

KENNEBUNK SEWER DISTRICT BOARD OF TRUSTEES  
MONTHLY MEETING, MAY 5, 2020

The Board of Trustees of the Kennebunk Sewer District held its regular monthly meeting on Tuesday, May 5, 2020 via teleconferencing computer application “Zoom.”

Trustees present via Zoom 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 via Zoom was: Michael **Bolduc**, KSD District Manager  
Chris **Gallant**, KSD Assistant Manager

Others present via Zoom were: Joe **Kirby**, PE, Woodard and Curran

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**AGENDA:**

**Unfinished Business**

**New Business**

1. Minutes of January 7, 2020 and April 7, 2020 Monthly Meeting
2. Consideration of the Berm FEMA Certification Proposal from Woodard and Curran
3. Wells Road Force Main Repair
4. Commitment of the Sewer User Fees to the Treasurer of the Kennebunk Sewer District

**Other Business...**

**Adjournment**  
.....

The meeting was called to order by Chairman **Price** at 7:22 p.m.

**Agenda Item – Unfinished Business**

There being no discussion regarding this Agenda Item and having no objection from the Board members, Chairman **Price** moved ahead to Agenda Item #2 in consideration of the presence of Joe **Kirby**, PE, Woodard and Curran.

**Agenda Item – (New Business) #2:** Consideration of the Berm FEMA Certification Proposal from Woodard and Curran

Referring to Attachment 5 (Levee Inspection/FEMA Certification Proposal from Woodard and Curran dated April 6, 2020) of the May 5, 2020 Trustee's Packet, Joe **Kirby**, PE, Woodard and Curran summarized the Scope of Services. His comments included the following highlights:

- Initial data review has been conducted;
- No new boring will be required;
- An Operation and Maintenance manual will need to be produced;
- Woodard and Curran met with FEMA on February 25<sup>th</sup> ;
- A Letter of Map Revision (LOMR) fee of approximately \$15,000 may be payable if the requirement cannot be waived;
- No additional levee analysis will be required; and

- A levee inspection and survey needs to be completed after maintenance and brush removal has been accomplished.

Treasurer **Brockway** asked if producing an O & M manual would incur much expense.

PE **Kirby** replied that the manual would have to be approved by the district's permit licensing authority (Town of Kennebunk) and should contain documentation of procedures that are already being accomplished.

Chairman **Price** asked for schedule clarification of the last three items.

PE **Kirby** replied that the schedule allows for a 90 day FEMA review and an approval process of up to 6 months.

Vice Chairman **Allenwood** noted that the last schedule item (FEMA Review, Certification / Accreditation Approval) should be March – July 2021 versus March – July 2020.

PE **Kirby** acknowledged and agreed.

Chairman **Price** asked what type of unexpected issues might be encountered during Phase I or Phase II that could impact proceeding to Phase III.

PE **Kirby** replied that possible levee repair may be needed as a result of the survey and inspection; however, the risk is minimal.

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

**A motion was made to authorize the Manager to sign and execute the Woodard and Curran Proposal for FEMA Certification of the Berm for a cost of \$125,000 from the Capital Improvement Account Berm / Levee Certification.**

**MOVED: Oppert**

**SECONDED: Allenwood**

**DISCUSSION: None**

**MODS: None**

**VOTE:** Chairman **Price** voice vote, **affirmative**  
Vice Chairman **Allenwood** voice vote, **affirmative**  
Treasurer **Brockway** voice vote, **affirmative**  
Clerk **Oppert** voice vote, **affirmative**  
Trustee **Reim** voice vote, **affirmative**  
**5 in favor, 0 opposed; the motion carried.**

Chairman **Price** asked for a motion to increase the budget with a supplemental appropriation.

**A motion was made to adjust the Berm Levee Certification Project with a supplemental appropriation increasing the budget from \$60,000 to \$125,000.**

**MOVED: Brockway**

**SECONDED: Oppert**

**DISCUSSION: None**

**MODS: None**

**VOTE:** Chairman **Price** voice vote, **affirmative**  
Vice Chairman **Allenwood** voice vote, **affirmative**  
Treasurer **Brockway** voice vote, **affirmative**  
Clerk **Oppert** voice vote, **affirmative**  
Trustee **Reim** voice vote, **affirmative**  
**5 in favor, 0 opposed; the motion carried.**

Chairman **Price** thanked PE **Kirby** for his participation and moved back to agenda item #1.

