

KENNEBUNK SEWER DISTRICT BOARD OF TRUSTEES  
PUBLIC HEARING FOR SETTING RATES AND FEES FOR 2022 and  
MONTHLY MEETING, MAR 1, 2022

The Board of Trustees of the Kennebunk Sewer District held a Public Hearing for setting Rates and Fees for 2022 and its regular monthly meeting on Tuesday, Mar 1, 2022, 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                      Chris **Gallant**, KSD District Manager  
   Edward **Sharood**, KSD Assistant Manager

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**AGENDA:**

**Public Hearing**

1. Public Hearing for the Purpose of Setting Rates and Fees for 2022

**Unfinished Business**

**New Business**

1. Setting the Rates and Fees for 2022
2. Minutes of the February 1, 2022, Board of Trustee Meeting
3. 2021 End of Year Transfers
4. 2022 Employee Goal Setting

**Other Business**

Adjournment  
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KENNEBUNK SEWER DISTRICT BOARD OF TRUSTEES PUBLIC HEARING FOR SETTING RATES AND FEES FOR 2022

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

**Agenda Item – (Public Hearing) #1:** Public Hearing for the Purpose of Setting Rates and Fees for 2022

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

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

**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 comments have been received from the public.  
District Manager **Gallant** replied in the negative.

There being no members from the public present, Chairman **Price** paused the hearing for five minutes to allow members from the public to arrive.  
There being no members from the public after a 5-minute pause, Chairman **Price** asked for a motion to close the public hearing.

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

**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.

KENNEBUNK SEWER DISTRICT BOARD OF TRUSTEES MONTHLY MEETING, MAR 1, 2022

The meeting was called to order by Chairman **Price** at 7:05 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:** Setting the Rates and Fees for 2022

District Manager **Gallant** reported that there have been no changes in the recommended Sewer User Fees, Equity Buy-In Fee or Turnpike Impact Fee presented at the last meeting.

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 proposed rates for 2022 as follows:**

- a. Debt Retirement: \$203.97 per equivalent dwelling unit (EDU 250 gallons)**
- b. Support Systems: \$409.87 per EDU**
- c. Variable O&M: \$0.03393 per cubic foot**
- d. Equity Buy In: \$20.10 per gallon (\$5,025 per EDU)**
- e. Turnpike Impact: \$11.29 per gallon.**

**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** moved to the next agenda item.

**Agenda Item – (New Business) #2:** Minutes of the February 1, 2022, Board of Trustee Meeting

Dispensing with a reading of the minutes, Chairman **Price** asked the Board for comments regarding the monthly meeting minutes of Feb 1, 2022, contained in KSD Board of Trustee's packet of Mar 1, 2022, Attachment 5.

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

- Page 2 of 8, Item **(New Business) #6:** 3<sup>rd</sup> paragraph, line 4: "contract expired on June 30" should read "contract expires on June 30"
- Page 5 of 8, Item **(New Business) #2:** 1<sup>st</sup> paragraph, line 6: remove entire line which reads "• The 2021 Equity"

There being no further corrections, revisions, or additions to come before the Board regarding the monthly meeting minutes of February 1, 2022, Chairman **Price** asked for a motion.

**A motion was made to approve the minutes for the February 1, 2022, Monthly Meeting as amended.**

**MOVED:** Wiley  
**SECONDED:** Oppert  
**DISCUSSION:** None  
**MODS:** As Noted  
**VOTE:** Chairman **Price**, affirmative  
Vice Chairman **Oppert**, affirmative  
Treasurer **Brockway**, affirmative  
Clerk **Wiley**, affirmative  
**4 in favor, 0 opposed, 1 abstention (Reim); the motion carried.**

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

**Agenda Item – (New Business) #3:** End of Year Transfers

District Manager **Gallant** noted that during the transfer process an error was discovered in the End of Year Transfers as presented in Attachment 1 (Agenda Item Commentary) Table 4 of KSD Board of Trustee's packet of February 1, 2022. The corrected numbers are provided in Attachment 1 (Agenda Item Commentary) Table 4 of KSD Board of Trustee's packet of March 1, 2022.

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 authorize the manager to conduct the transfers in the 2021 End-of-Year Inter-fund Transfers as indicated in Table 4 revised from last month.**

**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** moved to the next agenda item.

**Agenda Item – (New Business) #4:** 2022 Employee Goal Setting

District Manager **Gallant** presented the prepared goals set for non-union administrative staff for the 2022 year in accordance with the Kennebunk Sewer District Strategic Plan. His presentation details were provided in KSD Board of Trustee's packet of March 1, 2022, Attachment 6 and included the following highlights:

- CHRISTOPHER GALLANT, increase the use of paperless operations.
- CHRISTOPHER GALLANT, provide adequate financial resources.
- EDWARD SHAROOD, determine operational staff's knowledge and abilities regarding process control.
- EDWARD SHAROOD, develop conceptual collection system and pump station layouts.
- HEIDI SOULIERE, continue to develop and implement the asset management system.
- HEIDI SOULIERE, digitize and organize district easements and add them to the global information system.
- HEIDI SOULIERE, improve safety in the workforce.
- SUSAN RICHARDS, research and recommend enhancements for customer payments and billing options.
- SUSAN RICHARDS, revise and develop standard policies for implementation of sewer user fees.

