

KENNEBUNK SEWER DISTRICT BOARD OF TRUSTEES  
MONTHLY MEETING, OCTOBER 1, 2019

The Board of Trustees of the Kennebunk Sewer District held its regular monthly meeting on Tuesday, October 1, 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

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**AGENDA:**

**Public Comment**

**New Business**

1. Reading of the Minutes for the September 3, 2019 Monthly Meeting
2. 2020 Draft Operation and Maintenance Budget

**Unfinished Business**

3. 2020 Capital Improvement Plan Adoption
4. Flood Insurance Update

**Other Business...**

5. Adjournment
- .....

The meeting was called to order by Chairman **Price** at 7:00 p.m.

**Agenda Item – Public Comment**

Chairman **Price** opened the meeting for public comments and noted receipt of a memo (provided as enclosure (1), which is incorporated by reference into these minutes) received from Nick Branchina, Sr. dated 09/17/2019, regarding BOS and KSD Joint Workshop Agenda Item E (Public Comments).

There being no further public comments or correspondence, Chairman **Price** moved to the next agenda item.

**Agenda Item – (New Business) #1: Reading of the Minutes for the September 3, 2019 Monthly Meeting**

Dispensing with a reading of the minutes, Chairman **Price** asked the Board for comments regarding the minutes of the September 3, 2019 monthly meeting.

Clerk **Oppert** submitted the following correction:

- Page 3, Item **(New Business) #3**, 1<sup>st</sup> paragraph, line 7: “\$564,300 vice \$585,300” should read “\$564,300 versus \$585,300”

Trustee **Reim** submitted the following correction:

- Page 2, Item **(New Business) #1**, 2<sup>nd</sup> paragraph:

Clerk **Oppert** submitted the following corrections:

- Page 2, Item (**Unfinished Business**) #4, 3<sup>rd</sup> paragraph, line 1: “An Elevation Certificates for the” should read “Elevation Certificates for the”
- Page 2, Item (**Unfinished Business**) #4, 4<sup>th</sup> paragraph, line 1: “and possibly be removed” should read “and possibly have the building be removed”

Should read

Clerk **Oppert** submitted the following corrections:

- Page 2, Item (**Unfinished Business**) #4, 3<sup>rd</sup> 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, 4<sup>th</sup> paragraph, line 1: “and possibly be removed” should read “and possibly have the building be removed”

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 September 3, 2019 as amended.**

**MOVED: Oppert**  
**SECONDED: Brockway**  
**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: 2020 Draft Operation and Maintenance Budget**

Referring to the October 1, 2019 Trustee's Meeting hand out packet and Attachment #5 (2020 Draft Operation and Maintenance Budget), District Manager **Bolduc** provided a summary of the agenda topic which included the following highlights:

- The proposed budget for 2020 is \$3,177,375;
- It is an increase of 5.3% over the 2019 budget;
- Any item over \$2,000 and 5% contains an explanation;
- A debt attenuation increase of approximately \$29 per year is expected in the future;
- An explanation was provided for the three interim bond financing options;
- Large unknown expenses expected to be included in this year's budget are:
  - Insurance;
  - Law suit litigation; and
  - Biosolids (sludge) disposal.

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

### **Agenda Item – (Unfinished Business) #3: 2020 Capital Improvement Plan Adoption**

Referring to the October 1, 2019 Trustee's Meeting hand out packet and Attachment #6 (2020 Capital Improvement Plan), District Manager **Bolduc** provided a summary of the agenda topic which included the following highlights:

- Changes since the last draft include:
  - Page 13, item commentary #3, \$10,000 added to panels and communications for the pumping station;
  - \$20,000 added for manhole investigation and spot repairs; and
  - Details for these two changes are contained on pages 42 and 43.

