 25<sup>th</sup> anniversary of employment with KWD.

Mr. Crouse mentioned that KWD assisted the Maine Water Company while their Skowhegan customers were under a Do-Not-Drink order by filling up a tanker truck with approximately 8,000 gallons of water to make available to the affected customers. Maine Water Company hired a water trucking company (Lyle Pierce from Newport) to tanker the water from a hydrant in Fairfield to Skowhegan.

The Trustees were provided with a letter from a homeowner who had damage to a basement when it was flooded with water and sediment due to a water main break. A claim was filed with the Maine Municipal Association, KWD’s insurance provider, for restitution and was denied because 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 unless it is found that the municipality acted negligently. The homeowner then submitted a claim to her homeowner’s insurance but was denied, because the policy does not provide coverage for cleanup or damage caused by water which enters from off-site such as a break from a water main. In her letter, the homeowner is appealing to the Board to aid in the cost of the basement cleanup. Past practice of the Board has been to deny paying partial or whole restitution for these situations due to concerns of potential legal implications and the financial risk for other rate payers. After discussing this subject at length, the Board requested Mr. Crouse to draft a policy for some degree of funding to aid in main break damage claim incidences to present to the Trustees for consideration. The Board members tabled the request from the homeowner until such time the potential policy is created.

Mr. Crouse informed the Board that KWD has received a monetary donation request from Maine Rivers to aid in the China Lake Alewife Restoration Initiative. Trustee Richards requested that this be added to the agenda as a motion item for the December 3, 2020 Board meeting.

The Trustees discussed ways to thank members who have served on and are departing from the Board at year end and decided a thank you plaque would be an appropriate gift.

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

Vote: Motion carried unanimously.

**ITEM 7: TRUSTEES COMMENTS, CONCERNS, AND/OR IDEAS**

Because of the spike in COVID-19 cases, the Board members decided to meet remotely via Zoom until further notice.

Trustee McCluskey, who has been overseeing the China Lake Causeway Project, has heard indications that some parties would like KWD to assume responsibility from the Town of Vassalboro for the operations of the China Lake Outlet dam again, and there could be a meeting request in the near future.

Trustee Fuller stated he had a guided tour of the restoration efforts to date of the alewife fish passage from China Lake to the Sebasticook River and ocean. Trustee Richards recommended a tour for the Board members in the spring.

**ITEM 8: PUBLIC PARTICIPATION**

None

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

**A. Review Draft Proposals for 2021 Personnel Cost Increases**

At 8:45 a.m., motion by Trustee Talbot, “to enter Executive Session under MRSA Title 1, Section 405-6A, Personnel Discussion,” seconded by Trustee Fuller.

Vote: Motion carried unanimously.

At 9:35 a.m., President Earickson brought the Board out of Executive Session.

Motion by Trustee Dornish, “to adjourn the meeting,” seconded by Trustee Earickson.

Vote: Motion carried unanimously.

Meeting adjourned at 9:36 a.m.

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Sue Markatine, Recording Secretary