

KENNEBUNK SEWER DISTRICT BOARD OF TRUSTEES  
MONTHLY MEETING, JULY 2, 2018

The Board of Trustees of the Kennebunk Sewer District held its regular monthly meeting on Tuesday, July 2, 2018 in the conference room at the District Offices located at 44 Water 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  
                                  Chris **Gallant**, KSD Assistant Manager  
                                  Dan **Laflamme**, KSD Chief Operator

AGENDA:

1. Reading of the Minutes for the May 1, 2018 and the June 5, 2018 Monthly Meetings
2. Election of Officers
3. Review of Proposed Sewer Extension Regulations Modifications
4. Status Report on Phase 1A, Control Building Modifications and Phase 1B, Headworks Design
5. Peer Review Contract Amendment
6. Other Business...
7. Adjournment

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

Agenda Item #1: Reading of the Minutes for the May 1, 2018 and the June 5, 2018 Monthly Meetings

Dispensing with a reading of the minutes, **Price** asked the Board for comments regarding the minutes of the May 1, 2018 monthly meeting.

**Oppert** submitted the following correction:

- Page 2, Item #2, 2<sup>nd</sup> last paragraph, line 2: “outside the district are typically funded” should read “outside the currently sewered areas are typically funded.”
- Page 2, Item #2, 2<sup>nd</sup> last paragraph, line 9: “all home owner would be” should read “all home owners would be.”
- Page 3, Item #2, 3<sup>rd</sup> paragraph, line 1: “**to finance and keyboard developments**” the term “keyboard” does not make any sense in this sentence. When asked if he remembered the wording of the motion, **Sharood** replied in the negative. **Trexler**, Recording Secretary, suggested sending that portion of the audio record to Sharood for his review. All present agreed.
- Page 3, Item #2, 4<sup>th</sup> paragraph, line 9: “would be pay for over time” should read “would be paid for over time.”

There being no further corrections, revisions, or additions to come before the Board regarding this agenda item, **Price** recommended obtaining clarification of the term “keyboard” on page 3 prior to voting. All present agreed.

Dispensing with a reading of the minutes, **Price** asked the Board for comments regarding the minutes of the June 5, 2018 monthly meeting.

**Oppert** submitted the following corrections:

- Page 2, Item #4, 2<sup>nd</sup> paragraph, last line: “has been patch using” should read “has been patched using.”
- Page 4, Item #6, 4<sup>th</sup> paragraph, 2<sup>nd</sup> line: “panels have been receive” should read “panels have been received.”

- Page 4, Item #6, 7<sup>th</sup> paragraph, 6<sup>th</sup> line: “backup cause significant damage” should read “backup caused significant damage.”

**Brockway** submitted the following correction:

- Page 4, Item #6, 4<sup>th</sup> paragraph, 1<sup>st</sup> line: “**Waterford Greens**” should read “**Waterford Green**.”

**Allenwood** submitted the following correction:

- Page 2, Item #4, 1<sup>st</sup> paragraph, line 1: “Wastewater Treatment Plan” should read “Wastewater Treatment Plant.”

**Bolduc** submitted the following correction:

- Page 2, Item #4, 2<sup>nd</sup> paragraph, last line: “has been patched using” should read “has been matched using.”

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

**A motion was made to accept the minutes of June 5, 2018 as amended.**

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

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

Agenda Item #2: Election of Officers

**Price** asked if any member had officer change suggestions.

**Oppert** suggested maintaining the current slate of officers.

**Brockway** recommended listing the current officer assignments for the record.

**Price** agreed and suggested including the current KSD Board of Trustees Officer positions in a motion.

**A motion was made to retain the current slate of officers as follows:**

**John E. Price III, Chairman**  
**Mark K. Allenwood, Vice Chairman**  
**Wayne A. Brockway, Treasurer**  
**James A. Oppert, Clerk**

**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 #3: Review of Proposed Sewer Extension Regulations Modifications

Referring to Agenda Item Commentary of the July, 2018 Trustee's Meeting hand out and Attachment #5 (Proposed Sewer Extension Revision to the KSD Rules and Regulations), **Bolduc** opened a discussion regarding the project which included the following topics and highlights:

- A preliminary “Sewer Extension Policy” consisting of a combination of the favorite “Brunswick model” and the current KSD rules and regulations was drafted;
- One smooth copy of the current KSD rules and regulations and one “marked up” version of the current KSD rules and regulations combined with the “Brunswick model” was submitted for review;

- Three areas of concern included:
  - Extensions that get made by the District;
  - Extensions that get made by a private developer with the intention of remaining private; and
  - Extensions that get made by a private developer with the intention of turning it over to the District.

**Oppert** suggested including “Plan Preparation” under the cost category, section 4.A, “Plan Review, Revision, and Approval.”

A discussion developed regarding the district’s involvement in extensions, highlights included;

- Difficulty in determining if the District, a private developer, or the Town is doing the expansions;
- The description of “Public Sewer Extension” sounds like the District is doing the public extension;
- The term “opinion” should be replaced by “as directed by the Board of Trustees;”
- Notification of “legislative bodies” should be limited to “within the bounds of the district;”
- Revised headings should be:
  - Public Sewer Extension done by the District; and
  - Private Extensions that will become public.
- Methods of accomplishment include:
  - An extension made by the District;
  - A private (non sewer district) developer making an extension and turning it over to the District;
  - A private (non sewer district) developer making a sewer system, connecting to the district, but remaining private and not “owned” by the District; and
  - Accepting a privately funded extension only if it exists within a town ROW.

