

KENNEBUNK SEWER DISTRICT BOARD OF TRUSTEES
MONTHLY MEETING, SEPTEMBER 3, 2019

The Board of Trustees of the Kennebunk Sewer District held its regular monthly meeting on Tuesday, September 3, 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.
 Nicholas N. **Branchina**, Resident

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AGENDA:

Public Comment

New Business

1. Reading of the Minutes for the August 6, 2019 Monthly Meetings
2. Underwood Engineers Will Provide an Update on the Headworks Project
3. 2020 Capital Improvement Plan

Unfinished Business

4. Flood Insurance Update
5. Status on the Joint Trustee and Board of Selectmen Workshop
6. Personnel Policy
7. Report on the Stripe PCI Data Security Compliance

Other Business...

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

Agenda Item – Public Comment

Chairman **Price** opened the meeting for public comments.

Resident Nicholas N. **Branchina** expressed his continuing concern for the following:

- The waste water treatment plant updating project cost;
- The Kennebunk Comprehensive Plan regarding evaluations of old septic systems; and
- The expansion of residential units in West Kennebunk.

There being no further public comments or correspondence, Chairman **Price** thanked resident Branchina for his remarks and moved to the next agenda item

Agenda Item – (New Business) #1: Reading of the Minutes for the August 6, 2019 Monthly Meetings

Dispensing with a reading of the minutes, Chairman **Price** asked the Board for comments regarding the minutes of the August 6, 2019 monthly meeting.

Clerk **Oppert** submitted the following corrections:

- Page 2, Item (**Unfinished Business**) #4, 3rd paragraph, line 1: “An Elevation Certificates for the” should read “Elevation Certificates for the”

Trustee **Reim** submitted the following corrections:

- Page 2, Item (**Unfinished Business**) #4, 4th paragraph, line 1: “and possibly be removed” should read “and possibly have the building be removed”

Treasurer **Brockway** submitted the following correction:

- Page 3, Item (**Other Business**) a:, 5th paragraph, line 1: “being operated manual and only” should read “being operated manually and only”

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 August 6, 2019 as amended.

MOVED: Oppert

SECONDED: Brockway

DISCUSSION: None

MODS: As noted

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

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

Agenda Item – (New Business) #2: Underwood Engineers Will Provide an Update on the Headworks Project

Referring to an updated set of progress plans, Valerie **Giguere**, Underwood Engineers, Inc. opened a discussion regarding the details of the project. Comments included the following:

- The plan is 80% to 90% complete;
- Modifications included;
 - 2 Screens;
 - Conveyer removal; and
 - Addition of another roll-up door.
- Examples of convenient future equipment installation and/or modifications were presented;
- The building depth will be 20 ft. below grade;
- A meeting is scheduled with the Town Planner to determine if any site plan requirements exist;
- Electrical modifications including a concrete vault to simplify future alterations;
- Drainage relocation;
- Status of the exterior electrical power pole, guy-wires, and 75 ft. easement;
- Headworks profile including grit washer details;
- Cost and schedule elements;
- Anticipated milestones include:
 - Design approval, in November 2019;
 - Bid request, prior to Thanksgiving 2019;
 - Bid award, prior to Christmas 2019;
 - Design and shop drawings completion, in Winter 2020;
 - Construction commencing, in Spring 2020; and
 - Project completion is expected to be in 2021.

There being no further remarks or comments to come before the Board regarding this agenda item, Chairman **Price** thanked the participants and moved to the next agenda item.

Agenda Item – (New Business) #3: 2020 Capital Improvement Plan

Referring to the September 3, 2019 Trustee's Meeting hand out packet and Attachment #5 (2020 Capital Improvement Plan), District Manager **Bolduc** provided a summary of the agenda topic which included the following highlights:

- The CIP proposed budget as detailed in attachment #5 introduction on page 18;
- Project explanations of selected line items;
- Financing the plan as detailed in attachment #5, page 20;
- Funding for the proposed 2020 budget should be \$564,300 versus \$585,300;
- Funding projections for the next 10 years as detailed on pages 21 thru 23.

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

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

Referring to the September 3, 2019 Trustee's Meeting hand out packet, District Manager **Bolduc** provided a summary of the agenda topic which included the following highlights:

- The National Grange revised Control Building annual insurance premium of \$21,860 was paid;
- A proposal to certify the berm to FEMA is being prepared; and
- Representative Pingree has been contacted to see if any assistance in resolving this issue in the least costly manner can be provided.