At time 7:42 p.m. Joe **Kirby**, PE, Woodard and Curran checked out of the meeting.

**Agenda Item – (New Business) #1:** Reading of the Minutes of January 7, 2020 and April 7, 2020 Monthly Meeting

**January 7, 2020**

Dispensing with a reading of the minutes, Chairman **Price** asked the Board for comments regarding the minutes of the January 7, 2020 monthly meeting.

Treasurer **Brockway** submitted the following addition:

- Page 5, Item (New Business) #3:, 4<sup>th</sup> paragraph, last line: add the following new paragraph after the 4<sup>th</sup> paragraph:  
*“At 8:11, the only people left in the room were the Trustees, District Manager and Asst. Manager. At this time, the Board asked the District Manager and Asst. Manager to vacate the room so the Board could conduct the Manager’s annual performance evaluation. Because the room was vacant, no formal motion to go into Executive Session was made. The Board discussed the Manager’s review and reached a consensus. The board also discussed the need for a better way to evaluate the District Managers performance with a goal of having something in place before next year. The discussion finished shortly before 9:17 at which time the Manager and Asst. Manager were asked to come back in the room. Thus, no formal motion was made to come out of Executive Session either.”*

Treasurer **Brockway** submitted the following revisions to the new 5<sup>th</sup> paragraph:

- Page 5, Item (New Business) #3:, 5<sup>th</sup> (new) paragraph, line 3: insert the following new sentence prior to sentence #3:  
*“The District Manager and Asst. Manager vacated the room with the District Manager staying on the premises, and the Asst Manager departing the premises.”*
- Page 5, Item (New Business) #3:, 5<sup>th</sup> (new) paragraph, line 8: *“the Manager and Asst. Manager were asked to come back”* should read *“the Manager was asked to come back”*

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 January 7, 2020 as revised.**

**MOVED:** **Oppert**  
**SECONDED:** **Allenwood**  
**DISCUSSION:** **None**  
**MODS:** **As noted**  
**VOTE:** Chairman **Price** voice vote, **affirmative**  
Vice Chairman **Allenwood** voice vote, **affirmative**  
Treasurer **Brockway** voice vote, **affirmative**  
Clerk **Oppert** voice vote, **affirmative**  
Trustee **Reim** voice vote, **affirmative**  
**5 in favor, 0 opposed; the motion carried.**

**April 7, 2020**

Dispensing with a reading of the minutes, Chairman **Price** asked the Board for comments regarding the minutes of the April 7, 2020 monthly meeting.

Clerk **Oppert** submitted the following correction:

- Page 3, Item (New Business) #2:, 2<sup>nd</sup> paragraph, line 6: “RPR trailer/space” should read “Resident Project Representative (RPR) trailer/space”

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 April 7, 2020 as amended.**

**MOVED: Oppert**  
**SECONDED: Reim**  
**DISCUSSION: None**  
**MODS: As noted**  
**VOTE: Chairman Price** voice vote, **affirmative**  
Vice Chairman **Allenwood** voice vote, **affirmative**  
Treasurer **Brockway** voice vote, **affirmative**  
Clerk **Oppert** voice vote, **affirmative**  
Trustee **Reim** voice vote, **affirmative**  
**5 in favor, 0 opposed; the motion carried.**

Chairman **Price** moved ahead to agenda item #3.

**Agenda Item – (New Business) #3: Wells Road Force Main Repair**

Referring to Attachment #3 (Agenda Item Commentary) as detailed in the May 2020 Trustee's Packet, District Manager **Bolduc** provided details of the Wells Road Force Main Repair which included the following highlights:

- The repair was an unscheduled event;
- Total cost was \$12,920.62; and
- A new Capital Improvement project for the repairs of the Wells Road force main should be established for \$13,000.

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 authorize establishing a Capital Improvement Project for the repairs that were made to the Wells Road force main for \$13,000 from the Capital Reserve Account.**

**MOVED: Brockway**  
**SECONDED: Oppert**  
**DISCUSSION: None**  
**MODS: None**  
**VOTE: Chairman Price** voice vote, **affirmative**  
Vice Chairman **Allenwood** voice vote, **affirmative**  
Treasurer **Brockway** voice vote, **affirmative**  
Clerk **Oppert** voice vote, **affirmative**  
Trustee **Reim** voice vote, **affirmative**  
**5 in favor, 0 opposed; the motion carried.**

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

**Agenda Item – (New Business) #4: Commitment of the Sewer User Fees to the Treasurer of the Kennebunk Sewer District**

Referring to Attachment #3 (Agenda Item Commentary) as detailed in the May 2020 Trustee's Packet, District Manager **Bolduc** reported that the 2020 user fee commitment total is \$3,362,409.33.

