

KENNEBUNK SEWER DISTRICT BOARD OF TRUSTEES
MONTHLY MEETING, NOVEMBER 1, 2016

The Board of Trustees of the Kennebunk Sewer District held its regular monthly meeting on Tuesday, November 1, 2016 in room 306 of the Town Hall located at 1 Summer Street in Kennebunk.

Trustees present were: John E. **Price III**, Chairman
 Mark K. **Allenwood**, Vice Chairman
 James A. **Oppert**, Clerk
 Wayne A. **Brockway**, Treasurer
 Edward **Sharood**, Member

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

Others present were: Valerie **Giguere**, P.E., Senior Project Manager, Underwood Engineers, Inc.
 Gillian **Charbonneau**, Resident, Parson Street
 Ted **Trainer**, Member, Town of Kennebunk Comprehensive Planning Committee

AGENDA:

1. District Meeting on Proposed Bond for Design and Construction of the Administrative and Maintenance Facility
2. Reading of the Minutes for the October 4, 2016 Monthly Meeting
3. Final Draft of the District Capital Improvement Plan
4. Approval of the Biosolids Contract
5. First Draft of the District Operations and Maintenance Budget for 2017
6. Other Business...
7. Adjournment

The meeting was called to order by Chairman **Price** at 7:00 p.m.

Agenda Item #1: District Meeting on Proposed Bond for Design and Construction of the Administrative and Maintenance Facility

Price asked for a motion to open the meeting for public comment

A motion was made to open the meeting to receive public comment from the District's ratepayers on a bond resolution adopted by the Board of Trustees on October 4, 2016 authorizing up to \$2,400,000 of district bonds to finance the following project at KSD property on Water Street.

MOVED: Oppert

SECONDED: Allenwood

DISCUSSION: None.

MODS: None.

VOTE: 5 for, 0 opposed; the motion carried.

Price recognized resident Gillian **Charbonneau** and invited her comments.

Having been away from the area, **Charbonneau** asked for an explanation of renovations to be undertaken.

Price provided the following summary of the plant expansion:

- Newsletter notices regarding the expansion progress;
- New admin building to contain both maintenance and administrative functions; and
- Headworks modifications.

Price recognized Kennebunk Comprehensive Planning Committee member Ted **Trainer** and invited his comments. **Trainer** introduced himself and remarked that he was on a fact finding mission.

Brockway provided the following background:

- The K & E building was purchased with the intention of providing future upgrade capabilities;
- Rental income from the building tenants has provided funds to help finance the purchase;
- KSD's current treatment technology will not meet new future Federal/State regulations necessitating treatment modifications; and
- Without any treatment modification, a sewer moratorium would be required on any future economic development/expansion requiring sewer hookup within the District.

Charbonneau asked if the decision to go forward with the new administration building has been finalized.

Price detailed the decision process noting that:

- The Board voted to approve the bond;
- A notification was sent to all ratepayers; and
- A public forum was opened to collect any ratepayer feedback.

Price explained the process for ratepayers to challenge the Board's decision.

Charbonneau asked what the rate increase will be with the bond approval.

Bolduc provide the following data but noted that a refinement will be available in February, 2017 when KSD receives the water usage records:

- The debt portion of the rate will probably increase by \$25 to \$35 per year maximum for this year and \$35 per year maximum for subsequent years.

Charbonneau asked what type of new equipment will be required.

Price replied that all facilities at the KSD treatment plant will be upgraded to allow for better treatment which will require approximately \$20M for project building and equipment replacement.

Trainer asked if the plant upgrade will allow KSD to expand into new areas of Kennebunk.

Price replied that KSD does not expand sewers within the Town and has been following this practice for the last 30 years. The sewer district will take ownership of sewer systems that have been built to our standards by private developers.

Trainer asked if KSD was aware of any future development plans.

Price replied that as part of the upgrade, KSD identified all the available buildable areas within the District's boundaries and determined how much load will be produced if the areas were fully developed. The upgrade design was based on that projected load calculation.

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

A motion was made to close the meeting for public comment.

MOVED: Oppert

SECONDED: Allenwood

DISCUSSION: None.

MODS: None.

VOTE: 5 for, 0 opposed; the motion carried.

Price moved to the next agenda item.

Agenda Item #2: Reading of the Minutes for the October 4, 2016 Monthly Meeting

Price dispensed with the reading of the minutes and asked the Board for comments regarding the minutes of October 4, 2016.

There being no corrections, revisions, or additions to come before the Board regarding this issue, **Price** asked for a motion.

A motion was made to accept the minutes of October 4, 2016 as submitted.

MOVED: Allenwood
SECONDED: Oppert
DISCUSSION: None
MODS: None
VOTE: 5 for, 0 opposed; the motion carried.

Price moved to the next agenda item.

Agenda Item #3: Final Draft of the District Capital Improvement Plan

Referring to Agenda Item Commentary of the November, 2016 Trustee's Meeting hand out, **Bolduc** summarized the details of Attachment # 6 (Capital Improvement Plan). He noted that the plan remains unchanged from the last review except "Safety Equipment" (page 25) has been changed from \$10,000 to \$12,000 to reflect the correct amount.

