



**Kennebunk Light & Power District**  
**4 Factory Pasture Lane**  
**Kennebunk, Maine 04043**  
**(207) 985-3311**  
[www.klpd.org](http://www.klpd.org)

**BOARD OF TRUSTEES BUSINESS MEETING AGENDA**

**TUESDAY, NOVEMBER 19, 2024**  
**DISTRICT OFFICES @ 5:00 PM**

I. CALL TO ORDER

II. EXECUTIVE SESSION PURSUANT TO 1 M.R.S. § 405(6)(E) & (F) DISCUSS DAM SAFETY SURVEILLANCE MONITORING REPORTS AND PENDING SURRENDER APPLICATION WITH LEGAL COUNSEL AND ENGINEER.

Motion: Move to go into executive session in accordance with 1 M.R.S. § 405(6)(E) & (F) to confer with legal counsel and engineer.

III. OCTOBER 2024 OPERATING REPORT

IV. APPROVE 2025 OPERATING AND CAPITAL BUDGET

*Motion: Move to approve the 2025 operating and capital budget.*

V. OTHER BUSINESS

- a. Maine Paid Family & Medical Leave
- b. NOAA Grant Application

VI. EXECUTIVE SESSION PURSUANT TO 1 M.R.S. § 405(6)(A) CONCERNING GENERAL MANAGER EXECUTIVE COMPENSATION

Motion: Move to go into executive session in accordance with 1 M.R.S. § 405(6)(A) concerning the general manager executive compensation.

VII. PUBLIC COMMENT PERIOD OF 15 MINUTES

VIII. DATE OF NEXT REGULAR BOARD MEETING (JANUARY 28, 2025)

IX. ADJOURN



## Memorandum

DATE: November 19, 2024

TO: KLPD Board of Trustees

FROM: Anna Henderson, General Manager

SUBJECT: October 2024 Operating Report

In accordance with the By-Laws of Kennebunk Light & Power District Article VII, paragraph 2, I submit the following operating report for the preceding month.

### 1. Customer Service

- a. Investigating electronic payment options.
- b. Pursuing vendor quote for the installation of glass panels in customer service lobby to replace existing barrier.
- c. Implementation planning for the new phone system is on-going. Cut over is planned before the end of the year.

### 2. Administration

- a. GM continues to work with HR consultant on Employee handbook revisions. Presentation to employees will occur before implementation. Implementation is planned for the 1st quarter of 2025.
- b. GM met with all employees individually to discuss budgetary needs of the departments.
- c. KLPD was contacted by the owner of the Lafayette Center inquiring about the timeline to remove the generator equipment from the building. KLPD is not able to remove equipment until the surrender application is finalized at FERC.
- d. Working with an attorney to advise KLPD on lease obligations for decommissioning the generation equipment at the Lafayette Center. Identifying obligations will aid in the development of a funding plan. For the next step will need to identify a contractor to scope and estimate the work.
- e. GM visited Energy New England to get an overview of the services they provide in the region.

- f. GM attended PUC hearing in Docket 2024-00191 to discuss the rising cost of storm response and repairs.
- g. GM connected with Senator Collin's State Representative in York County.
- h. GM attended Dirigo annual meeting in Bangor.

### 3. Operations

- a. Crews have installed approximately 4,400 meters to date.
- b. KLPD investigating request by GoNetSpeed to replace two poles and rearrange two more that are not in compliance with clearance standards for telecommunication attachments.
- c. Crews continue to install new services in the district.

### 4. Finance

- a. The Finance Director did a great job pulling together the 2025 budget.
- b. Efforts to identify a replacement insurance carrier are ongoing.
- c. Preparation for the 2025 audit is ongoing.