

KENNEBUNK SEWER DISTRICT BOARD OF TRUSTEES  
MONTHLY MEETING, MAY 3, 2016

The Board of Trustees of the Kennebunk Sewer District held its regular monthly meeting on Tuesday, May 3, 2016 in the conference room of the District Offices located at 71 Water Street in Kennebunk.

Trustees present were:     John E. **Price III**, Chairman  
                                  Mark K. **Allenwood**, Vice Chairman  
                                  James A. **Oppert**, Clerk  
                                  Nicholas N. **Branchina**

Trustees absent were:     Wayne A. **Brockway**, Treasurer

KSD Staff present was:    Michael **Bolduc**, KSD District Manager  
                                  Patrick **Wiley**, PhD, KSD Assistant Manager

Others present were:     None

AGENDA:

1. Reading of the Minutes for the April 5, 2016 Monthly Meeting
2. Adoption of Accounting Systems Operation Manual and Fixed Asset Policy
3. Status Report on the K&E Building
  - a. Request for Proposals for Architect and Construction Manager status
4. Changes to the Equity Buy-In and Impact Fee Flow Determinations for Single Family Homes
5. Preliminary Review of the MEDEP Mousam River Estuary Modeling Report
6. Review and approval of Truck 5 replacement
7. Other business...
8. Adjournment

The meeting was called to order by Chairman **Price** at 6:59 p.m.

Agenda Item #1: Reading of the Minutes for the April 5, 2016 Monthly Meeting

**Price** dispensed with the reading of the minutes and asked the Board for comments regarding the minutes for the regular monthly meeting held on April 5, 2016.

**Oppert** submitted the following correction:

- Page 6, Item #6, 1<sup>st</sup> paragraph: delete following duplicate paragraph:
  - *Safety:*
    - *Davit Arms, that aid descending into deep pump stations, have been ordered.*

There being no further corrections, revisions, or additions to come before the Board regarding the Minutes of April 5, 2016, **Price** asked for a motion.

**A motion was made to accept the minutes of April 5, 2016 as amended.**

**MOVED:           Oppert**

**SECONDED:     Branchina**

**DISCUSSION:   None.**

**MODS:           As amended.**

**VOTE:           4 for, 0 opposed; the motion carried.**

**Price** moved to the next agenda item.

Agenda Item #2: Adoption of Accounting Systems Operation Manual and Fixed Asset Policy

Referring to Attachment #2 (Agenda Item Commentary) of the May, 2016 Trustee's Meeting Packet, **Bolduc** provided a summary of the agenda item as detailed in Attachment #5 (Accounting Systems Operation Manual and Fixed Asset Policy); highlights included:

- The changes requested by the board have been entered and are underlined;
- Deletions have been crossed out;
- **Brockway** previously submitted the following change for page 13;
  - ✓ “guidline” should be “guideline”; and
- A Fixed Asset Policy has been added to the document.

**A motion was made to approve the KSD Accounting Systems Operation Manual and Fixed Asset Policy as amended.**

**MOVED: Oppert**

**SECONDED: Allenwood**

**DISCUSSION: None.**

**MODS: As noted.**

**VOTE: 4 for, 0 opposed; the motion carried.**

**Price** thanked the Board members and moved to the next agenda item.

Agenda Item #3: Status Report on the K&E Building

a. Request for Proposals for Architect and Construction Manager status

**Bolduc** reported that the RFPs for the Architect and Construction Manager submitted by Jonathan **Halle**, Warrenstreet Architects, Inc., were unacceptable.

The submittal only included building construction details. It did not include the following requested items:

- Building demolition;
- Site work; and
- Scope of Services addressing environmental cleanup for the contaminated soils.

Underwood Engineers, Inc. was instructed to finish up with **Halle** and find a new Architect.

A discussion developed regarding hiring the Construction Manager first and then the Architect, highlights included:

- If the Construction Manager is hired first, input can be provided with the Architect selection process;
- The idea is supported by the Public Works Association;
- Selection of the Architect should be made through an interview process; and
- The trustees will make the final Architect selection.

**Bolduc** suggested bringing proposals to the next meeting addressing whether to hire the Construction Manager first and then the Architect, or hire both at the same time.

All present agreed.

Further addressing the K&E Building status, **Bolduc** reported that:

- The renewed lease was signed by the tenants on May 3, 2016; and
- The new lease ends on September 30, 2016.

There being no further comments or remarks to come before the Board regarding this issue, **Price** moved to the next agenda item.

