

KENNEBUNK SEWER DISTRICT BOARD OF TRUSTEES  
MONTHLY MEETING, NOVEMBER 3, 2020

The Board of Trustees of the Kennebunk Sewer District held its regular monthly meeting on Tuesday, November 3, 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

.....  
**AGENDA:**

**Unfinished Business**

**New Business**

1. Minutes of the October 6, 2020 Monthly Meeting
2. Proposed 2021 Operation and Maintenance Budget
3. Review of Personnel Policy Replacement
4. Administration Building Account Closeout

**Other Business...**

**Adjournment**  
.....

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 October 6, 2020 Monthly Meeting**

Dispensing with a reading of the minutes, Chairman **Price** asked the Board for comments regarding the minutes of the October 6, 2020 monthly meeting.

Clerk **Oppert** submitted the following correction:

- Page 4, Item (**Other Business**) **a:**, 5<sup>th</sup> paragraph from the bottom, line 2: “Quail panel has been” should read “Quail Run panel has been”

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

- Page 3, Item (**New Business**) **#3:**, 1<sup>st</sup> paragraph, line 6: “Budget items that are greater than \$2,000” should read “Budget items that are increased by \$2,000”

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 6, 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**  
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) #2:** Proposed 2021 Operation and Maintenance Budget

District Manager **Bolduc** opened a discussion regarding the final draft of the proposed 2021 Operation and Maintenance Budget as detailed in Attachment #3 (Agenda Item Commentary) and Attachment #5 (proposed 2021 Operation and Maintenance Budget) of the November 3, 2020 Trustee's Packet. The following highlights were presented:

- The proposed budget for 2021 is \$3,177,353;
- The budget is a 1.1% increase over last year.

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 adopt the proposed Operation and Maintenance Budget for 2021 of \$3,177,353.**

**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) #3:** Review of Personnel Policy Replacement

District Manager **Bolduc** opened a discussion regarding the Personnel Policy Replacement as detailed in Attachment #3 (Agenda Item Commentary) and Attachment #6 (Current Personnel Policy and Proposed Employee Handbook) of the November 3, 2020 Trustee's Packet. He presented a new Employee Handbook and recommended that it replace the existing Personnel Policy guidelines. General comments from the Board included the following:

- The new Handbook is more vague and less precise than the existing Policy;
- A supplement might be added to bring back the details;
- Administrative guidelines may be added at a later date for clarification; and
- Union review.

Reviewing the new Handbook section by section, District Manager **Bolduc** received the following comments and remarks:

- Section 1, INTRODUCTION;
  - None;
  
- Section 2, APPLICATION AND HIRING;
  - 2.7 Employment References;
    - ✓ “Pre-employment reference checks will be conducted to ensure that those we hire are well qualified and likely to succeed at the District.” Should be changed to read;
    - ✓ “Pre-employment reference checks will be conducted to ensure that those we hire are qualified.”
  
- Section 3, STANDARDS OF CONDUCT;
  - 3.5 Harassment and Unlawful Discrimination;
    - ✓ Reporting Procedure;
      - a. “... as outlined here, skip to Step b below.” Should be change to read;
      - a. “... as outlined here, proceed to Step b below.”
      - b. Investigate the need for an on-call Human Resource Consultant;
      - b. If a Human Resource Consultant is available, identify the person by name on the bulletin board;
  - 3.7 Workplace Violence;
    - ✓ Clarification regarding weapons in vehicles is needed;
  
- Section 4, EMPLOYEE CLASSIFICATION, STATUS, AND EVALUATION;
  - None;
  
- Section 5, WORK RULES;
  - 5.2 Time Keeping;
    - ✓ Consider electronic time keeping as a replacement for paper cards;
  - 5.5 Stand-By; Call-in; Call-Back Duty;
    - ✓ Use of District Vehicles;
      - Restrict de-minimus personal use of district vehicles;
  - 5.8 Overtime;
    - ✓ Clarification needed for part-time employees;
  - 5.9 Compensatory (Comp) Time;
    - ✓ An employee may accumulate up to 40 hours of comp time;
    - ✓ Paychecks;
      - Clarification of electronic fund transfers into four accounts;
  
- Section 6, LICENSING, EDUCATION, AND TRAINING;
  - 6.2. Educational Benefits;
    - ✓ Reimbursement rate of reasonable tuition, books and student fees will only be provided for work related education;
    - ✓ Proof of successfully passing the course;
    - ✓ The district will provide up to \$100 per year reimbursement for attendance at an approved course requested by an employee.
  
