

KENNEBUNK SEWER DISTRICT BOARD OF TRUSTEES  
MONTHLY MEETING, AUGUST 7, 2018

The Board of Trustees of the Kennebunk Sewer District held its regular monthly meeting on Tuesday, August 7, 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

AGENDA:

1. Reading of the Minutes for the July 2, 2018 Monthly Meeting
2. Acceptance of 370 Feet of Private Sewer on Sea Road
3. Status Report on Phase 1A, Control Building Modifications and Phase 1B, Headworks Design
4. Bond Resolution
5. Executive Session – Personnel Matters
6. Other Business...
7. Adjournment

The meeting was called to order by Chairman **Price** at 6:58 p.m.

Agenda Item #1: Reading of the Minutes for the July 2, 2018 Monthly Meeting (and vote on amended Minutes for May 1, 2018)

Dispensing with a reading of the minutes, **Price** asked the Board for comments regarding the minutes of the July 2, 2018 monthly meeting.

**Brockway** submitted the following correction:

- Page 3, Item #3, 3<sup>rd</sup> paragraph, line 8: “Privet Extensions” should read “Private Extensions”

**Oppert** submitted the following correction:

- Page 3, Item #3, 3<sup>rd</sup> paragraph, line 4: “be replace by” should read “be replaced by”
- Page 4, Item #4, 2<sup>nd</sup> paragraph, last line: “peak flow of 6 MPD” should read “peak flow of 6 MGD”
- Page 5, Item #6, 2<sup>nd</sup> paragraph, last line: “**Bolduc** replied in the negative, adding the he would” should read “**Bolduc** replied he would”

**Allenwood** submitted the following correction:

- Page 4, Item #5, 3<sup>rd</sup> paragraph, line 3: “**SECONDED: Allenwood**” should read “**SECONDED: ???**”  
**Allenwood** noted that he did not second the motion since he abstained from the vote.  
**Trexler** (Recording Secretary) stated that he would check the meeting notes to confirm who provided the second for the motion.

There being no further corrections, revisions, or additions to come before the Board regarding this agenda item, **Price** recommended obtaining clarification of the motion second on page 4, Item #5, 3<sup>rd</sup> paragraph, line 3 and add the vote to the meeting agenda for next month. All present agreed.

Dispensing with a reading of the minutes, **Price** asked the Board for comments regarding the minutes of the May 1, 2018 monthly meeting that were not voted on pending a clarification of the term “**to finance and keyboard developments**” in the motion on Page 3, Item #2, 3<sup>rd</sup> paragraph, line 1.

**Trexler** (Recording Secretary) reported that Board member **Sharood** confirmed that his motion should read “**to finance and pay for developments**”, that the minutes of the May 1, 2018 have been amended, and that a smooth copy has been sent for signature.

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 May 1, 2018 as amended.**

**MOVED:** Allenwood

**SECONDED:** Oppert

**DISCUSSION:** None

**MODS:** As noted

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

**Bolduc** submitted the following update regarding the minutes of the July 2, 2018 monthly meeting:

- Page 7, **KSD Board of Trustee Monthly Meeting Action Items History List**: All Actions Items have been completed.

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

Agenda Item #2: Acceptance of 370 Feet of Private Sewer on Sea Road

Referring to Agenda Item Commentary of the August, 2018 Trustee's Meeting hand out and Attachment #5 (Correspondence from the Bassetts dated May 1, 2018 requesting transfer of private line to the District), **Bolduc** opened a discussion regarding the project which included the following topics and highlights:

- An inspection conducted by KSD showed the line in good shape; and
- The maximum number of future connections is anticipated to be 2.

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 approximately 370 feet of 6 inch sewer and 2 manholes located on Sea Road, MH 930 to MH 1012.**

**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 #3: Status Report on Phase 1A, Control Building Modifications and Phase 1B, Headworks Design

**Bolduc** noted that the Control Building is 95% complete but nothing is operational yet.

Phase 1A, Control Building Modifications

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

- Status of the exterior brick work;
- Window addition;
- Identification of various offices and work spaces;
- Heating system; and
- Current and actual budget projections to date.