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 approve and adopt the 2020 Capital Improvement Plan and appropriation of \$594,300.**

**MOVED: Brockway**

**SECONDED: Oppert**

**DISCUSSION: None**

**MODS: None**

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

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

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

Referring to the October 1, 2019 Trustee's Meeting hand out packet, District Manager **Bolduc** provided a summary of the agenda topic which included the following highlights:

- The state's director of the National Flood Insurance Program indicated that the maps will have to be revised with the installed levee specifications;
- The maps should have been revised when the levee was installed;
- Woodard and Curran has submitted a proposal to undertake the entire berm certification at a cost of \$143,000;
- It has been determined that a corner of the process building is also in the floodplain; consequently, increasing the premium for that building;
- Staff recommends getting the berm certified;
- Any previous overpayments may be refundable if the berm certification is completed within the year of the overpayment; and
- An options update will be provided at next month's Trustees meeting.

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

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

District Manager **Bolduc** provided a summary of selected items from the Manager's Report as detailed in Attachment #2 (Manager's Report for October 2019), of the October 1, 2019 Trustee's Packet. His comments included the following topics and highlights:

**FINANCIAL AND ADMINISTRATIVE**

**Account Billing Software**

- Human error resulted in approximately 100 – 150 duplicate bills being sent out with the last billing cycle.

**Economic Development Commission**

- Staff will meet with the EDC on October 3 at 4:30 for a brief report on KSD status.

**Personnel**

- Jeff **Hanscom** had a medical procedure and will be out of work for at least 1 month; and
- Shelby **Carver** will be going out on medical leave at the end of October.

**EQUIPMENT ISSUES**

**RBC Media**

- (Triple "M") MMM Plastics fabricated some prototypes ("Flopper Stoppers" *patent pending*) for stabilizing the RBC media.

**Polymer System**

- 90% complete.

## COLLECTION SYSTEMS

Jet rodding is in progress in advance of wet well cleaning scheduled on October 15.

## 2019 CAPITAL IMPROVEMENT PROJECTS

### Phase 1b Headworks Project Design (60% Expended, 90% complete)

- Valerie **Giguere**, Underwood Engineers, Inc. provided a headworks status update memo (provided as enclosure (2), which is incorporated by reference into these minutes) for Trustee review.

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

- No update available.

### Doanes Wharf Generator

- An effort to acquire a ROW from Shipyard is on hold pending the property owner developing a plan for the eventual use of the property.

### Asset Management Upgrade (0 % Expended, 10% Complete)

- The asset management effort will begin in October.

### Larboard Lane PS (95% Expended, 95% Complete)

- The station is up, operational, and is expected to be complete by mid-October.

### **Agenda Item – (Other Business) b:** Legal Representative for Insurance Deposition

District Manager **Bolduc** opened a discussion regarding legal representation being provided to present and former KSD employees for insurance deposition testimony.

All present agreed that legal services should be provided.

### **Agenda Item – (Other Business) c:** Billing use of STRIPE

Trustee **Reim** opened a discussion regarding the use of STRIPE as a third party bill payment service.

District Manager **Bolduc** replied that the use of STRIPE is still a possibility; however, KSB has a new program that allows ACH to be processed in house.

### **Agenda Item – (Other Business) #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 7:52 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>April 2, 2019</b>       | Agenda Item <b>(New Business) #3</b> : Topic: <u>Discussion on Impact Fees</u> ;<br>Description: <u>Ongoing impact fee recalculation</u> . |
| <b>Date</b>                | Agenda Item #__: Topic_____<br>Description _____.  |
|                            |  |

Enclosures:

- (1) MEMO, Nick Branchina, Sr. of 09/17/2019, Re: BOS and KSD Joint Workshop Agenda Item E (Public Comments)
- (2) MEMO, Valerie N, Giguere, of 09/30/2019, Re: KSD Headworks Status Update

## memo

To: Board of Selectmen and Kennebunk Sewer District Trustees  
From: Nick Branchina, Sr.  
Date: 09/17/2019  
Re: BOS and KSD Joint Workshop Agenda Item E (Public Comments)

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I am writing this as background for the implementation of the Comprehensive Plan - specifically Chapter 5: Public Utilities.