- Section 7, HOLIDAYS;
  - No change from current policy.

- Section 8, EMPLOYEE LEAVE;
  - 8.2 Sick Leave;
    - ✓ The state mandated COVID-19 sick leave policy will be kept as a separate issue with details posted on the bulletin board;
    - ✓ Family Sick Leave;
      - Check the following statement to see if additional sick leave time (beyond 40 hours) can be used: “*Employees may use up to a maximum of forty (40) hours of their accrued and unused sick leave time to care for their immediate family member during any calendar year.*”

Clerk **Oppert** departed the meeting at time 8:09 p.m.

- 8.4 Personal Time;
  - ✓ Revise the paragraph as follows: “*Employees are permitted to use one (1) personal day per calendar year (that will not accumulate) for personal business. The personal day will not be paid at the end of the year if not taken. Personal time off must be approved prior to taking the time off by the Manager.*”

Clerk **Oppert** returned to the meeting at time 8:15 p.m.

- 8.5 Jury Duty;
  - ✓ Remove “*The District will require employees to sign over their jury duty pay;*”
- Section 9, BENEFITS;
  - 9.6 Wellness Benefit;
    - ✓ This topic will be removed pending further discussions.
  - 9.7 Retirement;
    - ✓ b) participation in a MainePERS...
      - Revise: (*NOTE: This benefit requires a one-time decision within 30 days of hire...*), should read (*NOTE: This benefit requires a one-time decision prior to the first paycheck...*)
- Section 10, HEALTH AND SAFETY;
  - “*with all standard safety measures such as Maine Department of Labor) regulations*” should read “*with all standard safety measures such as Maine Department of Labor (MEDOL) regulations.*”
- Section 11, DRUG AND ALCOHOL POLICY;
  - None.
- Section 12, DISPUTE RESOLUTION;
  - None.

District Manager **Bolduc** stated that he will implement the changes into a new document and present it at the next meeting.

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

#### **Agenda Item – (New Business) #4:** Administration Building Account Closeout

District Manager **Bolduc** opened a discussion regarding the Planned Usage of the Administration Building Account balance as detailed in Attachment #3 (Agenda Item Commentary) and Attachment #7 (Administrative Equipment Budget) of the November 3, 2020 Trustee's Packet. The following listed items were addressed:

- Bills and fees due for the VRAP final report;
- Office equipment including a folding machine and a copier/scanner;
- Admin lawn irrigation system; and
- Automatic gate and garage door opener for the green garage.

Treasurer **Brockway** noted that the Administrative Equipment Budget is tied to the 20 year bond and the life expectancy of the office equipment is probably not 20 years. He recommended moving the office equipment purchase to a more appropriate account.

District Manager **Bolduc** agreed.

Clerk **Oppert** questioned if the District was justified in spending excess bond funds on equipment just because the money is available and was not spent for the original intent. A better use of the funds might be to pay off a portion of the debt.

Treasurer **Brockway** added that if the funds are not spent, they may have to be refunded.

District Manager **Bolduc** noted that this bond was a private arrangement and not an SRF so the refund requirement may not apply.

Chairman **Price** agreed with Clerk **Oppert**'s concern regarding justification in spending excess bond funds just because they are available and suggested that the funds should be used to pay down the principal and interest.

A discussion developed regarding the District's need for such items as an irrigation system or an automatic gate.

Treasurer **Brockway** noted that except for the required VRAP bill payment of \$4,500, all of the items on the list, except for 2, are below the capitalization policy minimum limit of \$10,000.

