

KENNEBUNK SEWER DISTRICT BOARD OF TRUSTEES  
PUBLIC HEARING FOR SETTING RATES AND FEES FOR 2021 and  
MONTHLY MEETING, MARCH 2, 2021

The Board of Trustees of the Kennebunk Sewer District held a Public Hearing for setting Rates and Fees for 2021 and its regular monthly meeting on Tuesday, March 2, 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: Jan **Moore**, Resident  
Doug **Baird**, Resident

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**AGENDA:**

**Public Hearing**

1. Public Hearing for the Purpose of Setting Rates and Fees for 2021

**Unfinished Business**

**New Business**

1. Setting the Rates and Fees for 2021
2. Minutes of the February 2, 2021 Monthly Meeting
3. Review and Accept Strategic Plan for 2021-2023
4. Review and Approval of the Accounting Systems Operation Manual
5. Review and Accept the Administrative Procedures and Benefits Manual

**Other Business...**

**Adjournment**  
.....

The meeting was called to order by Chairman **Price** at 7:08 p.m.

**Agenda Item – (Public Hearing) #1: Public Hearing for the Purpose of Setting Rates and Fees for 2021**

Chairman **Price** asked for a motion to open the public hearing.

**A motion was made to open the Public Hearing.**

**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** introduced the following attendees from the public:

- Jan **Moore**, Bourne St; and
- Doug **Baird**, KBIA, Webhannet GC, Mother's Beach.

Assistant Manager **Gallant** provided a review of the rate establishment process.

Resident **Moore** asked for funding details of projected projects.

Assistant Manager **Gallant** provided a review of the rate establishment process, highlights included:

- Several projects are now planned, with more in the future;
- The rates are set up to have a slow, steady incline of 3% per year; and
- 3% will give KSD the flexibility to do the projects that are needed and that are required by the state.

Resident **Moore** asked if the projects are put forth in the published meeting agenda.

Assistant Manager **Gallant** replied:

- Any capital improvements or any bonded projects are discussed monthly at the Board of Trustees meetings; and
- If the Board of Trustees meetings can't be attended, the minutes are available on the KSD web site.

Chairman **Price** noted that a newsletter is periodically sent out with the quarterly bill and the newsletter is great way to stay informed about what KSD is working on and what projects are coming up.

Resident **Baird** asked if KSD operated essentially like a co-operative by calculating expenses and then figuring out what the rates need to be to drive exactly that much in revenue.

Assistant Manager **Gallant** replied in the affirmative, adding that the budget is covered 100% by user fees with no profit being made by KSD.

Chairman **Price** asked if any other public comment has been received.

Both Assistant Manager **Gallant** and District Manager **Bolduc** replied in the negative.

Treasurer **Brockway** noted that:

- A good way to stay informed is through the KSD website and newsletters;
- Anytime a question arises, feel free to reach out to any Board of Trustees member;
- A major project is on-going at the treatment plant because equipment is at the end of its regular life and some equipment is beyond its regular life;
- KSD's license is up for renewal this year; and
- Anticipated increases in state and federal regulations will further push KSD into processing upgrades.

There being no further remarks or comments to come before the Board regarding this agenda item, Chairman **Price** asked for a motion to close the public hearing.

**A motion was made to close the Public Hearing.**

**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 – Unfinished Business**

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

**Agenda Item – (New Business) #1:** Setting the Rates and Fees for 2021

There being no remarks or comments to come before the Board regarding this agenda item, Chairman **Price** asked for a motion.

**A motion was made to set the Rates and Fees for 2021 in accordance with the Rate Notice dated February 4, 2021 signed by the District Clerk, James Oppert.**

**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) #2:** Minutes of the February 2, 2021 Monthly Meeting

Dispensing with a reading of the minutes, Chairman **Price** asked the Board for comments regarding the minutes of the February 2, 2021 monthly meeting.

Resident **Moore** departed the meeting at 7:18 p.m.