As you know, the three utilities are working through some significant issues:

- KKW - Branch Brook Consortium
- KLPD - Energy sources, dams, the area served by CMP in town
- KSD - Service area (particularly West Kennebunk and Arundel) and treatment plant upgrades (see attachments for a financial perspective of these Issues)

Accordingly, I suggest that KSD and the BOS consider follow-up in the future regarding:

1. Maximum buildout area: The developer is required to assume the cost of extending the sewer line to new developments. This affects town population (Comprehensive Plan Chapter 1) and housing availability (Comprehensive Plan Chapter 2). This also affect zoning, which will be updated after the town approves the Comprehensive Plan.
2. Septic systems/Environment: Currently, septic systems are not monitored and thus pose a threat to drinking water and watersheds. It would help the town if KSD and the town collaborated to develop a monitoring system, i.e., develop a list of properties with septic and requiring verification of septic system maintenance and pump-out.
3. KSD charter/process:
  - a. Make it easier for rate payers to have input on financial decisions. Currently, rate payers must petition the board to reconsider financial decisions.
  - b. Plant upgrade: Expansion of capacity does not benefit current rate payers as KSD's "quasi-government" status precludes town-wide taxation (see Attachment I).
4. Transparency: BOS and KSD Board of Trustees transparency would enhance town residents' understanding of the ramifications of the plant upgrade, particularly managed residential and commercial growth as delineated in the Comprehensive Plan.
5. Costs: KSD and the BOS, possibly in conjunction with the Budget Board, should assess the cost of sewer expansion, comparing it to the RSU 21 renovation costs (see Attachment II) and the costs of sewer in adjacent communities (see Attachment II).

In conclusion, KSD's plant upgrade to meet DEP discharge criteria and BOS oversight of community taxation ramifications would be enhanced by updating the project size and costs. I trust this workshop will be the beginning of a discussion of wastewater management, septic and sewer impacts on our community goals as stated in the Comprehensive Plan.

**KENNEBUNK SEWER DISTRICT  
 ENGINEERING FEE RECONCILIATION  
 CONCEPTUAL OPINION OF PROBABLE CONSTRUCTION COST**

| ITEM   | DESCRIPTION   | PHASE 1     | PHASE 1B    | PHASE 2      |
|--|---|-------------|-------------|--------------|
|  | Estimated Design Start  | Complete    | Spring 2018 | TBD          |
|  | Estimated Bid   | Complete    | TBD         | TBD          |
|  | Estimated Midpoint of Construction Start  | Spring 2018 | TBD         | TBD          |
|  | Estimated Midpoint of Construction Date from 2017   | Spring 2018 | TBD         | TBD          |
|  | Target Total Nitrogen, mg/l   | 3 mg/l      | TBD         | TBD          |
| 1  | HEADWORKS   | Spring 2018 | TBD         | 3 mg/l       |
| 2  | NEW PROCESS BUILDING  |             | \$3,793,000 | \$254,000    |
| 3  | BIOLOGICAL SYSTEM/MEMBERS   |             |             | \$2,542,000  |
| 5  | ALKALINITY SYSTEM   |             |             | \$10,186,000 |
| 6  | CARBON ADDITION SYSTEM  |             |             | \$95,000     |
| 8  | CONCEPT BUILDING IMPROVEMENTS   |             | \$654,148   | \$395,000    |
| <b>ADDITIONAL PHASING COSTS NOT OTHERWISE REQUIRED IF BUILDING AT A SINGLE PHASE</b> |   |             |             |              |
| 10**   | Demo existing seepage receiving building/relocate electrical (allowance)                                |             |             |              |
| 11**   | Flow measuring at bypass channel in headworks/sumpwater clarifier/PM through exist building (allowance) |             | \$200,000   |              |
| 12**   | Primary Clarifiers Modifications/replace primary sludge pumps (allowance)                               |             | \$70,000    |              |
| 13   | Modify Secondary Clarifiers/replace RAS/WAS pumps   |             | \$1,021,000 |              |
| 14**   | Sludge storage modifications (odor control, covers, coatings) (allowance)                               |             |             |              |
| 15   | SCADA Upgrade (allowance)   |             | \$600,000   |              |
| <b>SUBTOTAL</b>  |   | \$654,148   | \$5,684,000 | \$13,472,000 |
| Contractor OH&P - 15%  |   |             | \$852,600   | \$2,020,800  |
| Contingency - 15%  |   |             | \$852,600   | \$2,020,800  |
| <b>TOTAL PROBABLE CONSTRUCTION COST</b>  |   | \$654,148   | \$7,389,200 | \$17,513,600 |
| Escalation to Midpoint of Construction @ 3%/yr                                       |   |             | \$8,074,000 | \$20,303,000 |
| Final Design Engineering Services (10%)  |   |             | \$690,000   | \$1,750,000  |
| Admin, Engineering and Construction Services (10%)                                   |   |             | \$690,000   | \$1,750,000  |
| <b>TOTAL PROJECT COSTS YEAR 2017 (ENR - 4/17)</b>                                    |   | \$747,000   | \$9,464,000 | \$24,363,000 |

