

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

The Board of Trustees of the Kennebunk Sewer District held its regular monthly meeting on Tuesday, Oct 5, 2021, in the conference room at 44 Water Street.

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

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

.....
AGENDA:

Unfinished Business

New Business

1. Minutes of the September 1, 2021, Monthly Meeting
2. Executive Session on Succession Plan
3. Adoption of the 2022 Capital Improvement Plan
4. Review the 2022 Operation and Maintenance Budget

Other Business...

Adjournment
.....

The meeting was called to order by Chairman **Price** at 7:00 PM.

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 September 1, 2021, Monthly Meeting

Dispensing with a reading of the minutes, Chairman **Price** asked the Board for comments regarding the minutes of the September 1, 2021, monthly meeting.

Vice Chairman **Oppert**, submitted the following corrections:

- Page 7 of 10, Item (**Other Business**) **b**: 3rd paragraph from the bottom, first line: “when the survey stakes are in place” should read “when the survey stakes are in place”
- Page 8 of 10, Item (**New Business**) **#6**: last paragraph, first line: “**comprised of two Board members,**” should read “**comprised of two Board members (Vice Chairman Oppert and Treasurer Brockway),**”

Trustee **Reim**, submitted the following correction:

- Page 7 of 10, Item (**Other Business**) **b**: 4th paragraph from the bottom, 4th line: “and marker steaks put in place” should read “and marker stakes put in place”

Clerk **Wiley**, submitted the following correction:

- Page 1 of 10, Item (**New Business**) **#1**: 1st paragraph, 1st line: “that on September 24th the Kennebunk Select Board” should read “that on August 24th the Kennebunk Select Board”

Trustee **Reim** opened a discussion regarding the motion presented on page 8 of 10, Item (**New Business**) **#6**: 2nd paragraph, 1st line. He suggested the word “*concurrent*” be added to the motion so it would read “Employee Handbook requiring concurrent external advertisement.”

Chairman **Price** and Vice Chairman **Oppert** both noted that they believe the motion does not need the word “*concurrent*” added because it would delay the time factor.

Treasurer **Brockway** recommending postponing the vote until HR Maine Consultant Betsy **Oulton** could verify the motion amendment validity.

District Manager **Bolduc** noted that he believes the motion is worded correctly because the external posting was waived pending review of the internal candidate.

All present agreed that Consultant **Oulton** should be contacted to verify the motion amendment validity.

District Manager **Bolduc** replied that he would contact Consultant **Oulton** for a ruling.

Treasurer **Brockway** submitted the following corrections:

- Page 7 of 10, Item (**Other Business**) **b**: 5th paragraph, 1st line: “Maine Consulting, joint the meeting” should read “Maine Consulting, joined the meeting”
- Page 8 of 10, Item (**New Business**) **#6**: 1st paragraph, 2nd line: “**section 4056 A**” should read “**section 406 A**”

Chairman **Price** reiterated that the September 1, 2021, minutes approval vote will be delayed until the next meeting to allow Consultant **Oulton** to provide clarification of the “Employee Handbook requiring (concurrent or no concurrent) external advertisement” question.

Vice Chairman **Oppert**, submitted the following correction:

- Page 8 of 10, Item (**New Business**) **#6**: 1st paragraph, 2nd line: “**section 4056 A**” should read “~~§405 (6) (A)~~”

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

Agenda Item – (New Business) #2: Executive Session on Succession Plan

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

At 7:12 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, Sub-chapter 1, §405 (6) (A)

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

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

At 7:23 p.m. a motion was made to come out of Executive Session.

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

Chairman **Price** asked if any motions were desired because of the Executive Session.

At 7:24 p.m. a motion was made to appoint Chris Gallant to the Manager's position effective January 1, 2022, with an increase in pay to the manager's level to begin Oct 7, 2021. The raise in pay shall be for his current position, the new position will be effective January 1, 2021, and the six months' trial period shall commence on January 1, 2022.

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

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

Agenda Item – (New Business) #3: Adoption of the 2022 Capital Improvement Plan

Referring to Attachment #3 (Agenda Item Commentary) and Attachment #5 (Final 2022 Capital Improvement Plan), Assistant Manager **Gallant** noted that the document has not changed since that last meeting.