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 2022 Goals for non-union administrative staff as presented.**

**MOVED: Oppert**

**SECONDED: Wiley**

**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) #5:** Manager's Report for March 2022

District Manager **Gallant** provided a summary of selected items from the Manager's Report as detailed in Attachment #7 (Manager's Report for March 2022), of the March 2022, Trustee's Packet. His comments included the following topics and highlights:

**FINANCIAL AND ADMINISTRATIVE**

**Personnel**

- Anniversaries this month:
  - Chris **Gallant**, 4 years.
- KSD will be down one employee who will be out on extended medical leave.
- No new cases of COVID-19 within the District.

**Sludge Cartel**

- A discussion developed regarding the status of LD1911, a bill being proposed that would restrict land application of sludge.
- The current contract expires on June 30, 2022.
- Casella is in the process of reviewing the bid prices.
- If the bill passes, there will be drastic price changes.

## **PLANT OPERATIONS**

### **Update From Lead Operator (Ty Morin)**

- Process control is holding steady.
- SST blower motor was installed and placed online.
- The plant water system filter and replacement RBC blower has arrived and will be scheduled for installation.
- The CL17 is running well and reducing the amount of daily chemical use significantly.

### **Fire Damage**

- APEX has started repair on the fire damage.

## **COLLECTION SYSTEMS**

### **Update From Collection System Foreman (Danny Boissonneault)**

- We helped bypass at Wells Road pump station for installation of new plug valves, knife gates, and check valves. The crew worked on oil changes on the pump station generators.
- Wells Road pump station valve upgrades.
- Wells Road force main HDPE boring.
- KSD crews helped welders install a new pump at Lakebrook PS and a bypass at Wells Road PS.
- Installed two new check valves at Doanes Wharf pump station.

## **2020 CAPITAL IMPROVEMENT PROJECTS**

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

- 77% Expended, 85% complete.
- A recent leak due to the lack of roof insulation, caused the failure of the main PLC which will need to be replaced with a new PLC.
- Coatings are being installed in the wet wells.
- Chase Construction installed the new chemical injection manhole.
- Apex anticipates a startup of the new headworks in February.

### **Berm / Levee Certification**

- A preliminary approval letter from FEMA was distributed to the Board members.

## **2021 CAPITAL IMPROVEMENT PROJECTS**

### **Pump Station Ground Improvements**

- Waiting for completion of the Wells Road pump station force main replacement project.

### **Shape Drive Sewer Replacement**

- Project is scheduled for the Spring.

### **Lakebrook Pump Station Pump Replacement**

- 91% Expended, 65% completed.
- Pump 1 has been successfully replaced.
- Replacement of pump 2 is scheduled for next Wednesday.

## **2022 CAPITAL IMPROVEMENT PROJECTS**

### **Wells Road Force Main Replacement Engineering**

Assistant Manager **Sharood** provided the following update:

- One valve needs replacement.
- Two valves need to be switched.
- Waiting for gaskets which are due to arrive next week.

#### **Doane's Wharf Pump Station**

- Legal agreements are being drafted.

#### **Phase 2 WWTP Biological Design**

- Process selection should be accomplished by the end of the month.
- Staff toured Oxford, Maine's small wastewater treatment facility on 2/14 with Brown and Caldwell staff.

#### **WWTP Improvements**

- Filters have arrived.

#### **Safety Improvements**

- The gas meter, docking station, porta cover, and harnesses have been purchased.

#### **Major Tools**

- All the major tools listed have been purchased within budget.

#### **Bartlett Mills Pump Station Rehabilitation**

- The control panel has been ordered.

#### **Push Camera**

- Crews have completed operator training.

#### **Riverlocks 1 Pump Replacement**

- No change.

#### **Boothby Road Pump Station Rehabilitation**

- No change.

#### **Truck 6 Replacement**

- The replacement truck is out for bid.

There being no further business to come before the Board regarding this issue, Chairman Price moved to the next agenda item.

#### **Agenda Item – (New Business) #6: 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 8:06 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**

<b><u>Request Date</u></b>	<b><u>Action Item</u></b>
<b>Date 1 September 2021</b>	Agenda Item # 5: Topic <b><u>Remote Participation Policy Adoption.</u></b> Description <b>Consideration of various ways of how and when to allow public access to meetings via ZOOM.</b>
<b>Date 7 December 2021</b>	Agenda Item # 4: Topic <b><u>Review Updates to the Employee Handbook and Administrative Procedures and Benefits Manual.</u></b> Description <b>Consider DENTAL INSURANCE &amp; VISION INSURANCE programs for non-union employees prior to 2022 budget.</b>
<b>Date</b>	Agenda Item #__: Topic_____. Description _____.