

KENNEBUNK SEWER DISTRICT BOARD OF TRUSTEES
MONTHLY MEETING, AUGUST 4, 2020

The Board of Trustees of the Kennebunk Sewer District held its regular monthly meeting on Tuesday, August 4, 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: Scott **Simmonds**, CPCU, ARM, Insurance Consultants of Maine, Inc.

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AGENDA:

Unfinished Business

New Business

1. Minutes of the July 7, 2020 Monthly Meeting
2. Election of Officers
3. Discussion Regarding Insurance Consultation Services
4. Discussion on City of Saco’s Offer to Purchase the Truck Lifts
5. Discussion on Berm Clearing

Other Business...

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

Agenda Item – (New Business) #2: Election of Officers

Chairman **Price** asked if any member had officer change suggestions.
Clerk **Oppert** suggested maintaining the current slate of officers.
Chairman **Price** asked for a motion.

A motion was made to retain the current slate of officers:

John E. Price III, Chairman
Mark K. Allenwood, Vice Chairman
Wayne A. Brockway, Treasurer
James A. Oppert, Clerk

MOVED: Oppert
SECONDED: Brockway
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.

In consideration of the presence of Scott **Simmonds**, CPCU, ARM and having no objection from the Board members, Chairman **Price** moved ahead to Agenda Item #3

Agenda Item – (New Business) #3: Discussion Regarding Insurance Consultation Services

District Manager **Bolduc** introduced Scott **Simmonds**, CP, ARM who opened a discussion regarding a three option proposal to evaluate KSD's insurance program as detailed in Attachment #5 (Insurance consultant proposal) of the August 4, 2020 Trustee's Packet. The following highlights were addressed:

- The necessity for a periodic review of insurance coverage to determine if the rates are competitive;
- The last review was in 2015;
- **Simmonds** disclosed his background which included:
 - A past (20 years ago) relationship with Kennebunk Savings Bank;
 - An evaluation of Kennebunk Savings Bank insurance 7 years ago; and
- Current policy expiration is December 31, 2020.

Treasurer **Brockway** recommended contracting for option 1 (Insurance Review) with option 2 and/or 3 consideration after the results of the review are presented.

District Manager **Bolduc** noted that funds are available in the "Professional Services" account of the budget

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 direct the Manager to enter into an agreement with Scott Simmonds for the purpose of evaluating the District's Insurance needs at the first step (Option 1, Insurance Review) for a cost of \$4,500.

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.

At time 7:15 p.m. Scott **Simmonds**, CPCU, ARM, Insurance Consultants of Maine, Inc. checked out of the meeting.

Chairman **Price** moved back to the Agenda Item #1.

Agenda Item – (New Business) #1: Minutes of the July 7, 2020 Monthly Meeting

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

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

- Page 4, Item **(New Business) #3:**, 1st paragraph, line 7: “the RBC media was replaced at a cost of \$1M” should read “the RBC media was estimated to be replaced at a cost of \$1M”

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 July 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 #4.

Agenda Item – (New Business) #4: Discussion on City of Saco’s Offer to Purchase the Truck Lifts

Referring to Attachment #3 (Agenda Item Commentary) and Attachment #6 (Request to purchase used Rotary wireless mobile lifts) of the August 4, 2020 Trustee's Packet, District Manager **Bolduc** opened a discussion regarding the City of Saco’s Offer to Purchase the Truck Lifts. The following highlights were noted:

- The City of Saco has submitted a proposal to purchase the lifts for \$12,000; and
- The lifts were inspected by a manufacturer’s representative and appraised at a value of \$10,000.

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 accept the offer made by the City of Saco to sell the mobile lifts for \$12,000.

MOVED: **Oppert**
SECONDED: **Brockway**
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) #5: Discussion on Berm Clearing

Referring to Attachment #3 (Agenda Item Commentary) of the August 4, 2020 Trustee's Packet, District Manager **Bolduc** opened a discussion regarding Berm Clearing. The following highlights were noted:

- The amount of time and scope of work in the clearing of the berm for inspection and certification was underestimated;
- A 5 to 15-foot clear zone should be maintained at the toe of the berm on both sides;
- Bid requests for mechanical clearing and grubbing the berm toe have resulted in two submittals with a third expected soon;
- The lowest bid of \$6,500 is anticipated to be too low for the scope of work required;
- Cost is expected to be approximately \$10,000 for the initial clearing and \$5,000 per year for herbicide treatments;
- Future cost will include either purchasing or renting an implement to keep the vegetation trimmed; and
- Staff recommends reviewing the budget for the berm again during the Capital Improvement Budget or at the end of the fiscal year for a likely supplement appropriation.

