

KENNEBUNK SEWER DISTRICT BOARD OF TRUSTEES
MONTHLY MEETING, APRIL 2, 2019

The Board of Trustees of the Kennebunk Sewer District held its regular monthly meeting on Tuesday, April 2, 2019 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
 Wayne A. **Brockway**, Treasurer
 James A. **Oppert**, Clerk
 Arnold H. **Reim**

KSD Staff present was: Michael **Bolduc**, KSD District Manager
 Chris **Gallant**, KSD Assistant Manager

Others present were: Valerie **Giguere**, P.E. Senior Project Manager, Underwood Engineers, Inc.

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AGENDA:

Public Comment

Unfinished Business

New Business

1. Reading of the Minutes for the March 5, 2019 Monthly Meeting
2. Status report on the Phase 1B Wastewater Treatment Facility Improvements
3. Discussion on Impact Fees
4. Strategic Plan Status
5. Commitment of the Sewer User Fees to the Treasurer of the Kennebunk Sewer District
6. Executive Session – Legal Matters

Other Business...

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

Agenda Item – Public Comment

Noting that no representatives from the public were present and/or no public correspondence had been received; Chairman **Price** moved to the next agenda item.

Agenda Item – Unfinished Business

There being no unfinished business to come before the Board, Chairman **Price** moved to the next agenda item.

Agenda Item – (New Business) #1: Reading of the Minutes for the March 5, 2019 Monthly Meeting

Dispensing with a reading of the minutes, Chairman **Price** asked the Board for comments regarding the minutes of the March 5, 2019 monthly meeting.

Brockway submitted the following revisions:

- Page 3, Item #a: 3th paragraph, line 1: “A reminded that the meeting date” should read “District Manager Bolduc reminded the Board that the meeting date”
- Page 3, Item #a: 7th paragraph, line 1: “**Cressy Cross Country**” should read “**Cressy Cross Country Line**”
- Page 3, Item #a: 9th paragraph, line 4: “Confined Space, Walk-out Tag-out” should read “Confined Space, Lock-out Tag-out”
- Page 3, Item #a: last paragraph, line 1: delete line “Work continues on the upgrade of an undersized 8 inch cross-country line to a 15 inch line; and”
- Page 3, Item #a: last paragraph, line 2: “Construction Cost Estimates” should read “Construction Cost Estimates.”
- Page 4, Item #e: last paragraph, line 4: “will be insert at page 24” should read “will be inserted at page 24”

Gallant submitted the following revision:

- Page 3, Item #a: 9th paragraph, line 4:
 - Confined Space, Lock-out Tag-out; and
 - Trenching and excavation.Should read
 - Confined Space;
 - Lock-out Tag-out; and
 - Trenching and excavation.

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

A motion was made to accept the minutes of March 5, 2019 as amended.

MOVED: Oppert

SECONDED: Allenwood

DISCUSSION: None

MODS: As noted

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

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

Agenda Item – (New Business) #2: Status report on the Phase 1B Wastewater Treatment Facility Improvements

Referring to an updated site plan and a layout of the headworks building, Project Manager **Giguere** provided a report which included the following highlights;

- Electrical re-routing;
- Piping changes;
- Elevation differences;
- Basement details;
- Ease of access features for future equipment replacement;
- Bidding timeline and contract award goals;
- ME DEP consultations;
- Site elevation datum measurement error reconciliation;
- Identification of abandoned pipe locations;
- GPS point definitions;
- Critical constructability issues; and
- Updated cost projections.

Agenda Item – (New Business) #3: Discussion on Impact Fees

Referring to the April 2, 2019 Trustee's Meeting hand out Attachment #6 (Underwood Engineers, Inc Report on Impact Fees), Project Manager **Giguere** provided a review of Impact Fees – Route 1 South Long-Term Planning Study & Route 1 North Long-Term Planning Study.

District Manager **Bolduc** provided a review of Impact Fees for the Turnpike Zone and Equity Buy-in. He recommended eliminating the impact fees for Route 1 North / Route 1 South but retaining fees for the Turnpike Zone and Equity Buy-in.

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

A motion was made to eliminate the Route 1 North and South Impact Fees and to change the geographic area for the Turnpike Zone to west of the Turnpike and recalculate the project cost for the remaining work needed.

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

Chairman **Price** moved ahead to agenda item #5.

