

KENNEBUNK SEWER DISTRICT BOARD OF TRUSTEES  
MONTHLY MEETING, NOVEMBER 5, 2019

The Board of Trustees of the Kennebunk Sewer District held its regular monthly meeting on Tuesday, November 5, 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  
                                   James A. **Oppert**, Clerk  
                                   Arnold H. **Reim**

Trustees absent were:     Wayne A. **Brockway**, Treasurer

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 October 1, 2019 Monthly Meeting
2. Executive Session – Personnel Matters

**Unfinished Business**

3. 2020 Operation and Maintenance Budget Adoption

**Other Business...**

4. Adjournment
- .....

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 comment.

District Manager **Bolduc** reported that two members from the Energy Committee inquired about the feasibility of installing an EV charging station at the Lakebrook facility; however, the idea didn't have much merit.

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 October 1, 2019 Monthly Meeting**

Dispensing with a reading of the minutes, Chairman **Price** asked the Board for comments regarding the minutes of the October 1, 2019 monthly meeting.

Clerk **Oppert** submitted the following correction:

- Page 2, Item (**Unfinished Business**) #3:, 1<sup>st</sup> paragraph, line 4: “commentary #3, \$10,00 added” should read “commentary #3, \$10,000 added”

Trustee **Reim** submitted the following correction:

- Page 1, Item **AGENDA: New Business**, 1<sup>st</sup> paragraph, line 1: “Monthly Meetings” should read “Monthly Meeting”

Vice Chairman **Allenwood** submitted the following correction:

- Page 4, Item (**Other Business**) c:, 1<sup>st</sup> paragraph, line 2: “however, KSD has a new program” should read “however, KSB has a new program”

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 October 1, 2019 as amended.**

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

Vice Chairman **Allenwood** recommended providing a response to the public comments submitted via memo at the last meeting from Nick **Branchina**, Sr. dated 09/17/2019, regarding BOS and KSD Joint Workshop Agenda Item E (Public Comments). The response should address the inaccuracies regarding the “expansion of capacity” and “sewer expansion”.

Chairman **Price** agreed and recommended creating a written response for review at the next meeting.

District Manager **Bolduc** remarked that he would include the response in the next meeting’s packet.

Chairman **Price** also recommended providing a copy to the Board of Selectmen since they were copied on the original memo.

All present agreed.

Having no objection from the Board members, and in consideration of executive session, Chairman **Price** moved ahead to Unfinished Business.

### **Agenda Item – (Unfinished Business) #3: 2020 Operation and Maintenance Budget Adoption**

Chairman **Price** asked the Board for comments regarding the 2020 Operation and Maintenance Budget as corrected.

District Manager **Bolduc** noted the following corrections on page 27:

- “4100” has been removed;
- Reorganization of staff by adding a second operator, not re-hiring a chief operator, and designating a lead operator increases the payroll budget by \$38,195; and
- Deferring funding of the interest payments for the Headworks bond to the end of construction and rolling that accumulated interest on the construction loan into the permanent bond closing which will eliminate the proposed \$100,000 for interest payments on the \$8.0M Headworks bond in the previous draft.

Additional changes include:

- Union health care increased 5% instead of the budgeted 4%;

District Manager **Bolduc** summarized that the net outcome of the changes and adjustments resulted in a proposed Budget of \$3,116,681 which is a 3.3% increase over the 2019 budget.

Chairman **Price** recommended deferring the 2020 Operation and Maintenance Budget vote until after executive session in order to allow for any staffing changes.

All present agreed.

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

**Agenda Item – (Other Business) a: Manager’s Report for November 2019**

District Manager **Bolduc** provided a summary of selected items from the Manager’s Report as detailed in Attachment #2 (Manager’s Report for November 2019), of the November 5, 2019 Trustee’s Packet. His comments included the following topics and highlights:

**FINANCIAL AND ADMINISTRATIVE**

**EBIF & Turnpike Zone Impact Fees**

- The town of Arundel has not yet proceeded with developing any joint RFP/RFQ.