A motion was made to adopt the 2022 Capital Improvement Plan

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

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

Agenda Item – (New Business) #4: Review the 2022 Operation and Maintenance Budget

Referring to Attachment #3 (Agenda Item Commentary) and Attachment #6 (Draft 2022 Operation and Maintenance Budget), Assistant Manager **Gallant** reviewed expenditure accounts that had an increase of more than \$2000 and 5%, His presentation included the following items:

- The budget increase will be 14%.
- Rate increases are expected to be held to 3%.
- 4000 Salaries and Wages.
 - The largest impact was a reduction in the Manager and Assistant Manager’s salary.
- 4090 Computer Consultant.
 - Billing software, GIS hosting, and service plans for the new printer and plotter.
 - An increase of 20% or \$2,000 which includes \$8,000 to implement online credit card payments in 2022.
- 4092 Digital Subscriptions and Maintenance.
 - An increase of 17% or \$5,000 to cover the new trend of digital products.
 - A service contract (\$6,000) to maintain the new SCADA platform.
 - Future increases are expected for Microsoft software subscriptions.
- 4120 Insurance.
 - A rate reduction was realized with the recent change from Kennebunk Savings Bank to Maine Municipal Association.
- 4304 Health Insurance.
 - A decrease of \$14,000 due to employees electing “single” coverage status and a 2021 budget overestimate.
- 4307 HRA Medical Reimbursements.
 - An increase of \$3,370 to replenish the account back to 100% coverage for employees who elect to use it.
- 7010 Treatment Plant General Maintenance.
 - An increase to cover the sudden price increase trend for maintenance items, parts, and services.
 - \$5,000 was added to the 2021 budget to ensure maintenance coverage.
- 7020 Instrument Repair & Maintenance.
 - An increase of \$6,000 to catch up with the significant backlog of small instrumentation projects.
- 7090 Chlorine.
 - An increase of up to 10% is anticipated.
- 7110 Polymer.
 - An increase of chemical sales of up to 10% is anticipated.
- 7220 Fuel.
 - The price per gallon of #2 heating oil increased from \$1.75 to \$2.29 resulting in an increase of \$9,000 for fuel costs.
- 7240 Tools.
 - An increase of \$2,000 to return this account to its historical total of \$5,000.

- 7280 Biosolids Handling.
 - The current rate per ton is budgeted for \$90 which will increase to approximately \$225 in June 2022 when the current contract expires.
 - This rate includes an additional \$10 per ton for the State of Maine.
 - This line item was increased by \$59,000.
- 7340 Safety Equipment and Training.
 - A \$4,000 reduction due to major safety items being purchased through capital improvement.
- 8010 Pump Station Repairs.
 - An \$5,000 increase to cover the sudden price increase trend for maintenance items, parts, and services.
- 8450 Equipment Rental.
 - Used mainly for bi-annually wet well cleaning.
 - A \$3,000 increase for the projected rate increases.
- 9200 Engineering.
 - A \$4,500 reduction due to the lower current annual usage.

Addressing the current rate projection on page 47, Assistant Manager **Gallant** noted that the projection is an estimate until actual flow data is received in March 2022. The estimated rate increase is expected to be approximately \$31 or about 3.1%.

Addressing the debt projection on page 61, Assistant Manager **Gallant** noted the anticipated user amount that will be added to the attenuation funds for 2022 is \$6. He also reported that amounts will begin to be withdrawn from the fund starting with year 2026 and continuing thereafter.

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 October 2021

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

FINANCIAL AND ADMINISTRATIVE

Sludge Cartel

- Contracts have been received.
- Cost to the district is \$1500.
- KSD’s consultant, Wright Pierce (WP) will handle the proposal preparation, solicitation, and review.

Bonding

- Bonding for WWTP design, and improvements to Doanes Wharf PS and Well Road PS was approved on Tuesday, September 28th.
- There is a 28-day waiting period before the sale is initiated to allow users to petition the board to have a referendum on the borrowing.
- Regarding the SRLF headworks project construction bond, District Manager **Bolduc** noted the following:
 - Consideration should be given to closing the bond at year’s end as substantial completion is achieved.
 - Two bond extensions have been granted due to early approval; however, a third extension request would be undesirable.
 - Minor change orders are anticipated but no major changes are anticipated.

PLANT OPERATIONS

General

- Secondary clarifiers # 1 and # 2 were taken down for inspection and assessment.
- Secondary clarifier # 1 had no issues that needed to be addressed.
- Secondary clarifier # 2 required some repairs to the scum beach.