Agenda Item #4: Changes to the Equity Buy-In and Impact Fee Flow Determinations for Single Family Homes

Referring to Attachment #2 (Agenda Item Commentary) of the May, 2016 Trustee's Meeting Packet, **Bolduc** recommended the following changes:

- All single family home flow rates be set at 250 gallons per day without regard to the number of bedrooms; and
- Accessory apartment flow rates would remain unchanged.

A discussion developed regarding distribution options for the funds collected during the period when the flow rate was set to 90 gallons per day for each bedroom; highlights included:

- Funds were collected from September 14, 2015 until the present;
- The amount collected totals \$6,617; and
- 20 customers paid for additional bedrooms.

**A motion was made to revise the flow rate on a single family home back to 250 gallons a day.**

**MOVED: Allenwood**

**SECONDED: Oppert**

**DISCUSSION: None.**

**MODS: None.**

**VOTE: 4 for, 0 opposed; the motion carried.**

**A motion was made to refund the difference between the 250 gallons per day flow rate versus the incremental payment above 250 gallons per day for those homeowners that got building permits in the last 9 months.**

**MOVED: Allenwood**

**SECONDED: Branchina**

**DISCUSSION: None.**

**MODS: None.**

**VOTE: 4 for, 0 opposed; the motion carried.**

**Price** thanked the Board members and moved to the next agenda item.

Agenda Item #5: Preliminary Review of the MEDEP Mousam River Estuary Modeling Report

Referring to Attachment #2 (Agenda Item Commentary) of the May, 2016 Trustee's Meeting Packet, **Bolduc** provided a summary of the agenda item as detailed in Attachment #6 (Preliminary Report from David Dilks on Mousam River Modeling Report); highlights included:

- The proper model was used by MEDEP;
- The WWTF's contribution of sediment oxygen demand (SOD) was overestimated; and
- The algae impact on dissolved oxygen depletion was also overestimated.

A discussion developed regarding whether additional study will be likely to have any meaningful effect on increasing the loadings in the NPDES license; highlights included:

- Further study may result in a negative impact on the license; and
- Keep the Mousam River Modeling Report on file for future used if needed.

**Price** asked for a Memorandum of Understanding summarizing the previous discussion. It should document why the decision was made to not use the David **Dilks** Mousam River Estuary Modeling Report dated April 8, 2016 and be presented for review at the next meeting.

**Bolduc** agreed.

There being no further comments or remarks to come before the Board regarding this issue, **Price** moved to the next agenda item.

Agenda Item #6: Review and approval of Truck 5 replacement

Referring to Attachment #2 (Agenda Item Commentary) of the May, 2016 Trustee's Meeting Packet, **Bolduc** provided a summary of the agenda item as detailed in Attachment #7 (Bid Tabulations for Truck 5 replacement); highlights included:

- Two bids were received, Arundel Ford, Arundel and Rowe Ford, Westbrook;

- The low bidder was Arundel Ford at \$38,949.00;
- The lettering will be submitted to the previous vendor who retains the decals

There being no further comments or remarks to come before the Board regarding this issue, **Price** asked for a motion.

**A motion was made to accept Arundel Ford as the low bidder**

**MOVED: Oppert**

**SECONDED: Allenwood**

**DISCUSSION: None.**

**MODS: None.**

**VOTE: 4 for, 0 opposed; the motion carried.**

**Price** thanked the Board members and moved to the next agenda item.

Agenda Item #7: Other business...

**Price** asked **Branchina** to present his remarks.

**Branchina** provided the following comments:

- Kittery sewer expansion;
  - > **Allenwood** provided an explanation of the recent news article regarding the Kittery sewer expansion.
- Kennebunk Goal Setting and Planning Survey;
  - > A survey package was provided to Board members to complete and return to the Town Clerk.

### **Manager's Report for May 2016**

**Bolduc** provided a summary of selected items from the Manager's Report as detailed in Attachment #3 (Manager's Report for May 2016), of the May, 2016 Trustee's Packet. His comments included the following topics and highlights:

- Financial and Administrative:
  - K&E:
    - ✓ Publicity is planned for future action regarding the building.
  - GIS:
    - ✓ Good progress is being achieved;
    - ✓ The District and the Town will have the same system; and
    - ✓ Flow data to be attached.
  - Personnel Issues:
    - ✓ Jeff Hanscom has been put out of work for a few more weeks due to his snowmobile accident; and
    - ✓ Maurice is out due to recent foot surgery.
- Equipment Issues:
  - Technology:
    - ✓ Tablet devices were purchased for each employee to facilitate a transition to digital data storage and collection.
  - Operational Issues:
    - ✓ The plant operated well in April;
    - ✓ There were no violations of the discharge license;
    - ✓ Staff will be taking one secondary clarifier off line for the summer; and
    - ✓ Staff is preparing for chemical and oxygen additions.
  - Fuel Bids:
    - ✓ The contracts expired on April 30, 2016; and
    - ✓ Fuel will be purchased on the open market until the end of June.