**Personnel**

- Jeff **Hanscom** returned to work on October 28;
- Shelby **Carver** left for six weeks medical leave on October 30; and
- KSD is advertising for an operator’s position.

**Insurances**

- Staff is still working with Representative Pingree’s office;
- KSD has not been able to locate any referenced documents for a hazardous waste mitigation plan for a map modification;
- An inquiry to locate possible “Grant Funds” has been initiated; and
- A request was sent to Woodard and Curran to start the proposed contract (conduct an exploratory endeavor to better define scope) of October 16, 2019 (Task 1 and 3) for a cost not-to-exceed \$10,000.

**EQUIPMENT ISSUES**

**RBC Media**

- A MMM Plastics prototype “Flopper Stopper” has been installed for evaluation; and
- Cost to manufacture all required units is estimated to be \$7,500.

**HVAC Issues**

- Petersen Engineering recommended modifications are in progress.

**COLLECTION SYSTEMS**

Wet well cleaning has been completed.

Projects scheduled for November include:

- CCTV inspections;
- Manhole liners; and
- Siphon pigging.

**2019 CAPITAL IMPROVEMENT PROJECTS**

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

- 90 % complete.

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

- Project was submitted for manufacture in September, no update available.

**Doanes Wharf Generator**

- The project is on hold pending the property owner decision.

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

- A meeting with Staff, Ray Corson, and the Town of Kennebunk is scheduled for Friday, November 8, 2019

**Pump Stations**

- All pump station projects scheduled for this year are complete.

**Agenda Item – (Other Business) b: 2020 Capital Improvement Projects**

District Manager **Bolduc** opened a discussion regarding the feasibility of starting the following projects early (December 2019) by using an inter-fund loan:

- RBC Media “Flopper Stopper” manufacture;
- Pump House roof repairs;

The discussions ended with District Manager **Bolduc** proposing to further research the funding issue and address the subject at the next meeting.

All present agreed.

**Agenda Item – (Other Business) c: Kennebunk Sewer District Accounts**

Due to fee elimination, District Manager **Bolduc** recommended closing *Route 1 North Impact Fee* (#3758) and *Route 1 South Impact Fee* (#3958) accounts and adding the combined funds to the *S&B Savings Account* (#8390) documented on page 17 of the November 5, 2019 Trustee's Packet.

Chairman **Price** recommended researching the scope of work designated for the two impact fees and verifying that the work has been fully completed prior to eliminating the accounts.

District Manager **Bolduc** agreed and noted that he would verify the work has been fully completed and report back next month.

There being no further business to come before the Board regarding this issue, Chairman **Price** moved back to New Business.

**Agenda Item – (New Business) #2: Executive Session – Personnel Matters**

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

**At 7:27 p.m. a motion was made to enter into Executive Session to discuss: Union negotiations and personnel changes, Pursuant to [M.R.S.A. Title 1: General Provisions, Subchapter 1, §405 (6) (A) and (6) (D)].**

**MOVED: Allenwood**

**SECONDED: Oppert**

**DISCUSSION: None.**

**MODS: None.**

**VOTE: 4 for, 0 opposed; the motion carried.**

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

**At 7:59 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: 4 for, 0 opposed; the motion carried.**

**A motion was made to approve and adopt the 2020 Operation and Maintenance Budget of \$3,116,681.**

**MOVED: Oppert**  
**SECONDED: Allenwood**  
**DISCUSSION: None**  
**MODS: None**  
**VOTE: 4 for, 0 opposed; the motion carried.**

There being no further motions to come before the Board regarding this issue, Chairman **Price** moved ahead to Other Business.

**Agenda Item – (Other Business) #4: 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 8:00 p.m.**

**MOVED: Oppert**  
**SECONDED: Allenwood**  
**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**

<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> ; Description: <u>Ongoing impact fee recalculation</u> .
<b>Date</b>	Agenda Item #__: Topic_____ Description _____.