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

Agenda Item – (Unfinished Business) #5: Status on the Joint Trustee and Board of Selectmen Workshop

Referring to the September 3, 2019 Trustee's Meeting hand out packet, District Manager **Bolduc** provided a summary of the agenda topic which included the following highlights:

- The workshop is scheduled for 6:30 pm on Tuesday, September 17, 2019, at the KSD District Offices conference room;
- The Comprehensive Plan for the Sewer District will be used as the framework for discussion purposes; and
- A meeting with the Economic Development Commission will be scheduled after the workshop.

Resident Nicholas N. **Branchina** expressed a desire to comment on the agenda item.

Chairman **Price** acknowledged Resident **Branchina** and invited his remarks.

Resident **Branchina** provided the following information:

- The Town of Kennebunk Comprehensive Plan recommends an annual meeting with the Board of Selectmen and the three town utilities;
- His concern regarding the cost of the plant upgrade; and
- The feasibility of sewer district expansion into West Kennebunk.

There being no further remarks or comments to come before the Board regarding this agenda item, Chairman **Price** thanked Resident **Branchina** and moved to the next agenda item.

Agenda Item – (Unfinished Business) #6: Personnel Policy

Referring to the September 3, 2019 Trustee's Meeting hand out packet and Attachment #7 (Personnel Policy), District Manager **Bolduc** noted that the document is complete and summarized with the following observations:

- The language is adequate;
- Treasurer **Brockway** noted that section 12.1 on page 33 helps clarify the Maine Family and Medical Leave Act; and

- Formatting and numbering inconsistencies have been corrected.

Trustee **Reim** asked for clarification regarding the employee benefit defined as “Cell phone – Management only” on page 27.

District Manager **Bolduc** explained that management personnel receive a monthly stipend for personal cell phone use.

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 Personnel Policy dated September 3, 2019 as presented.

MOVED: Brockway

SECONDED: Allenwood

DISCUSSION: None

MODS: None

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

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

Agenda Item – (Unfinished Business) #7: Report on the Stripe PCI Data Security Compliance

Referring to the September 3, 2019 Trustee's Meeting hand out packet and Attachment #8 (PCI Compliance Assessment for Stripe), District Manager **Bolduc** reported that PCI provided an attestation of compliance for Service Provider Level 1.

Treasurer **Brockway** suggested that District Manager **Bolduc** confirms that PCI will provide a yearly compliance report, upon renewal, without a request from KSD, and that KSD's insurance carrier be notified that the service is commencing which might lower the liability premium.

District Manager **Bolduc** agreed.

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

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

District Manager **Bolduc** provided a summary of selected items from the Manager's Report as detailed in Attachment #2 (Manager's Report for September 2019), of the September 3, 2019 Trustee's Packet. His comments included the following topics and highlights:

FINANCIAL AND ADMINISTRATIVE

Account Billing Software

- The September billing took place utilizing full implementation of the new software.

Personnel

- Jeff **Hanscom** had a medical procedure and will be out of work for at least 1 month.
- Susan **Richards** completed an 18 hour course on Financial Planning, Analysis, and Performance Management.

EQUIPMENT ISSUES

Polymer System

- An effort will be made to have this equipment operational by the end of September.

Step Screen

- The unit is being operated in automatic mode and seems to be doing fine.

OPERATIONAL ISSUES

The plant has a high amount of solids that degraded the effluent. Staff has been working to get the solids to a level that maintains the optimum dissolved oxygen content for treatment.

2019 CAPITAL IMPROVEMENT PROJECTS

Replacement of Wet Well Covers (0% Expended, 0% complete)

- Field Crest W. W. cover was replaced.
- Mousam Ridge W. W. cover is in production.

Dane Street - In Progress (0% Expended, 100% complete)

- Complete.

Doanes Wharf Generator

- Efforts to acquire a ROW from Shipyard will be carried forward into next year.

Larboard Lane PS (80% Expended, 60% Complete)

- The electrical panel is scheduled for installation this week..

Admirals Way Pumping Station (90% Expended, 100% Complete)

- Complete.

SCADA Software and Programming for the Pumping Stations (150% Expended, 100% Complete)

- Complete.

2018 PROJECTS

Storer Street – Project is substantially complete

- The invert will be installed in the near future.

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

Agenda Item – (Other Business) #8: 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 8:24 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

<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 _____.