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 commit the sewer user fees to the District Treasurer totaling \$3,362,409.33.**

**MOVED: Oppert**  
**SECONDED: Allenwood**  
**DISCUSSION: None**  
**MODS: None**  
**VOTE:** Chairman **Price** voice vote, **affirmative**  
Vice Chairman **Allenwood** voice vote, **affirmative**  
Treasurer **Brockway** voice vote, **affirmative**  
Clerk **Oppert** voice vote, **affirmative**  
Trustee **Reim** voice vote, **affirmative**  
**5 in favor, 0 opposed; the motion carried.**

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

**Agenda Item – (Other Business) a: Manager’s Report for May 2020**

At time 7:52 p.m. Clerk **Oppert** left the meeting.

District Manager **Bolduc** provided a summary of selected items from the Manager’s Report as detailed in Attachment #2 (Manager’s Report for May 2020), of the May 5, 2020 Trustee’s Packet. His comments included the following topics and highlights:

**FINANCIAL AND ADMINISTRATIVE**

**Personnel**

- The split schedule remains in effect;
- One employee (Everett **Horrocks**) returned to work on April 26th; and
- The current schedule is anticipated to remain in effect until at least Jun 1<sup>st</sup>.

**EQUIPMENT ISSUES**

**Equipment Repairs**

- The following pump repair activity was accomplished:
  - One effluent pump rebuilt at a cost of \$4,725;
  - One RAS pump rebuilt at a cost of \$4,791;
  - One yard pump replaced with a rebuild unit at a cost of \$9,170; and
  - One process water pump replaced at a cost of \$2,750.

**Polymer System**

- On hold.

**COLLECTION SYSTEMS**

Maintenance on the interior and exterior of several pump station buildings has been accomplished.

At time 7:59 p.m. Clerk **Oppert** returned to the meeting.

**Brick Store Museum**

- The following narrative was provided:  
*“There was a back up at the Brick Store Museum on February 25th. The District was not contacted by the museum at the time of the back up or any time after the back up. They did file a claim with our insurance. To date, we have not received any explanation of the problem or its resolution. We found out through our agent at KSB. The Brick Store Museum has had issues with that line in the past, and I have personally been onsite when other backups or slow draining has occurred. In the past, I have advised them that their*

*service is probably in poor condition. It serves all four of the museum's building through the back alley exiting on Dane Street."*

- District Manager **Bolduc** reported that he recommended to the insurance company that the BSM claim for \$4,000 not be paid.

## 2019 CARRY OVER PROJECTS

### Scada System

- Waiting for the project to begin.

## 2020 CAPITAL IMPROVEMENT PROJECTS

### RBC Media Replacement

- 70% complete.

### **Agenda Item – (Other Business) b:** Property Lien policy for delinquent accounts

District Manager **Bolduc** opened a discussion regarding KSD's lien policy. He anticipates having an agenda topic next month to discuss KSD's options for placing a lien on any property of delinquent accounts in light of the additional financial hardships encountered by rate payers as a result of the COVID-19 restrictions.

### **Agenda Item – (Other Business) c:** KSD's Informal Policy Regarding Customer Initiated Payment Plans

District Manager **Bolduc** noted that the Customer Initiated Payment Plan policy has been included in the Correspondence File for review and documentation purposes. The plan proposal was reviewed with the Board at the end of 2015.

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 – 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 8:11 p.m.**

**MOVED: Oppert**

**SECONDED: Allenwood**

**MODS: None**

**VOTE:** Chairman **Price** voice vote, **affirmative**  
Vice Chairman **Allenwood** voice vote, **affirmative**  
Treasurer **Brockway** voice vote, **affirmative**  
Clerk **Oppert** voice vote, **affirmative**  
Trustee **Reim** voice vote, **affirmative**  
**5 in favor, 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>April 7, 2020</b>	Agenda Item <b>(Other Business) a</b> : Topic: <u>Manager’s Report for April 2020</u> ; Description: <u>District Manager <b>Bolduc</b> agreed to check for feasibility of accepting monthly payments in place of quarterly payments.</u>
<b>Date</b>	Agenda Item # __: Topic _____; Description _____.