- Collection Systems:
  - ✓ Golf Club sewer replacement has been completed.
- 2016 Capital Improvement Projects:
  - Doanes, Beach, and Grove:
    - ✓ The project is 90% complete;
    - ✓ KSD will need to work out a cost sharing arrangement with the town and water company on final paving

**Aroma Joe’s Project**

**Bolduc** provided the following comments regarding Aroma Joe’s sewer connection:

- Due to the expense of pumping sewage and boring under Ross Road in order to connect to the existing line, **Bolduc** recommended approving a hardship waiver (due to expense) to allow a septic system until such time that a gravity line is available.

**Price** moved to the next agenda item.

Agenda Item #8: Adjournment

There being no further business to come before the Board at this time **Price** asked for a motion to adjourn.

**A motion was made to adjourn the meeting at 8:15 p.m.**

**MOVED: Oppert**  
**SECONDED: Allenwood**  
**DISCUSSION: None**  
**VOTE: 4 for, 0 opposed; the motion carried.**

James A. Oppert, Clerk \_\_\_\_\_

Date Signed \_\_\_\_\_

**KSD Board of Trustee Monthly Meeting Action Items History List**

<b><u>Request Date</u></b>	<b><u>Action Item</u></b>
<b>May 3, 2016</b>	Agenda Item #5: <u>Preliminary Review of the MEDEP Mousam River Estuary Modeling Report</u> <b>Price</b> asked for a Memorandum of Understanding summarizing the previous discussion why the decision was made to not use the David Dilks Mousam River Estuary Modeling Report dated April 8, 2016.
<b>Apr 5, 2016</b>	Agenda Item #5: <u>Discussion of Potential Lease Renewal Option at K&amp;E</u> <b>Price</b> requested a copy of the first lease agreement for KSD records.

<p><b>Feb 28, 2016</b></p>	<p>Request via email from Trustee Branchina for legal opinion of the ability to raise rates for future infrastructure improvements at the WWTF  <u><b>Current Status: Complete – email forwarded to Trustees on March 10</b></u></p>
<p><b>Feb 2, 2016</b></p>	<p>Agenda Item #2: <u>Status Report on the K&amp;E building</u>  <b>Price</b> questioned whether KSD will own all the survey data or just enough resolution for 2 foot contours.  <b>Bolduc</b> agreed that the question was valid and would get the answer from Underwood.  <u><b>Current Status: Complete-We have the survey data and the survey was done in 1 foot contours by Doucette.</b></u></p>
<p><b>Feb 2, 2016</b></p>	<p>Agenda Item #3: <u>Review of Rate Setting Options</u>  <b>Brockway</b> asked if the rate projections graphs for each scenario could be superimposed on top of each other in order to see the differential.  <b>Bolduc</b> replied in the affirmative.  <u><b>Current Status: Not started</b></u></p>
<p><b>Jan 5, 2016</b></p>	<p>Agenda Item #2: <u>Presentation on Building Construction Delivery Methods</u>          In order for KSD to make sound scheduling decisions, <b>Bolduc</b> requested time durations for all components of the project.  <b>Giguere</b> agreed to provide the necessary data.  <u><b>Current Status: In progress -Waiting on time frames on environmental and staff input on sequencing</b></u></p>
<p><b>Jan 5, 2016</b></p>	<p>Agenda Item #4: <u>Sodium Hypochlorite Tank Replacements</u>  <b>Price</b> questioned the details of the manufacturer’s warranty on the new tanks.  <b>Wiley</b> replied that he would provide the warranty information to the Board.  <u><b>Current Status: Complete -The warranty on the tank is 5 years, and the warranty on the floor coating is 12 months</b></u></p>
<p><b>Nov 3, 2015</b></p>	<p>Agenda Item #6: <u>Other business...</u>          A motion was approved to sell the cement mixer to the Town of Kennebunk for the sum of \$1.  <u><b>Current Status: Complete</b></u></p>