**Bolduc** stated that he would revise the document to be less confusing and present the results at the next meeting.

A discussion developed regarding the statement *Non-participating properties shall be assessed the debt retirement component of the District’s user fee attributable to the cost of the extension beginning at the time of completion. (Alternate Section 1 language)* on page 24, Section 5, of ARTICLE IX Public Sewer Extensions, highlights included;

- Debt retirement should be paid from the beginning by all who requested the extension, regardless of when they actually connect;
- Methods of calculating user rates for those properties on a public sewer extension;
- When sewer extensions are built, the service connection should be located at the property line for each lot;
- Legal review should be conducted for any debt retirement plan;
- A majority of the users affected by the extension must be in favor of the proposal; and
- Transfer of ownership should be an option for the District, not a requirement.

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

Agenda Item #4: Status Report on Phase 1A, Control Building Modifications and Phase 1B, Headworks Design

Phase 1A, Control Building Modifications

**Gallant** summarized the Control Building Modifications with a Power Point presentation, highlights included:

- Identification of various offices and work spaces;
- Completed items include:
  - Sheetrock;
  - Primer;
  - First paint coat; and
  - Floors.
- Relocation of electrical panels;
- Office and lab furniture installation schedule;
- Roof A/C unit delay;
- Sump pump repair is 80% complete

**Bolduc** Control Building Modification remarks included the following:

- The project is expected to be complete by the end of July;
- Change orders and cost are as anticipated; and
- One additional window has been requested for the operator work area.

Phase 1B, Headworks Design

Referring to a rough schematic layout of the building, **Bolduc** summarized the Headworks Design with the following highlights:

- Equipment selection included:
  - Effluent pumps;
  - Measurement flume;
  - Coarse screens;
  - Grit removal units; and
  - Wet well.
- Possible future nitrogen removal equipment needs were identified as:
  - Fine screens.
- The design is sized for a peak flow of 6 MGD.

Referring to Attachment 6C (Project Schedules for Phase 1A and 1B), pg.37, **Bolduc** summarized the financial aspect of the project as follows:

- Maine bond bank preliminary number for an \$8M loan;
- Bond resolution is planned for August in order to include it into the 3<sup>rd</sup> quarter billing September mailings with a public hearing planned for October;
- Payments would begin in 2020; and
- Predicted construction cost index increases.

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

Agenda Item #5: Peer Review Contract Amendment

Referring to Agenda Item Commentary of the July, 2018 Trustee's Meeting hand out and Attachment #7 (Contract Amendment with Brown and Caldwell for Peer Review on the Phase 1B project), **Bolduc** reported that the contract amendment increases the existing contract by \$11,000 for a total contract price of \$81,230. The increase is for review of headworks and clarifiers equipment selection which was not included in the original contract.

There being no further discussion to come before the Board regarding this agenda item, **Price** asked for a motion.

**A motion was made to accept the amendment to increase the budget for the peer review.**

**MOVED: Oppert**

**SECONDED: Brockway**

**DISCUSSION: None**

**MODS: None**

**VOTE: 4 for, 1 abstained (Allenwood), 0 opposed; the motion carried.**

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

Agenda Item #6: Other Business...

**1. Manager's Report for July 2018**

**Bolduc** provided a summary of selected items from the Manager's Report as detailed in Attachment #2 (Manager's Report), of the July, 2018 Trustee's Packet. His comments included the following topics and highlights:

## FINANCIAL AND ADMINISTRATIVE

### Account Billing Software

- A side by side trial run for the Billz program was conducted; and
- The new billing software is expected to be used for the third quarter billing.

**Brockway** asked if Ray **Corson** performed an extraction of the annual raw data sent to him last January.

**Bolduc** replied in the negative.

**Brockway** noted that he needs to work with **Corson** during the fall (Sep. Oct. Nov.) and prior to January.

**Bolduc** replied he would ask **Corson** if he could meet with **Brockway** in September.

Continuing with his review of the Manager's Report, **Bolduc** provided a summary of selected items including the following topics and highlights:

### Personnel

- Maurice **Bedard** is going to be on medical leave for another month;
- Shelby **Carver** will be doing the lab work during **Bedard's** absence; and
- Bruce **Hilton**, collection system foreman, retired.

## PLANT OPERATIONS

### Equipment Issues

#### Polymer System

- Anticipating starting this project in mid July.

#### Roofing Systems for RBC Building & Pump House

- Anticipating starting this project in mid July.

## COLLECTION SYSTEMS

### Collection Systems Study

- Wright-Pierce contacted KSD regarding the Arundel project; and
- An appraisal of the treatment system needs to be conducted prior to any further discussions.

### Brown Street Pump Station

- The Eradicator has been installed

### Cat Mousam Pump Station

- The new generator has been ordered with a 26 week lead time; and
- The portable generator can be utilized if the need arises and during the new generator installation.

### Waterford Green

- The pumps and control panels have been installed; and
- Completion is planned for early fall.

## SAFETY

The next quarterly safety meeting is scheduled for August 14, 2018.

## 2018 CAPITAL IMPROVEMENT PROJECTS

**Storer Street**

- The Water District is due to start on July 9;
- Brex is due to start July 23;
- Traffic Control is the largest issue; and
- One more meeting is planned prior to start of work.

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 8:30 p.m.**

**MOVED: Oppert**

**SECONDED: Sharood**

**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**

<b><u>Request Date</u></b>	<b><u>Action Item</u></b>
<b>Date</b>	Agenda Item # __: Topic _____; Description _____.