

KENNEBUNK SEWER DISTRICT BOARD OF TRUSTEES  
MONTHLY MEETING, JANUARY 5, 2021

The Board of Trustees of the Kennebunk Sewer District held its regular monthly meeting on Tuesday, January 5, 2021 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**, Trustee

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.  
Fred **Forsley**, CEO Shipyard Brewing Co.  
Kenneth A. **Wood**, P.E., President Attar Engineering, Inc.  
David **Matero**, Principal, David Matero Architecture  
Claire **Richardson**, Attendee

.....  
**AGENDA:**

**Unfinished Business**

**New Business**

1. Minutes of the December 1, 2020 Monthly Meeting and the Special Meeting of December 16, 2020
2. Proposed Doanes Wharf Residential Project and Pump Station and Sewer Relocations
3. Wells Road Force Main Replacement
4. Executive Session: Personnel Evaluations

**Other Business...**

**Adjournment**  
.....

The meeting was called to order by Chairman **Price** at 7:03 p.m.

In consideration of the visitors present, Chairman **Price** asked for a motion to move ahead to Agenda Item (**New Business**) #2:

**A motion was made to move ahead to Agenda Item (New Business) #2:**

**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.**

**Agenda Item – (New Business) #2: Proposed Doanes Wharf Residential Project and Pump Station and Sewer Relocations**

District Manager **Bolduc** introduced and welcomed Fred **Forsley**, Shipyard Brewing Co, Ken **Wood**, Attar Engineering, Inc, and Claire **Richardson**, Attendee. He reviewed the KSD project highlights and asked **Forsley** for his comments and remarks.

CEO **Forsley** thanked all the KSD Trustees and Staff present and opened a discussion regarding the proposed Doanes Wharf Residential Project and Pump Station / Sewer Relocation which included the following highlights:

- The Doanes Wharf residential property was purchased approximately 4 years ago with the intention of parking expansion; and
- The property will require a Town zoning (contract zone) change and vote for the current plan.

Assistant Manager **Gallant** displayed the Doane's Wharf Townhouses site plan on the screen for all to view and provide comments.

Engineer **Wood**, Attar Engineering Inc, provided relocation details of the present sewer line, pump station, and easement to a new position on the southern property boundary. The project would include a new pump house. District Manager **Bolduc** noted that the old sewer line was installed in the early 1900's and is in need of replacement.

Assistant Manager **Gallant** attested to the improved access gained by moving the pump station.

District Manager **Bolduc** noted that the new pump house would be similar to the new Brown Street pump station.

Treasurer **Brockway** asked for the existing pump station's age.

Detailing the Doane's Wharf pump station, District Manager **Bolduc** provided the following characteristics:

- Construction occurred in 1960;
- It is an old Smith & Lovelace tin can style dry pit pump station;
- The pumps cycle nonstop;
- The wet well is basically an old man hole with limited capacity and no storage; and
- It is on the CIP list for replacement.

Chairman **Price** asked for details of old site disposition.

Assistant Manager **Gallant** replied that the existing easement would remain and the pump station lot would be leveled and cleaned up.

District Manager **Bolduc** asked CEO **Forsley** for site plan details.

CEO **Forsley** replied that current planning calls for one structure on a deck. The building would consist of four units of 3,000 sq. ft. (or larger) on two levels, each with parking under the deck.

District Manager **Bolduc** asked CEO **Forsley** for a time frame.

CEO **Forsley** replied that construction is expected to begin in the fall of 2021 if all goes well with Town zoning approvals.

Architect **Matero** joined the meeting at 7:21 p.m.

Attendee **Richardson**, opened a discussion regarding cost determination and geotech surveys, highlights included:

- The next step is to determine project costs, including a completed geotech survey;
- A proposal cost of just over \$10,000 was received, a few changes were made to it due to plan modifications and it was resubmitted; and
- KSD is welcome to discuss joining the proposal for easement relocation if they are interested.

District Manager **Bolduc** replied that KSD would be interested in joining the geotech proposal discussions.

Architect **Matero** clarified that the proposal included drilling, analysis, and the report.

District Manager **Bolduc** asked if any additional survey work was planned.

Architect **Matero** replied in the affirmative indicating that a boundary update (that will be tied into the Maine state grid with a GPS unit) is planned.

District Manager **Bolduc** reiterated that KSD would also be interested in joining that additional survey work discussion.

Chairman **Price** asked the Board if they had any concerns or questions.

There being no remarks or comments from the Board, Chairman **Price** recommended that District Manager **Bolduc** continue discussions to work together and solve some mutual problems regarding the Proposed Doanes Wharf Residential Project and Pump Station / Sewer Relocation.

There being no further remarks or comments to come before the Board regarding this agenda item, Chairman **Price** thanked all the attendees and moved to the next agenda item.

Architect **Matero**, Engineer **Wood**, CEO **Forsley**, and Attendee **Richardson** departed the meeting at 7:28 p.m.