Chairman **Price** asked District Manager **Bolduc** to obtain written verification from Woodard & Curran that no permit is required.

District Manager **Bolduc** concurred.

Trustee **Reim** recommended that a written scope of work also be acquired to alleviate any surprise additional cost at the end of the project.

District Manager **Bolduc** replied that it might be difficult to get requirements from the Army Corp of Engineers and/or the Federal Emergency Management Agency but he would try.

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: Turnpike Zone and Equity Buy-in Fees, Spurling

District Manager **Bolduc** opened a discussion regarding Turnpike Zone and Equity Buy-in Fees for Spurling. The following highlights were noted:

- Discussions with the Town of Kennebunk and Spurling Fitness have resulted in an estimated impact fee of approximately \$34,000 (Turnpike Zone = \$12,000 and Equity Buy-in = \$22,000).

During the discussions with the town, Town Manager Michael **Pardue** suggested a meeting with 2 Select Board members and 2 Kennebunk Sewer District Board of Trustees members to discuss sewer service to West Kennebunk. District Manager **Bolduc** recommended Executive Session at the next meeting to discuss the matter.

In preparation for Executive Session, Chairman **Price** asked District Manager **Bolduc** to review any past precedence for reducing the impact of fees to businesses.

District Manager **Bolduc** replied that current policy is to allow a 5 year payback for anything over \$5,000.

District Manager **Bolduc** asked for 2 volunteers from the Board to attend an informal meeting with the Town Manager and 2 Select Board members.

At time 7:59 p.m. Assistant Manager Chris **Gallant** checked out of the meeting.

At time 8:06 p.m. Assistant Manager Chris **Gallant** rejoined the meeting.

Chairman **Price** and Clerk **Oppert** volunteered to attend an informal meeting with the Town Manager and 2 Select Board members.

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) b: Manager's Report for August 2020

District Manager **Bolduc** provided a summary of selected items from the Manager's Report as detailed in Attachment #2 (Manager's Report for August 2020), of the August 4, 2020 Trustee's Packet. His comments included the following topics and highlights:

FINANCIAL AND ADMINISTRATIVE

Personnel

- Shelby Carver has resigned from the District effective August 5, 2020.

Covid-19

- The office is still closed to the public.

PLANT OPERATIONS

Lakebrook Pump Station

The station is down for bearing replacement.

Industrial Pretreatment License

A site visit is planned for Corning next week and for Northeast Coating Technologies next month.

RBC Media

The project is expected to be completed by next week.

Screw Pump Number 1

A new turnbuckle and attachment was installed and there was no damage to the pump.

COLLECTION SYSTEMS

Pump Station Buildings

Roof replacement at Boothby Road PS and Wells Road PS has been completed. Siding at both pump stations is anticipated to be the next project.

SAFETY ISSUES

Quarterly safety meetings and training continue to be on hold due to COVID-19.

2020 CAPITAL IMPROVEMENT PROJECTS

Building Repairs

Seal repair around the clarifiers at the pump house is in progress.

Sludge Storage Tanks

The sludge storage tank coating project will be going out for bid prior to year's end. Cost of the work is estimated to be approximately \$85,000.

2019 CARRY OVER PROJECTS

Replacement of Wet Well Covers

The cover was installed at Nelson Ridge. Additional needed work consists of installing landscaping and a new fence.

Phase 1b Headworks Project Design

The project is expected to commence in September as planned. Shop drawings have begun to arrive and are being reviewed.

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 8:15 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

<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>
April 7, 2020	Agenda Item (Other Business) a: Topic: <u>Manager’s Report for April 2020</u> ; Description: <u>District Manager Bolduc agreed to check for feasibility of accepting monthly payments in place of quarterly payments.</u>
Date	Agenda Item #__ : Topic _____ ; Description _____.