Agenda Item – (New Business) #5: Commitment of the Sewer User Fees to the Treasurer of the Kennebunk Sewer District

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

A motion was made to commit the year's sewer user fees of \$3,278,707.24 to the Treasurer of the Kennebunk sewer District.

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

Chairman **Price** moved back to agenda item #4.

Agenda Item – (New Business) #4: Strategic Plan Status

Referring to the April 2, 2019 Trustee's Meeting hand out and Attachment #7 (Report on Kennebunk Sewer District Strategic Plan Development), District Manager **Bolduc** opened a discussion summarizing the Strategic Plan progress, which included the following highlights;

- The exercise assesses eight components;
- The first two components, Product Quality (PD) and Customer Satisfaction (CS) were addressed;
- Each week two additional components will be addressed until all eight have been covered; and
- After all components have been addressed, goals and objectives (with start/finish dates) will be developed.

There being no further comments or discussion to come before the Board regarding this issue, Chairman **Price** moved ahead to agenda item "Other Business..."

Agenda Item – (Other Business) a: Manager's Report for April 2019

Bolduc provided a summary of selected items from the Manager's Report as detailed in Attachment #2 (Manager's Report), of the April 2, 2019 Trustee's Packet. His comments included the following topics and highlights:

FINANCIAL AND ADMINISTRATIVE

Account Billing Software

- The 1st quarter billing was sent out using the old billing program (S-Bill) with the new billing program invoices.

Personnel

- Alex **King**, Shelby **Carver**, John **Whitten**, and Chris **Gallant** attended a two day workshop on Activated Sludge;
- Danny **Boissonneault**, Alex **King**, and John **Whitten** attended a class on Arc Flash Safety and Pump Station Electrical Panel Troubleshooting; and
- An advertisement went out to the Kennebunk High School Alternative Education program for summer intern/labor position that will be available.

Finance

- The audit should be complete by the end of next week.

EQUIPMENT ISSUES

Polymer System

- No progress to report.

Step Screen

- Waiting for parts.

Huber Press

- The brushes, bearings, and seals have been replaced and the unit is operational

RBCs

- RBC unit #4's leaky gearbox was replaced with a spare.

COLLECTION SYSTEMS

Cressy Cross Country Line

- Work is complete and the area has been cleaned.

Dane Street

- Waiting for bid pricing to come in.

SAFETY

- The quarterly safety meeting scheduled for May 14 has been changed to May 21;
- Work orders generated from quarterly safety walk throughs are being completed; and
- The Lock Out / Tag Out Policy has been revised and updated.

2019 CAPITAL IMPROVEMENT PROJECTS

Wet Well Covers

- Waiting for the contractor to schedule the work.

Replacement of the Jet Rodder

- The new equipment had a defective motor when it arrived in Boston. The motor is being replaced prior to delivery.

Water Street Sewer

- Work will be completed in the next two days.

Water Street Berm Landscaping

- Plants and trees blocking the sight line from the parking lot to the street will be removed.

2018 PROJECTS

Waterford Greene

- The landscaping plan has been received from the residents; and
- Work is scheduled to begin this month.

Larboard Lane PS

- Parts are being ordered.

Brockway asked for a status on the grease trap issue.

Bolduc reported that some interior traps have been installed but the expense of installing all new interior piping to accommodate an effective grease trap is prohibitive.

There being no further business to come before the Board regarding this issue, Chairman **Price** moved back to agenda item #6.

Agenda Item – (New Business) #6: Executive Session – Legal Matters

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

At 8:21 p.m. a motion was made to enter into Executive Session to discuss: Legal Matters, Pursuant to [M.R.S.A. Chapter 13, Subchapter 1, §405 (6) (E)].

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

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

At 9:22 p.m. a motion was made to come out of Executive Session with no action taken.

MOVED: Oppert
SECONDED: Allenwood
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, Chairman **Price** moved ahead to agenda item #7.

Agenda Item – #7: Adjournment

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

A motion was made to adjourn the meeting at 9:22 p.m.

MOVED: Brockway

SECONDED: Oppert

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>
April 2, 2019	Agenda Item (New Business) #3 : Topic: <u>Discussion on Impact Fees</u> ; Description: <u>Ongoing impact fee recalculation.</u>
Date	Agenda Item #__: Topic_____ Description _____.