

KENNEBUNK SEWER DISTRICT BOARD OF TRUSTEES  
MONTHLY MEETING, MARCH 6, 2018

The Board of Trustees of the Kennebunk Sewer District held its regular monthly meeting on Tuesday, March 6, 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

Trustees absent were:     Edward **Sharood**, Member

KSD Staff present was:    Michael **Bolduc**, KSD District Manager

Others present were:     Beverly **Freudenreich**, Resident

AGENDA:

1. District Meeting: Public Hearing on Setting Rates and Fees for 2018
2. Reading of the Minutes for the February 6, 2018 Monthly Meeting
3. Bid Awards for:
  - a. Cat Mousam Generator
4. Status Report on the Administrative and Maintenance Building
5. WWTP Phase 1A Control Building Modifications
6. Asset Dispositions
7. Executive Session: Personnel Matters
8. Other Business...
9. Adjournment

The meeting was called to order by Chairman **Price** at 7:03 p.m.

Agenda Item #1: District Meeting: Public Hearing on Setting Rates and Fees for 2018

**Price** asked for a motion to open the meeting for a Public Hearing on Setting Rates and Fees for 2018.

**A motion was made to open the meeting for a Public Hearing on Setting Rates and Fees for 2018.**

**MOVED:           Oppert**

**SECONDED:     Brockway**

**DISCUSSION:   None**

**MODS:           None**

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

All present were identified by introduction.

**Price** asked the District Manager if any comments, either verbal or written, have been received regarding this issue.  
**Bolduc** replied in the negative.

**Price** asked resident **Freudenreich** if she had any comments for the record.

**Freudenreich** asked for an explanation of why the rates are increasing and what the employees received for raises this year.

**Bolduc** replied that union members get 2% and non-union get 2.5% pay increases.

**Price** asked the District Manager for a breakdown of the 3 part rate structure.

**Bolduc** provided the following summary:

- 1) Debt retirement;
  - Reconstruction of the head works portion of the treatment plant; and
  - Install the required biological treatment system.

Addressing the rate increase question, **Bolduc** stated that the rates are scheduled to increase each year by about 2%, avoiding a large spike in any one single period.

Continuing his rate structure summary, **Bolduc** identified the following billing components:

- 2) Variable expenses such as chemicals; and
- 3) Fixed cost such as salaries, wages, and utilities.

**Brockway** provided a historical summary of how the new admin building site was acquired, financed, and its anticipated future development.

**Freudenreich** questioned the size of the new facility.

**Allenwood** provided an explanation of how the size of the treatment facility is directly related to the temperature of the incoming water.

**Bolduc** added that maintenance expense of the 28 pump stations is substantial and is only funded by a relatively small number of customers.

**Price** asked the Board members if any comments, either verbal or written, have been received regarding this issue. All present replied in the negative.

There being no further discussion to come before the Board regarding this issue, **Price** asked for a motion to close the Public Hearing.

**A motion was made to close the Public Hearing portion of the meeting.**

**MOVED: Brockway**

**SECONDED: Oppert**

**DISCUSSION: Allenwood recommended amending the motion to read “and approve the rates and fees as published in the Rate Notice dated February 14, 2018 from James Oppert, Clerk of Kennebunk Sewer District.”**

**MODS: Brockway amended the motion as recommended.**

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

**Price** thanked resident **Freudenreich** for her comments and moved to the next agenda item.

Agenda Item #2: Reading of the Minutes for the February 6, 2018 Monthly Meeting

Dispensing with a reading of the minutes, **Price** asked the Board for comments regarding the minutes of the February 6, 2018 monthly meeting.

**Oppert** submitted the following correction:

- Page 6, Item #8, 2<sup>nd</sup> paragraph, line 2: “are being specked and priced” should read “are being specified and priced”

**Brockway** submitted the following correction:

- Page 6, Item #8, 2<sup>nd</sup> paragraph, line 2: “An direct replacement” should read “A direct replacement”

There being no further 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 February 6, 2018 as amended.**

**MOVED: Allenwood**

**SECONDED: Oppert**

**DISCUSSION: None**

**MODS: As noted**

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

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

Agenda Item #3: Bid Awards for:

a. Cat Mousam Generator

Referring to Agenda Item Commentary of the March, 2018 Trustee's Meeting hand out **Bolduc** provided the following review:

- Two bids were received;
- Power Point was the low bidder at \$55,125.00;
- The specifications received from Power Point were forwarded to Underwood Engineers for generator sizing verification;
- Both bidders specified a 50KW Kohler generator; and
- The lower bid from Power Point does not include additional expenses such as crane service to lift it off the delivery truck or site installation.

Due to the uncertainty of the bid specifications, **Price** recommended waiting until the next meeting to consider the issue.

All present agreed.

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

Agenda Item #4: Status Report on the Administrative and Maintenance Building

Referring to Agenda Item Commentary of the March, 2018 Trustee's Meeting hand out and Attachment #7 (Administrative Building Schedule and Financial Projections), **Bolduc** opened a discussion regarding the project which included the following topics and highlights:

- The budget increase was approved for \$3.2 M;
- The projected project grand total is \$3,071,006;
- The "punch list" is being updated as new issues are discovered while moving in; and
- An additional layer of asphalt will be added to the parking lot in the spring.

