

**KENNEBEC WATER DISTRICT  
REGULAR BOARD OF TRUSTEES MEETING  
THURSDAY – MAY 6, 2021 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 Hodsdon.

Trustees present: Al Hodsdon, President; Amy Stabins, Vice-President; J. Michael  
(Remote Access) Talbot, Treasurer; Jeff Earickson, Assistant Treasurer; Sarah Whateley, Clerk; Karl Dornish, Trustee; Allan Fuller, Trustee; Frank Richards, Trustee; Bruce Williams, Trustee; Denise Bruesewitz, Trustee

Trustees absent: None

Denise Bruesewitz, Trustee, left the meeting at 9:25 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, KWD Recording Secretary

**ITEM 1: INTRODUCTION OF GUESTS**

None

**ITEM 2: REVIEW AND APPROVE THE MINUTES OF THE REGULAR BOARD OF TRUSTEES' MEETING OF APRIL 15, 2021.**

Motion by Trustee Talbot, "to accept the minutes of the Regular Board of Trustees' Meeting of April 15, 2021," seconded by Trustee Earickson.

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

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

Motion by Trustee Talbot, "to ratify the May 6, 2021 total warrant of checks released for \$229,952.63," seconded by Trustee Earickson.

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

**ITEM 4: APPROVALS/MOTIONS NEEDED****A. Approval of the Purchase of Capital Assets Module for Munis**

The Board members were presented with a request for authorization memo to purchase Tyler Technologies' Munis Capital Asset Module.

Motion by Trustee Richards, "to approve the purchase of the Munis Capital Asset Module from Tyler Technologies for \$7,800.00," seconded by Trustee Dornish.

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

**ITEM 5. PRESENTATION OF PROPOSED CHANGES TO KWD'S TERMS AND CONDITIONS**

Mr. LaPlante conducted a PowerPoint presentation and answered questions from the Board members regarding the proposed revisions to the KWD Terms and Conditions. The presentation focused on the changes that may increase or decrease the financial impact on customers. These changes will be submitted to the Maine Public Utilities Commission for review and approval. After this has been completed, the final changes will be presented to the Board for approval. The revised Terms and Conditions will likely take effect near the end of 2021.

**ITEM 6: GENERAL MANAGER'S REPORT**

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 briefed the Trustees on a few items including: continued work towards the completion of the KWD Annual Report; the City of Waterville Planning Board review of the new KWD facility site plan on May 17, 2021 (first of two Planning Board review meetings); and a potential significant increase in 2022 and beyond of available funding through the Drinking Water State Revolving Funds (DWSRF) administered by the Maine CDC Drinking Water Program.

**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. Bragdon informed the Board that, unfortunately, Tylen Pooler, a KWD Distribution Technician, is resigning from KWD as of May 14, 2021 to accept a job elsewhere.

Motion by Trustee Talbot, "to accept the Department Reports as presented," seconded by Trustee Earickson.

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

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

Trustee Richards mentioned he recently attended the Town of Vassalboro's 250<sup>th</sup> Anniversary Commemoration and Civil War Monument Rededication and was pleased that a KWD representative, Mr. Bickford, was in attendance. He also heard positive comments regarding the recent demolition of the dilapidated KWD boat house which was located in Vassalboro.

There was a discussion regarding flow testing and maintenance of privately owned hydrants.

**ITEM 9: PUBLIC PARTICIPATION**

None

**ITEM 10: AS NEEDED: EXECUTIVE SESSION – 1 MRS §405. EXECUTIVE SESSIONS****A. 1 MRS §405-6D, Labor Negotiations**

At 9:05 a.m., motion by Trustee Talbot, "to enter Executive Session under MRS Title 1, Section 405-6D, Labor Negotiations," seconded by Trustee Earickson.

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

At 9:42 a.m., President Hodsdon brought the Board out of Executive Session.

Motion by Trustee Talbot, "to accept the General Manager's Report as presented," seconded by Trustee Williams.

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

Motion by Trustee Talbot, "to adjourn the meeting," seconded by Trustee Earickson.

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

Meeting adjourned at 9:44 a.m.

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Sue Markatine, Recording Secretary