Brockway noted the following corrections/amendments:

- The "Funding Source" under "Upgrade to Account Billing Software" on page 23 should be something other than "*Mortality*".
- The "Boiler Fuel Supply line" under "Minor Capital Equipment" on page 24 should be 7,500 instead of 7,5000.

Bolduc agreed and remarked that a new item, sewer replacement work on Longwood Street, has developed that will also need funding of approximately \$25,000 to \$30,000.

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 approve the 2017 Capital Improvement Plan as presented currently.

MOVED: Brockway
SECONDED: Sharood
DISCUSSION: None.
MODS: None.
VOTE: 5 for, 0 opposed; the motion carried.

Price moved to the next agenda item.

Agenda Item #4: Approval of the Biosolids Contract

Referring to Agenda Item Commentary of the November, 2016 Trustee's Meeting hand out, **Bolduc** summarized the details of the Biosolids Contract with Casella which had just been received. His commentary included the following topics and highlights:

- The document still needs a few issues resolved;
- The Boards options are:
 - Authorize the District Manager to sign the contract after the modification have been made; or
 - Wait until the next meeting to consider the modifications.
- The agreement is a contract effective for 5 years; and
- Casella resources, compared to the previous service provider, are better service, equipment, and backup facilities.

A motion was made to authorize the Manager to execute the agreement with Casella Organics for the transportation and reuse of KSD's Biosolids pending final contract revision corrections.

MOVED: Oppert
SECONDED: Sharood
DISCUSSION: None.
MODS: None.
VOTE: 5 for, 0 opposed; the motion carried.

Price moved to the next agenda item.

Agenda Item #5: First Draft of the District Operations and Maintenance Budget for 2017

Referring to Agenda Item Commentary of the November, 2016 Trustee's Meeting hand out, **Bolduc** summarized the details of Attachment # 8 (First Draft of the District Operations and Maintenance Budget for 2017). Discussions of the subject included the following topics and highlights:

- The proposed budget for 2017 is \$2,727,524;
- It is an 0.8% increase over last year's budget;
- An explanation of the drop in Annual Property Insurance premium for 2015;
- Items not yet received include:
 - Insurance changes for the Teamster Unit; and
 - The Maine Health Trust numbers.
- A 2.0% increase across the board in salaries and wages was included;
- Billing adjustments for irrigation systems;
- A 6.3% increase for Maine Municipal Employee's Health Trust;
- Age of equipment causing increased costs;
- Uniforms will no longer be provide by the cleaning company with a switch to clothing allowance;
- Spare parts fund;
- The sewer bond will add approximately \$28,000 for 2017 and approximately \$152,000 for the balance of the 20 year term;
- Rates Explanation, Attenuation, and Projections;
- Budget items summary sheet, page 38;
- Administrative Expenses, Automotive, Treatment Plant Expenses, Wages, Health Insurance Cost;
- Biosolids production;
- Miscellaneous Charges;
- A new fund to document excess charges collected;
- Paperless billing;
- Maintenance Contracts; and
- Safety.

Price moved to the next agenda item.

Agenda Item #6: Other Business...

Manager's Report for November 2016

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

Financial and Administrative

Foreclosures

15 liens will be converted to foreclosure on December 9th, 2016.

Personnel Issues

Teamster Contract

The contract has not been ratified by their membership.

New Operator

Shelby Carver has joined KSD as an operator in October. She has a degree from the College of the Atlantic in Environmental Studies and has worked at the Lewiston Auburn Pollution Control Facility as an intern.

Operational Issues

Equipment Issues

The Lakebrook Pump Station automatic transfer switch has been received.

MEPDES Permit

A copy of the final discharge permit has been issued without any known public or regulatory comments. The permit addressed all of KSD’s concerns and is valid for 5 years.

A discussion developed regarding how the MEPDES Permit will affect the treatment plant modifications.

Collection Systems

Storer Street

A 440 foot section of 8 inch sewer is planned to be replaced with a 12 inch line in early 2017.

Brown Street Pump Station

The electrical design is in progress and expected to be completed soon. The source of the “Rag Snagger” has been narrowed to one leg of the collection systems.

Odor and Corrosion Control

Spot repairs were completed and selected manholes sprayed. The H2S readings at the beach area terminus were recorded at 300, with the normal average being 150.

2016 Capital Improvement Projects

K&E Building

A meeting with the architect is scheduled for next week.

The Geotech boring locations have been marked at the corners of the proposed build foundation. The borings are scheduled for November 14.

Efforts are underway to compile a package for a Town Site Plan review.

An architect proposed plan to use a wooden building instead of a metal building was suggested. The cost of each will be considered.

Underwood Report

Bolduc provided a summary of a meeting conducted last week addressing permit requirements.

Giguere (Underwood Engineers, Inc) reported that a written summary of the workshop will be prepared.

Agenda Item #7: 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 8:33 p.m.

MOVED: Oppert

SECONDED: Allenwood

DISCUSSION: None.

VOTE: 5 for, 0 opposed; the motion carried.

Date Signed _____

James A. Oppert, Clerk _____

KSD Board of Trustee Monthly Meeting Action Items History List

<u>Request Date</u>	<u>Action Item</u>
	<u>None</u>