Chairman **Price** and Treasurer **Brockway** requested that District Manager **Bolduc** find out if the District can pay down the bond principal and/or interest with the excess funds.

District Manager **Bolduc** acknowledged.

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

### **Agenda Item – (Other Business) a: Manager's Report for November 2020**

District Manager **Bolduc** provided a summary of selected items from the Manager's Report as detailed in Attachment #2 (Manager's Report for November 2020), of the November 3, 2020 Trustee's Packet. His comments included the following topics and highlights:

#### **FINANCIAL AND ADMINISTRATIVE**

##### **Insurance**

- KSB and MMA quotes are expected to be ready for inclusion on the December 1st Trustee Agenda.

#### **PLANT OPERATIONS**

##### **General**

- During the monthly inspection, MEDEP noted a 0.1-degree variation on one of the water baths and some improper fluid control around one of the contractor's dumpsters.

##### **Industrial Pretreatment License**

- Corning's industrial pretreatment license was issued on October 1, 2020.

##### **Equipment Repairs**

- The new yard pump has been ordered, expected delivery is early January 2021.

## **COLLECTION SYSTEMS**

### **Equipment Issues**

- Lake Brook PS check valve has been received and will be scheduled for installation.
- Cedar Wood PS is still experiencing frequent clogging due to wipes.

### **Jet Rodding**

- Staff has been jet rodding all the wet wells.

### **Pump Station Grounds**

- Grounds improvements continue.

## **SAFETY ISSUES**

The next scheduled safety meeting will be on November 5, 2020.

## **2019 CARRY OVER PROJECTS**

### **Replacement of Wet Well Covers**

- Mousam Ridge wet well is complete.
- Delays due to Covid may push Fieldcrest wet well cover out to 2021.

### **Doanes Wharf Generator**

- Plan development for the eventual use of the property is ongoing.

### **Asset Management Upgrade**

- AM and GIS are delayed as Ray Corson reprioritizes his work load.

## **2020 CAPITAL IMPROVEMENT PROJECTS**

### **Phase 1B Headworks Project Construction**

- The first requisition for APEX was completed for \$465,000.

### **Phase 1B Headworks Project Construction Administration**

- Underwood Engineers is working on shop drawing reviews and approvals.

### **Spare Parts for Plant and Pumping Stations**

- Orders are expected to be complete this month.

### **Panels and Communications for Pumping Stations**

- Quail Run panels have been installed.
- River Locks panels are in and waiting to be scheduled for installation.

### **Building Repairs**

- Cat Mousam has been completed.

### **Investigation and Spot Repairs in Collection System**

- Spot repairs are complete.
- Manhole linings are scheduled for November 4, 2020.

### **Sludge Storage Tanks**

- This project is out for bid.

**Berm / Levee Certification**

- An additional \$12,500 is anticipated for vegetation clearing.

**RBC Media Replacement & Stabilization**

- Stabilization is complete.

**Tools**

- 92% complete.

**Building Repairs**

- Roof and concrete repairs have been completed for a cost of \$15,000 (\$5,000 less than the estimate of \$20,000).

**Replacement of a Section of Sewer at Maine Turnpike Authority Plaza**

- Complete.

Assistant Manager **Gallant** presented a time lapse video of the WWTP Headworks Excavation.

District Manager **Bolduc** provided a summary of the WWTP Headworks project. Highlights included:

- The site has been pre-excavated in preparation for sheeting installation;
- Selected pump house pumps may be installed during the winter; and
- Extra cost was incurred due to water main relocation and excavation of the old buried headworks foundation.

Treasurer **Brockway** asked for an update of the flood insurance issue with regard to the building corner being in the flood plain.

District Manager **Bolduc** replied that KSD does not expect to get any FEMA notification until the first quarter of 2021.

Chairman **Price** asked if the berm will have to be maintained to the present level of clearing in the future.

District Manager **Bolduc** replied in the affirmative.

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 9:14 p.m.**

**MOVED: Oppert**

**SECONDED: Reim**

**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 _____.