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

District Manager **Bolduc** opened a discussion regarding the Wells Road Force Main Replacement as detailed in Attachment #3 (Agenda Item Commentary) and Attachment #6 (Wells Road Engineering Agreement) of the January 5, 2021 Trustee's Packet. The following highlights were presented:

- There have been three breaks in the first 1000 feet of Wells Road force main from the pump station up to the channel crossing since 2017;
- There have been two breaks this year, within six months of each other;
- Part of the line has been replaced underneath the brook;
- The proposal is to replace the first 1000 feet up to where the replacement was accomplished in 2017;
- The old pipe will remain in place during construction and then be used as a spare if needed;
- The spare could be slip lined at a later date; and
- Underwood Engineers, Inc has prepared a proposal for the project.

Clerk **Oppert** asked if future plans included line replacement north of the crossing.

District Manager **Bolduc** replied that inquiries were made in 2017 regarding full replacement but the cost of testing would be very expensive.

Chairman **Price** asked if heavy equipment will be able to move over the replacement area in order to access any future leaks.

Assistant Manager **Gallant** replied in the affirmative, adding that the only hurdle would be the stream crossing by the marsh.

A discussion developed regarding the condition of the other 8000 feet of line not being planned for replacement on the north side of the brook. Highlights included:

- The pipe looked like it was in really good condition in the area where the insertion valve was installed;
- The three breaks that were repaired consisted of holes probable cause by sharp jagged rocks in the backfill; and
- The break at the stream crossing was due to saltwater exposure which caused a metal fatigue rupture.

Chairman **Price** asked if the budget for this discussion item is for engineering only.

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

A discussion developed regarding the possibility of installing a walking path adjacent to the construction. The consensus of opinion was that there is not enough room on the current access route for an 8 to 10 foot path.

Clerk **Oppert** expressed concern regarding the plan not containing State Revolving Funds and providing only part time observation.

Senior Project Manager **Giguere** replied that she listed part time observation in the plan, but she has a budget that would support pretty much full time observation.

Vice Chairman **Allenwood** asked if the valves can be located in the manholes at the force main connection, even if 5' or 6' manholes have to be used.  
Senior Project Manager **Giguere** replied that she would look into the possibility

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 budget proposal for engineering as provided (an agreement with Underwood Engineers, Inc. for design and inspection services for the replacement of a 1,000-foot section of Wells Road force main beginning at the pump station for a cost of \$20,000 from the Equity Buy in Fee fund per Attachment 6).**

**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.**

Senior Project Manager **Giguere** departed the meeting at 7:47 p.m.

Having no objections from the Board members, Chairman **Price** moved back to Agenda Item (**Unfinished Business**)

### **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 December 1, 2020 Monthly Meeting and the Special Meeting of December 16, 2020**

Dispensing with a reading of the minutes, Chairman **Price** asked the Board for comments regarding the minutes of the December 1, 2020 monthly meeting.

Clerk **Oppert** submitted the following corrections:

- Page 3, Item (**New Business**) #2:, 2<sup>nd</sup> paragraph, line 2 from the bottom: “and KSP/Travelers together” should read “and **KSB**/Travelers together”
- Page 7, Item (**New Business**) #3:, 6<sup>th</sup> paragraph, line 1: “left the meeting at recorded time 00 minutes, 55 seconds” should read “left the meeting at **\_\_\_:\_\_\_ p. m.**”
- Page 8, Item (**New Business**) #4:, 2<sup>nd</sup> paragraph, line 1: “returned to the meeting at recorded time 03 minutes, 02 seconds” should read “returned to the meeting at **\_\_\_:\_\_\_ p. m.**”

Treasurer **Brockway** submitted the following corrections:

- Page 5, Item (**New Business**) #2:, 2<sup>nd</sup> paragraph from the bottom, line 5: “is available at your at your location” should read “is available **at your** location”
- Page 5, Item (**New Business**) #2:, 2<sup>nd</sup> paragraph from the bottom, line 7: “Act is set up handle those” should read “Act is set up **to** handle those”
- Page 6, Item (**New Business**) #2:, 4<sup>th</sup> paragraph from the bottom, line 3: “out of a different pot. **premium.**” should read “out of a different pot.”
- Page 6, Item (**New Business**) #2:, 2<sup>nd</sup> paragraph from the bottom, line 2: “for the remaindered of the year” should read “for the **remainder** of the year”

- Page 7, Item (New Business) #3:, 5<sup>th</sup> paragraph from the bottom, line 1: “A motion was made to come out” should read “At \_\_\_\_\_ p. m. a motion was made to come out”
- Page 8, Item (New Business) #4:, 3<sup>rd</sup> paragraph, line 9: “if anyone had and changes” should read “if anyone had any changes”
- Page 11, Item (Other Business) c:, 1<sup>st</sup> paragraph, line 1: “District Manager Bolduc reported that the annual computer backup ...” should read “District Manager Bolduc reported that ...revise...”

There being no further corrections, revisions, or additions to come before the Board regarding this agenda item, Chairman Price asked for the corrections and revisions to be entered and the amended minutes of the December 1, 2020 monthly meeting be submitted for review and voting at the next meeting.  
All present agreed.

Dispensing with a reading of the minutes, Chairman Price asked the Board for comments regarding the minutes of the December 16, 2020 monthly meeting.

