

KENNEBUNK SEWER DISTRICT BOARD OF TRUSTEES  
MONTHLY MEETING, SEPTEMBER 1, 2020

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

Trustees absent were: Arnold H. **Reim**

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

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**AGENDA:**

**Unfinished Business**

**New Business**

1. Minutes of the August 4, 2020 Monthly Meeting
2. Proposed Modifications to Equity Buy-in Fee and Collection System Fee Agreements
3. Presentation of the 2021 Capital Improvement Plan

**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, Chairman **Price** moved to the next scheduled Agenda Item.

**Agenda Item – (New Business) #1: Minutes of the August 4, 2020 Monthly Meeting**

Dispensing with a reading of the minutes, Chairman **Price** asked the Board for comments regarding the minutes of the August 4, 2020 monthly meeting.

Treasurer **Brockway** submitted the following corrections:

- Page 4, Item (**New Business**) #5:, 1<sup>st</sup> paragraph, line 11: “keep the vegetating trimmed” should read “keep the vegetation trimmed”
- Page 5, Item (**Other Business**) b:, 5<sup>th</sup> paragraph, line 2: “and for Northeast next month” should read “and for Northeast Coating Technologies next month”
- Page 6, Item (**Other Business**) b:, 5<sup>th</sup> paragraph, line 2: “Shop drawings are arriving and being reviewed” should read “Shop drawings have begun to arrive and are being reviewed”

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 August 4, 2020 as amended.**

**MOVED:** Oppert  
**SECONDED:** Brockway  
**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**  
**4 in favor, 0 opposed; the motion carried.**

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

**Agenda Item – (New Business) #2:** Proposed Modifications to Equity Buy-in Fee and Collection System Fee Agreements

District Manager **Bolduc** opened a discussion regarding Proposed Modifications to Equity Buy-in Fee and Collection System Fee Agreements as detailed in Attachment #5 (Current Equity Buy-In and Impact Fee Agreements) of the September 1, 2020 Trustee's Packet. The following highlights were addressed:

- A proposal for a longer-term pay back with extended payments over a ten-year period of total non-residential customer impacts with an aggregate fee exceeding \$30,000; and
- The existing 5 year term payback procedure is not part of KSD Rules and Regulations and would only require Board approval for modification of the existing procedure.

Chairman **Price** suggested a total aggregate fee exceeding \$25,000.  
All present agreed.

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 increase the extended payment fee to \$25,000 with a pay-back period of ten years for non-residential customers.**

**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**  
**4 in favor, 0 opposed; the motion carried.**

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

**Agenda Item – (New Business) #3:** Presentation of the 2021 Capital Improvement Plan

Assistant Manager **Gallant** opened a discussion regarding the 2021 Capital Improvement Plan as detailed in Attachment #6 (Draft 2021 Capital Improvement Plan) of the September 1, 2020 Trustee's Packet. The following project highlights were addressed:

- Work at the wastewater treatment plant, the collection system, pump stations, and the vehicle fleet; and
- Total cost to fund the plan totals \$500,500 funded through Capital Reserve and Equity Buy In accounts.

Vice Chairman **Allenwood** asked for the size of the SST Blower.

Assistant Manager **Gallant** identified the blower as 15 HP.

Vice Chairman **Allenwood** asked for valve identification in the upgrade plan.  
Assistant Manager **Gallant** replied that the types included Gate and Plug valves.

Chairman **Price** asked for age and type of material regarding the Shape Drive Sewer Replacement.  
Assistant Manager **Gallant** replied that the material is PVC.  
Treasurer **Brockway** noted that the installation occurred around the late 1980's.

Treasurer **Brockway** asked for details regarding Cedarwoods Pump Station Pump Replacement.  
Assistant Manager **Gallant** replied that the biggest problem with Cedarwoods is rags and wipes that the older pumps cannot handle as well as the newer pumps.

Treasurer **Brockway** asked if the total cost of \$500,500 to fund the 2021 plan was the amount anticipated last year.  
District Manager **Bolduc** replied that this budget is smaller than past years. A typical budget is approximately \$700,000 for the year.

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 September 2020**

District Manager **Bolduc** provided a summary of selected items from the Manager's Report as detailed in Attachment #2 (Manager's Report for September 2020), of the September 1, 2020 Trustee's Packet. His comments included the following topics and highlights:

**FINANCIAL AND ADMINISTRATIVE**

**Personnel**

- One employee received a small laceration moving a step ladder and was treated at WorkWell. The injury did not result in a lost time report.

**Equity Buy in Fees**

- KSD has billed or received a total in excess of \$90,000 for 2020.

**Workshop with Town on Development issues**

- The workshop was conducted resulting in scheduling a future meeting with the Town Engineer to develop a scope of the Town's interest and intentions.

**Insurance**

- The Brick Store Museum.
  - The letter of denial on the Brick Store Museum claim has been received.

**WWTF Appraisal**

- No progress.

**PLANT OPERATIONS**

**General**

- Apex is onsite and has had some structures delivered.

**Equipment Repairs**

- The second yard pump needs a rebuild and is offline pending next year's capital budget.
- Estimated cost is \$9,170 delivered.

**COLLECTION SYSTEMS**

**Equipment Issues**

- Lakebrook PS pump is back on line.
- Manhole covers on Fletcher Street are being adjusted in anticipation of paving.

**Jet Rodding**

- Staff has been continuing to jet rod when the weather permits.

**SAFETY ISSUES**

- Quarterly safety issues have been satisfied for the last two quarters through ZOOM Meetings.

**2019 CARRY OVER PROJECTS**

**Replacement of Wet Well Covers**

- The cover at Mousam Ridge has been completed;
- The new fence is scheduled to be installed next month;
- Repairs to Field Crest hatch and concrete top are planned for the fall.

**2020 CAPITAL IMPROVEMENT PROJECTS**

**Building Repairs**

- The siding for Wells Road PS has been completed.

**Berm / Levee Certification**

- Clearing is expected to be completed in the next two weeks.

**RBC Media Replacement & Stabilization**

- Media stabilization is 95% complete.

**Building Repairs**

- Roof repairs to the pump house are in progress.

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 7:44 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**  
**4 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 Bolduc agreed to check for feasibility of accepting monthly payments in place of quarterly payments.</u>
<b>Date</b>	Agenda Item # __: Topic _____; Description _____.