

KENNEBUNK SEWER DISTRICT BOARD OF TRUSTEES
MONTHLY MEETING, AUG 3, 2021

The Board of Trustees of the Kennebunk Sewer District held its regular monthly meeting on Tuesday, Aug 3, 2021, in the conference room at 44 Water Street.

Trustees present John E. **Price** III, Chairman
 Wayne A. **Brockway**, Treasurer
 James A. **Oppert**, Clerk
 Arnold H. **Reim**, Trustee

KSD Staff present Michael **Bolduc**, KSD District Manager
 Chris **Gallant**, KSD Assistant Manager

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AGENDA:

Unfinished Business

New Business

1. Minutes of the July 6, 2021, Monthly Meeting
2. Review and Finalize Bond Order for Improvement to the Wastewater Treatment Plant and Collection Systems
3. Set Time and Date for Special Meeting and Review and Approve Public Notices
4. Executive Session: Personnel Matters

Other Business...

Adjournment
.....

Prior to the meeting being called to order, a tour of the Headworks Project at the Wastewater Treatment Plant was conducted for Staff and Trustees at 6:30 p.m.

The meeting was called to order by Chairman **Price** at 7:10 p.m.

Agenda Item – Unfinished Business

There being no discussion regarding Agenda Item “Unfinished Business”, Chairman **Price** moved to the next scheduled Agenda Item.

Agenda Item – (New Business) #1: Minutes of the July 6, 2021, Monthly Meeting

Dispensing with a reading of the minutes, Chairman **Price** asked the Board for comments regarding the minutes of the July 6, 2021, monthly meeting.

Treasurer **Brockway** submitted the following corrections:

- Page 2 of 7, Item (**New Business**) #1: 7th paragraph, line 3: “Treasurer Brockway joint the meeting” should read “Treasurer Brockway joined the meeting”
- Page 4 of 7, Item (**Other Business**) a: 3rd paragraph, line 2: “Fieldlings” should read “Fieldings.”

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 6, 2021, as amended.

MOVED: Oppert

SECONDED: Brockway

DISCUSSION: None

MODS: As noted

VOTE: Chairman Price, affirmative

Treasurer Brockway, affirmative

Clerk Oppert, affirmative

3 in favor, 0 opposed, 1 abstention (Trustee Reim); the motion carried.

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

Agenda Item – (New Business) #2: Review and Finalize Bond Order for Improvement to the Wastewater Treatment Plant and Collection Systems

Referring to Attachment #3 (Agenda Item Commentary) and Attachment #5 (Bond Order and Notices), District Manager **Bolduc** opened a dialogue which included the following highlights:

- The following Capital Improvement Projects (CIP) scheduled for 2021 and 2022 will require bonding:
 - Wells Road FM Project.
 - Doanes Wharf Pumping Station Replacement.
 - Biological Nitrogen Removal System Engineering.
- Any remaining funds could be used for construction administration and engineering cost.

Treasurer **Brockway** submitted the following correction:

- Page 39 of 40, Item (**Schedule 1**), 2nd paragraph, line 1: “Well Road Force Main” should read “Wells Road Force Main”

Referring to the Doane’s Wharf Pumping Station project, Treasurer **Brockway** asked for clarification of funds usage if the project did not occur.

District Manager **Bolduc** replied that the funds could be used for construction administration.

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 Bond Order for the borrowing of \$4,000,000 for the improvements to the Wastewater Treatment Plant and Collection Systems.

MOVED: Brockway

SECONDED: Oppert

DISCUSSION: None

MODS: None

VOTE: Chairman Price, affirmative

Treasurer Brockway, affirmative

Clerk Oppert, affirmative

Trustee Reim, affirmative

4 in favor, 0 opposed; the motion carried.

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

Agenda Item – (New Business) #3: Set Time and Date for Special Meeting and Review and Approve Public Notices

Referring to Attachment #3 (Agenda Item Commentary) and Attachment #5 (Bond Order and Notices) page 40 of 40 (Bond Requirement for Special Meeting), District Manager **Bolduc** noted the following conditions:

- In accordance with the District Charter, a Special Meeting is required.
- Appropriate Public Notifications needs to be initiated.
- The meeting will be open to the public but will not be a remote meeting.
- Public notices require a 7-day lead time.
- User notices require a 10-day lead time
- Due to District Charter requirements and prior personnel commitments, the established meeting date is set for September 28,2021.

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 establish Tuesday, September 28, 2021, at 7:00 PM for the date and time for the Special Meeting.

MOVED: Reim
SECONDED: Brockway
DISCUSSION: None
MODS: None
VOTE: Chairman Price, affirmative
Treasurer Brockway, affirmative
Clerk Oppert, affirmative
Trustee Reim, affirmative
4 in favor, 0 opposed; the motion carried.

A motion was made to approve the customer and legal notifications and direct the Manager to deliver and advertise those notifications in accordance with the Charter provisions.