Clerk **Oppert** submitted the following correction:

- Page 8 of 10, Item **(Other Business) b:**, 1<sup>st</sup> paragraph, lines 6, 7, 8, 9, 12, and 13: “grams per liter” should read “milligrams per liter”

Chairman **Price** submitted the following correction:

- Page 4 of 10, Item **(New Business) #4:**, 3<sup>rd</sup> paragraph from the bottom, line 4: “personnel are able to do the payroll even” should read “personnel are able to fill in timecards even”

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 February 2, 2021 as amended.**

**MOVED:** Oppert  
**SECONDED:** Reim  
**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.**

Resident **Baird** departed the meeting at 7:22 p.m.

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

**Agenda Item – (New Business) #3: Review and Accept Strategic Plan for 2021-2023**

District Manager **Bolduc** opened a discussion of the Strategic Plan for 2021-2023 as detailed in Attachment #4 (Agenda Item Commentary) and Attachments #6 (Strategic Plan 2021-2023) of the March 2, 2021 Trustee's Packet. The following items were noted in his review:

- The plan has had periodic updates over the years;
- This update is a comprehensive change rather than additions;
- Updates include:
  - Changes to the introduction;
  - 6 new objectives were added;
  - All existing objectives were updated; and
  - A historical reference of last year's changes.

Chairman **Price** asked for the sludge disposal agreement expiration date.

District Manager **Bolduc** replied that the agreement will expire this year, adding that the last contract was a fixed price agreement for five years so KSD can expect increased cost going forward with any new agreement. Other factors that may affect any new agreement include:

- Consolidation;
- New regulations;
- Increased distance to dump sites; and
- Legislation to increase the landfill per ton costs.

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 Strategic Plan for 2021-2023 as revised.**

**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) #4: Review and Approval of the Accounting Systems Operation Manual**

District Manager **Bolduc** opened a discussion of the Accounting Systems Operation Manual as detailed in Attachment #3 (Agenda Item Commentary) and Attachments #7 (Accounting Systems Operation Manual) of the March 2, 2021 Trustee's Packet. He noted that making any changes or corrections is an annual requirement that is usually accomplished in December. This year's update consisted of reformatting and moving some items around to different locations.

Treasurer **Brockway** asked why furniture and equipment are not part of capital assets.

District Manager **Bolduc** replied that the capital assets policy fixed the minimum value at \$10,000; therefore, furniture and equipment under that value are in a different category.

Trustee **Reim** questioned the following statements:

- Page 2, Item **4.1 DATA BACKUP**, 1<sup>st</sup> paragraph, line 4: “*Periodically, but not less than once every 6 months, the consultant will check the backups to ensure that a correct backup was in fact accomplished.*”

Trustee **Reim** asked “Is it possible that we could post it tomorrow without having a backup?”

Treasurer **Brockway** recommended using the phrase “backup verification.”

- Page 8, Item **5.5 PAYROLL**, 2<sup>nd</sup> paragraph, line 1: “*Kennebunk Sewer District uses the Barbour Payroll Program.*”

Trustee **Reim** remarked that he thought use of the Barbour Payroll Program had been discontinued.

District Manager **Bolduc** explained that **KSD** went back to the Barbour Payroll Program because the other system was too restrictive and was becoming too costly.

Chairman **Price** asked District Manager **Bolduc** to amend the document ensuring that the phrase “backup verification” be inserted in the manual on Page 2, Item **4.1 DATA BACKUP**, 1<sup>st</sup> paragraph, line 4, as noted above by Trustee **Reim**.

District Manager **Bolduc** acknowledged.

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 approve the Accounting Systems Operation Manual as revised.**

**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** moved to the next agenda item.

**Agenda Item – (New Business) #5: Review and Accept the Administrative Procedures and Benefits Manual**

District Manager **Bolduc** opened a dialogue regarding the Administrative Procedures and Benefits Manual as detailed in Attachment #4 (Agenda Item Commentary) of the March 2, 2021 Trustee's Packet and:

- a) ADMINISTRATIVE PROCEDURES AND BENEFITS MANUAL, Effective March 2021, attachment to E-Mail of **Michael Bolduc** (mbolduc@ksdistrict.org) Subj: *Administrative Procedures and Benefits Manual Final Clean Copy without comments 2.16.2021.pdf* of Tue, Mar 2 at 9:10 AM; and
- b) MARCH 2021 CORRESPONDENCE FILE 2.23.PDF (page 68 to page 90 ADMINISTRATIVE PROCEDURES AND BENEFITS MANUAL, Effective March 2021), attachment to E-Mail of **Michael Bolduc** (mbolduc@ksdistrict.org) Subj: *March 2021 Correspondence* of Tue, Mar 2 at 9:24 AM.