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

Agenda Item #4: Bond Resolution

Referring to Agenda Item Commentary of the August, 2018 Trustee's Meeting hand out and Attachment #6 (Bond Resolution) pg. 26, **Bolduc** opened a discussion regarding the agenda item, highlights included:

- Page 1, first sentence should read “the District desires to issue”;
- The public notice cover letter should contain a clarification reference to the project such as; “*This is the second phase with the administration building already being constructed, future phases may include improvements to the secondary treatment system depending on our permit.*”

**Bolduc** stated that he would email a draft of the public notice cover letter for Board member review prior to the September Trustee meeting.

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

**A motion was made to approve the Bond Resolution as drafted and amended by the Board and Bond Counsel and authorize the manager to notify the rate payers of the District of a Special Meeting on October 2, 2018.**

**MOVED: Brockway**

**SECONDED: Allenwood**

**DISCUSSION: None**

**MODS: None**

**VOTE: 5 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 #6.

Agenda Item #6: Other Business...

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

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

**FINANCIAL AND ADMINISTRATIVE**

**Account Billing Software**

- Corson will be printing 3rd quarter bills the week of August 13<sup>th</sup>.

**Brockway** reported that he met with **Corson** in late July with excellent results.

Continuing with his review of the Manager's Report, **Bolduc** summarized the following topics and highlights:

**Personnel**

- Maurice **Bedard** is expected to be back in mid-September;
- Shelby **Carver** is continuing the lab work during **Bedard's** absence;
- Cathy **Reim** has submitted her retirement notice, effective on December 7, 2018;
- Danny **Boissonneault** was promoted to Collection System Foreman; and
- Alex **King** has been hired fulltime to a vacant Maintenance position.

**Finance**

- Staff is working with UEI to prepare the MMBB application for the SRF; and
- A comparison was made between SRF and private funding with SRF resulting in the lower cost.

## PLANT OPERATIONS

### Equipment Issues

#### Polymer System

- Staff has decided to move this to a winter project; and
- Additional winter projects include:
  - Air actuated piston overhaul and brush change in the Huber Press.

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

- Complete.

## COLLECTION SYSTEMS

### Boothby Road Pump Station

- This project will be completed by week's end.

### Brown Street Pump Station

- Complete; and
- Staff has started distribution of door hangers to try to eliminate the Blue Rag issue.

### Cat Mousam Pump Station

- Delivery of the new generator is expected in late August.

### Doanes Wharf

- The pumps have been received and are out for base modification; and
- Project completion is anticipated to be the end of September.

### Waterford Green

- Excavation and conduit installation are in progress.

## SAFETY

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

## 2018 CAPITAL IMPROVEMENT PROJECTS

### WWTF Design

#### Phase 1b

- Site visits to evaluate equipment are planned for August at the following possible locations:
  - Saco;
  - Biddeford;
  - York;
  - Dover;
  - Rochester; and
  - Upstate New York

### Storer Street

- The Water District work is in progress with an anticipated completion by the end of August; and
- Brex is due to start when the Water District is finished.

There being no further discussion to come before the Board regarding this issue, **Price** moved back to agenda item #5.

Agenda Item #5: Executive Session – Personnel Matters

Price asked for a motion to enter Executive Session.

**At 7:45 p.m. a motion was made to enter into Executive Session to discuss: Personnel Matters, Pursuant to [M.R.S.A. Chapter 18, Subchapter 1, §405 (6) (A)].**

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

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

**At 8:12 p.m. a motion was made to come out of Executive Session.**

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

Price asked if any motions were desired as a result of the Executive Session.

**A motion was made to request the manager to seek legal advice on personnel matter.**

**MOVED: Oppert**  
**SECONDED: Brockway**  
**DISCUSSION: None.**  
**MODS: None.**  
**VOTE: 5 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 #7.

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 8:13 p.m.**

**MOVED: Oppert**  
**SECONDED: Brockway**  
**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 _____.