Clerk Oppert submitted the following correction:

- Page 1, Item **Heading**, 1<sup>st</sup> paragraph, line 2: “MONTHLY MEETING” should read “SPECIAL MEETING”
- Page 1, Item **Heading**, 2<sup>nd</sup> paragraph, line 1: “held its regular monthly meeting” should read “held a special meeting”
- Page 3, Item (New Business) #1:, 3<sup>rd</sup> paragraph from the bottom, line 1: “Clerk Oppert express support for” should read “Clerk Oppert expressed support for”

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 December 16, 2020 as amended.**

**MOVED: Oppert**

**SECONDED: Brockway**

**DISCUSSION: None**

**MODS: As noted**

**VOTE:** Chairman Price voice vote, **affirmative**  
Treasurer Brockway voice vote, **affirmative**  
Clerk Oppert voice vote, **affirmative**  
Trustee Reim voice vote, **affirmative**  
**4 in favor, 1 abstained (Allenwood), 0 opposed; the motion carried.**

Having no objections from the Board members, and in consideration of Executive Session, Chairman Price moved ahead to Agenda Item (Other Business).

### **Agenda Item – (Other Business) a: Manager’s Report for January 2021**

District Manager Bolduc provided a summary of selected items from the Manager’s Report as detailed in Attachment #2 (Manager’s Report for January 2021), of the January 5, 2021 Trustee's Packet. His comments included the following topics and highlights:

#### **FINANCIAL AND ADMINISTRATIVE**

##### **Personnel**

- Alex King left KSD on December 4<sup>th</sup> for a new position at the Sanford Sewer District.

##### **Insurance**

- The MMA /Travelers insurance documents are signed.

## **PLANT OPERATIONS**

### **Equipment Repairs**

- The new yard pump has been installed.

## **COLLECTION SYSTEMS**

### **Equipment Issues**

- Rosewood PS, the new pump has been installed.
- Windy Point PS, new pumps are on order.
- Lake Brook PS, valve replacements in progress.
- Cedar Wood PS, replacement pumps are on order.
- River Locks 2 PS;
  - The new panel electrical work is complete; and
  - A new pump is on order.

### **Jet Rodding**

- Completed for the winter.

## **2019 CARRY OVER PROJECTS**

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

- Fieldcrest wet well cover due to start on 1 April.

Clerk **Oppert** left the meeting at 8:01 p.m.

### **Doanes Wharf Generator**

- On hold pending plan development for the eventual use of the property.

### **Asset Management Upgrade**

- Consideration is being given to staying with the current asset management program.

## **2020 CAPITAL IMPROVEMENT PROJECTS**

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

- The weekly report has been approved; and
- Site excavation is ongoing.

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

- Ongoing.

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

- Complete.

### **Building Repairs**

- Lake Brook repairs due to commence this week.

### **Berm / Levee Certification**

- The report is due out at the end of the month.

### **RBC Media Replacement & Stabilization**

- Complete.

**Sludge Storage Tanks**

- Coating is planned to begin this week.

Clerk **Oppert** rejoined the meeting at 8:04 p.m.

District Manager **Bolduc** opened a discussion regarding financing for Well Road and Doanes Wharf projects, highlights included;

- A bond for \$1M was suggested to cover both projects;
- No referendum is required for bonds under \$1M;
- A private bond may produce better pricing; and
- Interest rates on private bonds are currently 1.5% to 2%.

**Agenda Item – (Other Business) b: Ready to Serve Fee**

Referring to page 2 of the correspondence file, District Manager **Bolduc** opened a discussion regarding fees charged for “Ready to Serve”. His comments included the following topics and highlights:

- GIS and overlay mapping are being used to identify properties that should have been billed for Ready to Serve but were never billed;
- Two properties on Western Avenue have been identified as falling into this category; and
- Because all the funds collected for Ready to Serve are given back as a credit when the property connects and is subject to the equity Buy-In fee, no funds are actually lost for Ready to Serve non-payment.

Due to the advanced age of the occupants, District Manager **Bolduc** recommended taking no action until the property changes ownership, at which time the billing process will begin for the new owners.  
All present agreed.

There being no further business to come before the Board regarding this issue, Chairman **Price** moved back to **Agenda Item # 4**.

**Agenda Item – (New Business) #4: Executive Session: Personnel Evaluations**

Chairman **Price** asked for a motion to enter Executive Session.

**At 8:13 p.m. a motion was made to enter into Executive Session to discuss the employee’s evaluations, Pursuant to [M.R.S.A. Title 1: General Provisions, Subchapter 1, §405 (6) (A) and (6) (D)]**

**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** asked for a motion to come out of Executive Session.

**At 8:41 p.m. a motion was made to come out of Executive Session.**

**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 if any motions were desired as a result of the Executive Session.

**At 8:41 p.m. a motion was made to have the Chairman pass along the agreed on goals score for the district manager.**

**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, 1 abstained (Reim), 0 opposed; the motion carried.**

Chairman **Price** moved ahead to Agenda Item **Adjournment**.

### **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 8:43 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>Date</b>	Agenda Item # __: Topic _____; Description _____.