His review included the following comments:

- All edits discussed at the last meeting have been entered;
- The existing evaluation forms and scoring sheets (illustrated on page 96 of the Correspondence File) will remain in the manual;
- All forms will be compiled and organized into an appendix and index;
- Appendix categories might include:
  - Retirement;
  - Employee goals; and
  - Health related issues.

Chairman **Price** recommended approval as the document stands, and then another review when it's in the final form.

**A motion was made to accept the current edition of the Administrative Procedures and Benefits Manual with the understanding that a future review will be conducted after additional forms are added.**

**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 – (Other Business) a: Manager's Report for March 2021**

District Manager **Bolduc** provided a summary of selected items from the Manager's Report as detailed in Attachment #3 (Manager's Report for March 2021), of the March 2, 2021 Trustee's Packet. His comments included the following topics and highlights:

**FINANCIAL AND ADMINISTRATIVE**

**Personnel**

- Operator Everett **Horrocks** returned to work full time with no restrictions on February 22, 2021.

**PLANT OPERATIONS**

**Polymer System**

- A contractor has been hired to complete the system and program it into our SCADA system.

**COLLECTION SYSTEMS**

**Lake Brook PS**

- Siding replacement and new door installation is in progress, expected completion is next week.

**Jet Rodding**

- This effort is on-going as weather permits.

**2019 CARRY OVER PROJECTS**

**Replacement of Wet Well Covers**

- Fieldcrest is scheduled for March 2021.

**Doanes Wharf Generator**

- Moving forward with the engineering portion of the project.

## 2020 CAPITAL IMPROVEMENT PROJECTS

### Phase 1B Headworks Project Construction

- Construction of the concrete walls is in progress;
- The weekly meeting minutes have been included in the correspondence file.

Treasurer **Brockway** asked for the approximate cost of change order one.

Assistant Manager **Gallant** replied that he would obtain the amount and forward it to Treasurer **Brockway**.

### Sludge Storage Tanks

- A complete tour of the refurbished tanks is scheduled for this week;
- Upon completion of a successful inspection, the tanks will be placed on-line; and
- Once the tanks are back on-line, tank number one will be drained and undergo the same refurbishment process.

### Berm / Levee Certification

- KSD sent an email which contained all requested information;
- KSD is waiting to hear back when they are ready to submit the package to FEMA.

### Building Repairs (plant)

- Outside work is planned to commence in the spring.

## 2021 CAPITAL IMPROVEMENT PROJECTS

### Laboratory Equipment Improvements

- Glassware – on order; and
- Dissolved Oxygen / pH / ORP Meter – installation in progress.

### Roof Repairs

- Scheduled to commence in the spring.

### WWTF Equipment Replacement

- Complete.

### Cedarwoods Pump Station Pump Replacement

- Materials have been received; and
- Scheduled for installation in April.

### Pump Station Ground Improvements

- Scheduled to commence in the spring.

### Valve Upgrades

- Upgrades will be accomplished as time permits.

Referring to the previous topic of “**Cedarwoods Pump Station Pump Replacement**”, Treasurer **Brockway** asked if the new “grinder” style pump will be used for all future PS pump replacements.

Assistant Manager **Gallant** replied in the affirmative.

District Manager **Bolduc** added that the “vortex” impeller design will pass a solid but they are not as efficient. The “grinder” pumps are pretty good for light solids but they’re not going to work on the blue rags.

### Lakebrook Pump Station Pump Replacement

- Scheduled for installation in the spring.

### Investigation and Spot Repairs in Collection System

- Scheduled to commence in the summer.

**Truck 2 Replacement**

- Delivery is expected any day now.

**NEW 2021 CAPITAL IMPROVEMENT PROJECTS**

**Wells Road Force Main Replacement Engineering**

- The project is underway.

**Doane's Wharf Pump Station Design**

- On hold, waiting for owner resolution.

There being no further business to come before the Board regarding this issue, 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 8:02 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>Date</b>	Agenda Item #__: Topic _____; Description _____.