Equipment Repairs

- Aeration blowers
 - A broken drain on one of the blowers will require it to go out for damage evaluation.
 - A spare blower has been installed.

Waste Sludge

- The waste sludge and scum pumps are installed.

Brick Work on the Headworks

- Brick work is complete.
- Painting has begun.
- Electrical conduit installation is scheduled to begin once the panels are installed.
- SCADA implementation is planned prior to panel installation.
- 5 panels have been provided temporarily electrical power to facilitate SCADA completion.

Referring to the previous topic “**Waste Sludge**”, Clerk **Wiley** asked if the flow meter reliability issue was due to the meter itself or some other problem.

Assistant Manager **Gallant** replied that the meters are working correctly, the problem seems to be interference between the computer portion and SCADA.

District Manager **Bolduc** continued his summary with the following topics and highlights.

Condition Assessments

- The WWTP roof repairs have been completed.

Green Garage

- The concrete structures have been cleaned.
- Various aggregate bins have been installed.
- District Manager **Bolduc** recommended closing the green garage admin account.

2020 CAPITAL IMPROVEMENT PROJECTS

Berm / Levee Certification

- FEMA requested KSD to model the stream that passes under Factory Pasture Road for flooding.

2021 CAPITAL IMPROVEMENT PROJECTS

Lakebrook Pump Station Pump Replacement

- Parts have been received.
- Waiting for spool pieces to be manufactured.

Referring to the previous topic “**Shape Drive Sewer Replacement**”, Clerk **Wiley** asked if the replacement consisted of multiple sections.

Assistant Manager **Gallant** replied that the replacement consists of two complete runs starting at route 1.

NEW 2021 CAPITAL IMPROVEMENT PROJECTS

Wells Road Force Main Replacement Engineering

- The contract was signed on October 5, 2021.
- Work is planned to begin in late November.
- Inside work to be accomplished by Apex General Contracting LLC (subcontractor to Dearborn)
- Outside work to be accomplished by Dearborn Brothers Construction.
- Dearborn is investigating the possibility of boring the entire length of 12” diameter line instead of excavating.

Doane’s Wharf Pump Station

- Site survey is complete and staked for the building site.
- A meeting is planned with the property owners to finalize the location and easements.

Agenda Item – (Other Business) b: Town Meeting

District Manager **Bolduc** reported that a workshop meeting is scheduled for Tuesday, October 19, 2021, with the following town officials:

- Christopher J. **Osterrieder**, P.E., Town Engineer, Director of Community Development
- Mike **Pardue**, Kennebunk Town Manager

Topics of discussion will include the previously emailed list sent to KSD Board members. District Manager **Bolduc** asked if anyone had additional questions.

Treasurer **Brockway** submitted the following question:

“Is there any consideration for using the town’s ARPA (American Rescue Plan Act) funds for the infrastructure that it was intended for?”

District Manager **Bolduc** replied that:

- The Town received either \$1.2 or \$1.3 million.
- KSD cannot apply for the funds directly.

Treasurer **Brockway** asked if KSD could apply to the County for funds that it received.

District Manager **Bolduc** replied that he would investigate that option.

Other workshop topics of discussion are expected to be West Kennebunk, the Kennebunk River issue, agricultural runoff, and the Southern Maine Regional Planning Board watershed plan.

Assistant Manager **Gallant** noted that on October 1, 2021, the EPA announced that there will be \$21.7 million grant funding available for small rural communities for wastewater and drinking water by October 15, 2021.

Regarding the workshop, District Manager **Bolduc** noted the following:

- The workshop will be a ZOOM meeting.
- Invitations will be sent out via email from the Town Manager’s office.
- The meeting will not be recorded.
- There will be no official record or formal minutes taken.
- The Town Manager will prepare an agenda.
- Board members should forward any additional question, comments, or items they want discussed to District Manager **Bolduc** so they can be included in the workshop discussions.

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 8:17 p.m.

MOVED: Oppert

SECONDED: Brockway

DISCUSSION: None

MODS: None

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

Date Signed _____

Patrick Wiley, Clerk _____

KSD Board of Trustee Monthly Meeting Action Items History List

<u>Request Date</u>	<u>Action Item</u>
Date 1 September 2021	Agenda Item # 5: Topic <u>Remote Participation Policy Adoption</u> . Description Consideration of various ways of how and when to allow public access to meetings via ZOOM.
Date	Agenda Item #__: Topic_____ Description _____.