

KENNEBUNK SEWER DISTRICT BOARD OF TRUSTEES
MONTHLY MEETING, AUGUST 6, 2019

The Board of Trustees of the Kennebunk Sewer District held its regular monthly meeting on Tuesday, August 6, 2019 in the conference room at the District Offices located at 44 Water Street in Kennebunk.

Trustees present were: John E. **Price III**, Chairman
 Wayne A. **Brockway**, Treasurer
 James A. **Oppert**, Clerk
 Arnold H. **Reim**

Trustees absent were: Mark K. **Allenwood**, Vice Chairman

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

Others present were: Danny **Edgecomb**, President, Kennebunk Savings Insurance
 Nicholas N. **Branchina**, Resident

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AGENDA:

Public Comment

New Business

1. Reading of the Minutes for the July 2, 2019 Monthly Meetings
2. Review and Comments on Draft Agenda for the Joint Trustee and Board of Selectmen Meeting

Unfinished Business

3. Review and Approval of the Sewer Extension Policy
4. Flood Insurance Recommendations

Other Business...

5. Adjournment
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The meeting was called to order by Chairman **Price** at 6:57 p.m.

Agenda Item – Public Comment

Having received no public correspondence, Chairman **Price** moved to the next agenda item.

Agenda Item – (New Business) #1: Reading of the Minutes for the July 2, 2019 Monthly Meetings

Dispensing with a reading of the minutes, Chairman **Price** asked the Board for comments regarding the minutes of the July 2, 2019 monthly meeting.

Clerk **Oppert** submitted the following correction:

- Page 4, Item (**Other Business**) a: 3rd paragraph, line 3: “The manger conducted” should read “The manager conducted”

There being no further 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 July 2, 2019 as amended.

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

Having no objection from Board members, and in consideration of the Kennebunk Savings Insurance representative being present, Chairman **Price** moved ahead to agenda item #4.

Agenda Item – (Unfinished Business) #4: Flood Insurance Recommendations

Referring to the August 6, 2019 Trustee's Meeting hand out packet and Attachment #7 (NGM Insurance Company Flood Insurance Renewal Premium Notice), Danny **Edgecomb**, Kennebunk Savings Insurance, opened a discussion regarding the annual premium increase from \$9,552 to \$34,517. Highlights of various remarks and comments include the following:

- Based on recent reviews, National Grange Insurance Company has moved the Control Building into a higher risk flood category resulting in a higher premium;
- Elevation Certificates for the Control Building and the Process Building were prepared by Post Road Surveying, Inc. which reduced the premium from \$34,517 to \$21,860;
- In order to have the berm recognized and possibly have the building be removed from the high risk category, a Letter of Map Revision (LOMR) needs to be filed;
- Estimated costs to prepare and file the LOMR are expected to be approximately \$15,000; and
- If the LOMR is successful and the higher risk flood category is changed to the normal risk flood category and the premium is reduced, any excess funds paid as a result of being in the high risk category will be reimbursed.

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

A motion was made to accept the revised flood insurance policy for the coming year at a cost of \$21,860.

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

Chairman **Price** moved back to agenda item #2.

Agenda Item – (New Business) #2: Review and Comments on Draft Agenda for the Joint Trustee and Board of Selectmen Meeting

Referring to the August 6, 2019 Trustee's Meeting hand out packet and Attachment #5 (Joint Meeting Agenda), District Manager **Bolduc** provided a summary of the agenda topic which included the following highlights:

- The meeting is planned as a 2 hour workshop to be held on Tuesday, September 17, 2019, at the KSD District Offices conference room located at 44 Water Street;
- The WWTP section should be presented as a slide show;
- The Town Manager suggested KSD meet with the Kennebunk EDC prior to meeting with the Kennebunk BOS; and
- An updated agenda will be presented at the next Kennebunk Sewer District Board of Trustees monthly meeting.

Chairman **Price** recognized resident Nicholas N. **Branchina** and asked for his comments.

Branchina introduced himself, provided a comparison matrix graph of the Town of Kennebunk “Comprehensive Plan” and the SEDAP “Economic Development Plan” (provided as enclosure (1), which is incorporated by reference into these minutes), and presented a explanation of the data.

Agenda Item – (Unfinished Business) #3: Review and Approval of the Sewer Extension Policy

Referring to Attachment #6 (Proposed Sewer Extension Policy) of the August 6, 2019 Trustee's Meeting hand out packet, Chairman **Price** asked for Board comments.

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

A motion was made to approve the Article IX Sewer Extension as revised.

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

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

Agenda Item – (Other Business) a: Manager’s Report for August 6019

District Manager **Bolduc** provided a summary of selected items from the Manager’s Report as detailed in Attachment #2 (Manager’s Report for August 2019), of the August 6, 2019 Trustee's Packet. His comments included the following topics and highlights:

FINANCIAL AND ADMINISTRATIVE

Account Billing Software

- ACH transaction payments will move to a third-party processing center for a fee of 0.8%.
- Integrity of the third party integration platform (STRIPE) needs to be verified.

Personnel

- Shelby Carver will be receiving the Young Professional Award at the Northport MEWEA Fall Conference in September.

Strategic Plan

- No review comments have been received.

EQUIPMENT ISSUES

Step Screen

- The unit is being operated manually and only during normal work hours due to low confidence in the replacement repair parts.
- Efforts are in place to secure or manufacture the correct spacers.

2019 CAPITAL IMPROVEMENT PROJECTS

Phase 1b Headworks Project Design

- An update is expected for October.

Doanes Wharf Generator

- Efforts are underway to acquire a ROW from Shipyard to the control panel.

Admirals Way Pumping Station

- 90% Expended, 95% Complete.

Larboard Lane Pumping Station

- The station is expected to be operational in October.

There being no further remarks or comments regarding other business, Chairman **Price** moved to the next agenda item.

Agenda Item – #5: 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 8:02 p.m.

MOVED: Oppert

SECONDED: Brockway

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

<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 _____.