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

Agenda Item #5: WWTP Phase 1A Control Building Modifications

Referring to Agenda Item Commentary of the March, 2018 Trustee's Meeting hand out and Attachment #8 (Phase 1A Control Building Modifications cost estimates), **Bolduc** reported that the original cost of the HVAC division was \$282,200. It has been adjusted down to \$221,924.

A discussion developed regarding the GMP and any further cost savings opportunities. None were revealed.

There being no further discussion to come before the Board regarding this issue and in the interest of getting the contract signed, **Price** asked for a motion.

**A motion was made to authorize the manager to sign the GMP (Guaranteed Maximum Price) contract for a total cost of \$654,148.00.**

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

Price moved to the next agenda item.

Agenda Item #6: Asset Dispositions

Referring to Agenda Item Commentary of the March, 2018 Trustee's Meeting hand out, **Bolduc** listed the following surplus property that has been designated for disposal:

1. Plastic Chemical Tanks (3) located at the storage garage – (none)
2. Fume hood (1) located in the Control Building laboratory – (none)
3. Existing lab furniture (will be in use until July 2018) – (residual metal scrap)
4. Lockers and office furniture.

Since the fume hood contains asbestos, **Price** recommended acquiring a liability release document and a token payment of \$1 from the party that accepts it.

**Bolduc** agreed.

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

**A motion was made to authorize the manager to dispose the items listed above in the most economical manner.**

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

Having no objection from the Board members, and in consideration of executive session, **Price** moved ahead to agenda item #8.

Agenda Item #8: Other Business...

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

**Bolduc** provided a summary of selected items from the Manager's Report as detailed in Attachment #3 (Manager's Report), of the March, 2018 Trustee's Packet. His comments included the following topics and highlights:

**FINANCIAL AND ADMINISTRATIVE**

**Account Billing Software**

- Test billing is expected to begin on March 12.

**Strategic Plan**

- No progress this period.

**Finance**

- The amendment for refinancing the bond has been finalized and will need to be sent to our bond counsel.

## PLANT OPERATIONS

### Equipment Issues

#### New LED lighting

- New LED lighting, partially funded through Efficiency Maine, is being installed in the Wells Road Pump Station. Boothby Road and Effluent Pumping Stations lighting has been completed as well as most of the control building.

#### Polymer System

- The system installation is on hold temporarily.

#### Influent Screw Pump

- Screw pump #1 lower bearing failed and was replaced.

#### Control Building

- The laboratory has been relocated to the Process Building.

## COLLECTION SYSTEMS

### Equipment Issues

#### Waterford Greens

- A new control system and two new pumps are expected to be delivered by mid-April.

#### Cedarwoods

- A new pump will be required.

#### Collection Systems Study

- The collection systems study for the Arundel line to the Main Plant should be completed by the end of March.

## SAFETY

- Quarterly training is scheduled for March 22<sup>nd</sup>.

## 2017 CAPITAL IMPROVEMENT PROJECTS

### WWTF Design

#### Phase 1a

- A kick off meeting will be scheduled for the week of March 12<sup>th</sup>.

#### Brown Street Pump Station Upgrade

- Staff is planning to order a cutting blade (\$1,900) for one of the pumps to evaluate fixing the ragging issue;

**Allenwood** recommended asking the cutting blade manufacturer to supply a sample for testing before any purchase. He added that his experience has shown the device does not work as advertised and he didn't expect any design changes.

**Bolduc** agreed.

- Remaining work to be completed includes;
  - Install concrete landing;
  - Water hookup (planned for April);

**Price** requested removal of the Porta-Potty, orange fencing, and traffic cones.

**Bolduc** agreed.

There being no further discussion to come before the Board regarding this issue, **Price** moved back to agenda item #7.

Agenda Item #7: Executive Session -Personnel Matters

**Price** asked for a motion to enter Executive Session.

**At 7:56 p.m. a motion was made to enter into Executive Session to discuss: Review of candidate applications, Pursuant to [M.R.S.A. Chapter 18, Subchapter 1, §405 (6) (A)].**

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

**Price** asked for a motion to come out of Executive Session.

**At 8:17 p.m. a motion was made to come out of Executive Session.**

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

There being no further motions to come before the Board regarding this issue, **Price** moved ahead to agenda item #9.

Agenda Item #9: 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 8:18 p.m.**

**MOVED: Oppert**  
**SECONDED: Allenwood**  
**DISCUSSION: None.**  
**VOTE: 4 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>Jun 6, 2017</b>	Agenda Item #5: <b><u>Other Business; Manager’s Report for June 2017; Operational Issues; Plant Operations;</u></b> <b>Bolduc</b> agreed to include a running monthly update of the total nitrogen testing in the Action Item History List.
<b>Oct 3, 2017</b>	Agenda Item #5: <b><u>Review of the Draft 2018 Operations and Maintenance Budget</u></b> <b>Bolduc</b> agreed to present the model used to create the “KSD Annual Sewer Rate Projections” graph to give the Board members a better understanding of all the variables used to create the graph.