

KENNEBUNK SEWER DISTRICT BOARD OF TRUSTEES  
MONTHLY MEETING, JUNE 2, 2020

The Board of Trustees of the Kennebunk Sewer District held its regular monthly meeting on Tuesday, June 2, 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: Valerie **Giguere**, P.E., Senior Project Manager, Underwood Engineers, Inc.

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**AGENDA:**

**Unfinished Business**

**New Business**

1. Minutes of the May 5, 2020 Monthly Meeting
2. Status Report on the Headworks Project

**Other Business...**

**Adjournment**  
.....

The meeting was called to order by Chairman **Price** at 7:01 p.m.

**Agenda Item – Unfinished Business**

There being no discussion regarding this Agenda Item, Chairman **Price** moved to the next scheduled Agenda Item.

**Agenda Item – (New Business) #1: Minutes of the May 5, 2020 Monthly Meeting**

Dispensing with a reading of the minutes, Chairman **Price** asked the Board for comments regarding the minutes of the May 5, 2020 monthly meeting.

Clerk **Oppert** submitted the following correction:

- Page 4, Item (**New Business**) #3:, 1<sup>st</sup> paragraph, line 2: “Wells Road Force Man Repair” should read “Wells Road Force Main Repair”

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 May 5, 2020 as amended.**

**MOVED:** Allenwood  
**SECONDED:** Brockway  
**DISCUSSION:** None  
**MODS:** As noted

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

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

**Agenda Item – (New Business) #2:** Status Report on the Headworks Project

Valerie **Giguere** provided the following status update:

- Contract signing with APEX is scheduled for June 18, 2020;
- Notice to proceed announcement is scheduled for September 14, 2020;
- Equipment purchase orders are being issued;
- Shop drawings are in progress;
- The construction schedule will be presented at the June 18 contract signing; and
- A pre-construction meeting is planned for September 2020.

At time 7:12 PM, Valerie **Giguere**, P.E., Underwood Engineers, Inc. checked out of the meeting.

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 – (Other Business) a:** Manager's Report for June 2020

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

**FINANCIAL AND ADMINISTRATIVE**

**Account Billing Software**

- Changes in the implementation of seasonal irrigation adjustments;
- 184 lien notices (approximately 1/3 being commercial) were mailed with 82 still pending; and
- Bill collection rate is currently 87%.

**Personnel**

- A tentative date of 6/18 has been set to end the split shift schedule.

**Stimulus Funding**

- A new Needs Assessment has been filed with the MEDEP for any state grant funding that might be available; and
- As it has in the past, KSD will probably score low in financial need.

**COLLECTION SYSTEMS**

**Jet Rodding**

- Ongoing.

**Pump Station Grounds**

- Winter plow damage has been repaired at all pump stations.

**Brick Store Museum**

- A letter was sent to the Brick Store Museum stating that KSD has no evidence that the backup was caused by any blockage in the District line. The letter was forwarded to KSD's insurance agent and the adjuster.

**SAFETY ISSUES**

- The May 5 meeting was postponed until it is safe for the crew to come back together as one group.

**2019 CARRY OVER PROJECTS**

**SCADA System**

- No change, connection to the headworks and pump house will occur during construction.

**Wet Well Covers**

- Mousam Landing covers are scheduled to be replaced on June 18.

**Asset Management Upgrade**

- Intern **Barrett** has been collecting field data.

**2020 CAPITAL IMPROVEMENT PROJECTS**

**Berm / Levee Certification**

- Berm inspection preparation (vegetation clearing) continues.

**Agenda Item – (Other Business) b: Office access to the Public**

District Manager **Bolduc** reported that there are no plans to open the KSD Office to the public anytime soon. This issue is reviewed at ongoing staff meetings but no definite date has been set.

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 7:31 p.m.**

**MOVED: Oppert**

**SECONDED: Allenwood**

**MODS: None**

**VOTE:** Chairman **Price** voice vote, **yea**  
Vice Chairman **Allenwood** voice vote, **yea**  
Treasurer **Brockway** voice vote, **yea**  
Clerk **Oppert** voice vote, **yea**  
Trustee **Reim** voice vote, **yea**  
**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 _____.