MOVED: Reim
SECONDED: Oppert
DISCUSSION: None
MODS: None
VOTE: Chairman Price, affirmative
Treasurer Brockway, affirmative
Clerk Oppert, affirmative
Trustee Reim, affirmative
4 in favor, 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 August 2021

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

PLANT OPERATIONS

Chlorine Residual Analyzers

- Staff and the SCADA integrator have been working to tune the instrument and tie it in with chemical delivery systems.

Suspended Solids Monitoring Instrument

- On-line and working properly.

Polymer System

- Ready for operation.

COLLECTION SYSTEMS

Jet Rodding

- Storer Street manhole adjustments have been completed prior to paving.

2019 CARRY OVER PROJECTS

Asset Management Upgrade

- Consultant Ray **Corson** has been delayed with family health issues.

2020 CAPITAL IMPROVEMENT PROJECTS

Phase 1B Headworks Project Construction

- Project is on schedule and budget.

Building Repairs -WWTP

- Pump house roof repairs are being planned to apply a coating on top of the aggregate.

Sludge Storage Tanks

- Complete.

Berm / Levee Certification

- FEMA's 90-day review period has almost ended. KSD expects to be contacted soon with the results.

Building Repairs (Pump Stations)

- Lakebrook project has been completed.

2021 CAPITAL IMPROVEMENT PROJECTS

Laboratory Equipment Improvements

- Complete.

Roof Repairs

- This project has not started.

WWTF Equipment Replacement

- Complete.

Cedarwoods Pump Station Pump Replacement

- Complete.

Pump Station Ground Improvements

- Waiting for a new fence at Wells Road PS.

Shape Drive Sewer Replacement

- The contractor (BREX) has scheduled the work for September and will be able to complete it in approximately two weeks.

Lakebrook Pump Station Pump Replacement

- The contractor is working on fabrication of spool pieces to start the pump installation.

Treasurer **Brockway** asked for booster station pumps average life spans.

District Manager **Bolduc** replied that:

- 15 years for submersible pumps, a little less for the “grinder” type.
- 25 to 30 years for a dry environment pump application.
- Electrical panels usually require replacement at the same time.

NEW 2021 CAPITAL IMPROVEMENT PROJECTS

Doane’s Wharf Pump Station

- Waiting for land acquisition.

Wells Road Force Main Replacement

- The project is out to bid.
- The bids are due on August 24th.
- The completion date has been extended to the middle of May.
- There is a pre-bid meeting scheduled for August 11th.

There being no further comments or discussion regarding this issue, Chairman **Price** moved to the next agenda item.

Agenda Item – (Other Business) b: Town of Kennebunk Infrastructure Funds

Treasurer **Brockway** asked if any information has been received from the Town regarding infrastructure funds distribution.

District Manager **Bolduc** provided the following information:

- The Town has requested a date for scheduling a workshop meeting with KSD.
- October is the target month to conduct the meeting.

After a discussion among all in attendance, the week of 11 to 15 October was selected as the best period to have the meeting. District Manager **Bolduc** stated that he would contact the Town and report back to the Board at the next meeting.

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 Matters

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

At 7:35 p.m. a motion was made to enter Executive Session to discuss succession planning, pursuant to [M.R.S.A. Title 1: General Provisions, Chapter 13, Subchapter 1, §405 (6) (A)]

MOVED: Brockway

SECONDED: Oppert

DISCUSSION: None

MODS: None

**VOTE: Chairman Price, affirmative
Treasurer Brockway, affirmative
Clerk Oppert, affirmative
Trustee Reim, affirmative
4 in favor, 0 opposed; the motion carried.**

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

At 8:11 p.m. a motion was made to come out of Executive Session.

MOVED: Brockway
SECONDED: Oppert
DISCUSSION: None
MODS: None
VOTE: Chairman **Price, affirmative**
Treasurer **Brockway, affirmative**
Clerk **Oppert, affirmative**
Trustee **Reim, affirmative**
4 in favor, 0 opposed; the motion carried.

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

At 8:12 p.m. a motion was made to establish a subcommittee of Treasurer Brockway, Clerk Oppert, and Trustee Reim to review the succession plan and report to the Board of Trustees at the next regular monthly meeting.

MOVED: Oppert
SECONDED: Reim
DISCUSSION: None
MODS: None
VOTE: Chairman **Price, affirmative**
Treasurer **Brockway, affirmative**
Clerk **Oppert, affirmative**
Trustee **Reim, affirmative**
4 in favor, 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 8:13 p.m.

MOVED: Brockway
SECONDED: Oppert
MODS: None
VOTE: Chairman **Price, affirmative**
Treasurer **Brockway, affirmative**
Clerk **Oppert, affirmative**
Trustee **Reim, 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

<u>Request Date</u>	<u>Action Item</u>
Date	Agenda Item #__: Topic _____; Description _____.