*\$38M*

*3% increase each year*

## Attachment II

### KSD Ratepayer Cost Comparison with RSU 21 Renovation

|                   | RSU 21 Renovation Tax                           | KSD Plant Upgrade Cost              |
|-------------------|---|-------------------------------------|
| KSD Ratepayer     | 50% <sup>1</sup><br>{\$14,372,400} <sup>2</sup> | 100%<br>(\$34,574,000) <sup>3</sup> |
| Non-KSD taxpayers | 50%<br>{\$14,372,400}                           | 0%                                  |

NOTES:

<sup>1</sup> Approximately one-half of taxpayers are on sewer.

<sup>2</sup> Kennebunk taxpayer share of RSU 21 renovation is \$28,744,800.

<sup>3</sup> KSD plant 3-phase renovation costs is \$34,574,000 plus approximately 3% each year.

### Comparative Sewer District Costs per 8,000 cu ft

**Wells:** \$525

**Kennebunkport:** \$475

**Kennebunk:** \$780



## Michael Bolduc

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**From:** Valerie N. Giguere <vgiguere@underwoodengineers.com>  
**Sent:** Monday, September 30, 2019 4:02 PM  
**To:** 'Michael Bolduc'; 'Chris Gallant'; 'Danny Laflamme'  
**Cc:** 'Steve Clifton'; 'Meagan L. McCowan'  
**Subject:** KSD Headwork Status Update  
**Attachments:** image001.jpg

Hi Mike,

Ahead of your Trustees meeting tomorrow, I wanted to provide an overview of the project status:

- Site plan staff review meeting with the Town is scheduled for Wednesday, October 2 at 10:15 am
- Coordination with the Underwood Team is ongoing
- 90% plans and specs will be pulled together Friday, October 4<sup>th</sup> – a set will be provided to the District early next week (we will schedule a time to meet to go through the plans)
- We will coordinate with Results Engineering regarding SCADA loop descriptions, etc. It is our understanding that they will be reviewing plans and specs (they won't be designing panels) and will review the shop drawing submittal during construction
- 90% construction cost estimate is being pulled together for Friday October 12<sup>th</sup> – updated cost will be submitted to the District following our review of the estimates
- UE is scheduling a meeting with the MDEP to review 90% documents (TBD – anticipate the week of October 7<sup>th</sup>)
- We are continuing to work towards bidding prior to Thanksgiving

Thanks.

Let me know if you have any questions.



Valerie Giguere, P.E.  
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