

KENNEBUNK SEWER DISTRICT BOARD OF TRUSTEES
MONTHLY MEETING, SEPTEMBER 6, 2022

The Board of Trustees of the Kennebunk Sewer District held its regular monthly meeting on Tuesday, September 6, 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
 Jason **Wise**, Trustee

KSD Staff present Chris **Gallant**, KSD District Manager
 Edward **Sharood**, KSD Assistant Manager

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AGENDA:

Unfinished Business

New Business

1. Minutes of the August 2, 2022, Board of Trustee Meeting
 2. 2023 Capital Improvement Plan Presentation
 3. Manager’s Report
 4. Executive Session: Collective Bargaining Agreement
 5. Adjournment
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The meeting was called to order by Chairman **Price** at 7:46 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 August 2, 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 August 2, 2022, contained in KSD Board of Trustee’s packet of Sep 6, 2022, Attachment 2.

Clerk **Wiley** submitted the following corrections:

- Page 3 of 7, Item **(New Business) #2:** 1st paragraph, line 1: remove “Bardenpho stages”
- Page 2 of 7, Item **(New Business) #2:** 2nd paragraph, line 3: “The advertisement period is expected to begin in August 2023” should read “The advertisement period for bids is expected to begin in August 2023.”

District Manager **Gallant** submitted the following corrections:

- Page 2 of 7, Item **(New Business) #2:** 1st paragraph, lines 1: “the biological designs as detailed” should read “the biological design as detailed.”
- Page 3 of 7, Item **(New Business) #3:** 1st paragraph, lines 10: “The sewer line depth” should read “The wet well depth.”

- Page 5 of 7, Item **(New Business) #4**: 4th paragraph, lines 1: “The mini split for the effluent pump station is in the filtration process and is working well” should read “The mini split for the effluent pump station is ordered and the process water filtration system is working well.”

There being no further corrections, revisions, or additions to come before the Board regarding the monthly meeting minutes of August 2, 2022, Chairman **Price** asked for a motion.

A motion was made to approve the minutes for the August 2, 2022, Monthly Meeting as amended.

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

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

Agenda Item – (New Business) #2: 2023 Capital Improvement Plan Presentation

Assistant Manager **Sharood** provided a summary of the 2023 Capital Improvement Plan as detailed in KSD Board of Trustee’s packet of Aug 2, 2022, and Attachment #3 (Capital Improvement Plan Documents). His comments included the following topics and highlights:

- Due to pricing uncertainties, a 20% contingency has been added to all cost estimates except where firm pricing has been obtained or items have been ordered or will be ordered by the end of the year.

Wastewater Treatment Plant General

- Wastewater Treatment Plant Improvements
 - Plant water system improvements.
 - Lower headworks interior painting.
 - Gutters
 - Growth clearing
- Wastewater treatment plant overflow pipe
- Wastewater treatment plant oil tank replacement (UST) underground storage tank

Collection System

- Valve upgrades
- Riverlocks 1 pump replacement
- Boothby road pump station rehabilitation
- Park St. sewer line
- Wells road painting
- Anode installation at Fieldcrest and Lakebrook
- Fieldcrest easement clearing
- Clarkdale fencing
- Investigation and spot repairs in collection system

Engineering and Studies

- Lower village sewer design
- Beach Ave. siphon design

Network & Radio

- Improvements to network infrastructure

Vehicles

- No replacements required

Looking Ahead (proposed 10-year capital plan)

- Administration and construction of a new biological treatment system
- Lower village sewer replacement (2024)
- Beach St. siphon replacement (2024)
- Dewatering equipment replacement (2028)
- New BNR system at wastewater treatment facility (2024)
- Rosewood sewer replacement (2025)
- Park St. Sewer replacement

Financing The Plan

- Capital reserves
- Equity buy-in fees
- Impact fees

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 – (New Business) #3: Manager’s Report

District Manager **Gallant** provided a summary of selected items from the Manager’s Report as detailed in Attachment #4 (Manager’s Report for September 2022), of the September 2022, Trustee's Packet. His comments included the following topics and highlights:

FINANCIAL AND ADMINISTRATIVE

Personnel

- Operator Everett **Horrocks** will be celebrating his 40th year with KSD during the month of September.
- Office Manager Susan **Richards** will be celebrating her 5th year with KSD during the month of September.
- District Manager Chris **Gallant** and Lab Technician Jack **Carter** will be attending the MeWEA Fall Conference at Sunday River from September 21-23.

Collective Bargaining Agreement

- Management and the union will work on scheduling the first negotiation talks.

Town of Arundel

- A workshop was held with the Kennebunk Sewer District Board of Trustees and the Town of Arundel Select Board prior to this meeting.

DEP Inspection

- Maine DEP performed an inspection of our facility on 8/25. The inspection went very well.

Integrators

- KSD’s integration consultant, Results Engineering, closed their doors on 8/12.
- KSD has the expertise in house to manage and trouble shoot any issues that may arise.
- Staff is in the process of discussing how to proceed with future work.

Fire Alarm Panel

- The main fire alarm system control panel failed.
- A replacement panel cost was quoted at \$6,439.40.

PLANT OPERATIONS

Update From Lead Operator (Ty Morin)

- Process control continues to hold steady.
- Ferric addition in the primary clarifiers and caustic addition has been started to reclaim some alkalinity.
- Cleaning up the grounds and buildings has been the focus this month since construction is ending.
- Marston will paint the exterior of the process building and coat the floor in the pump house.

COLLECTION SYSTEMS

Update From Collection System Foreman (Danny Boissonneault)

- Pump #2 seal failed at the Admiral's Point pump station.
- The pump was sent out for repair and is back in service.
- The sewer gravity line coming from Wells Road pump station to the plant was cleaned.
- Adjusted five manholes.
- Work progressed on making valve stands for the new gate valves and check valves for the River Bend pump station upgrade.

2020 CAPITAL IMPROVEMENT PROJECTS

Phase 1B Headworks Project Construction

- Project is 98% complete.
- Demo of the old headworks is still underway.
- Contractor is down to the last few items on the punch list.
- All work should be complete in the next 3-4 weeks.

Berm / Levee Certification

- Due to FEMA not making the berm acceptance retroactive, the map revisions went into effect on 2/11/22.
- Since KSD had no flood insurance with Kennebunk Savings Bank at the time of the map revisions, there will be no rebate.

2021 CAPITAL IMPROVEMENT PROJECTS

Shape Drive Sewer Replacement

- Start date is scheduled for 9/13/22.

2022 CAPITAL IMPROVEMENT PROJECTS

Wells Road Force Main Rehabilitation

- This project has been completed.

Doane's Wharf Pump Station

- Final easements (permanent and construction) are in review prior to meeting with abutting property owners for sign off.

Phase 2 WWTP Biological Design

- Brown and Caldwell submitted a draft of the "Basis of Design Report" on 8/25.
- Staff is reviewing the document and providing comments back to B&C prior to Maine DEP submittal.

WWTP Improvements

- HVAC Improvements – Mini-Split system has been ordered.
- Filtration – completed
- RBC Blower – completed.
- Shelving – waiting for demo completion.

Safety Improvements

- Davit Arm – acquiring pricing.

Major Tools

- This project has been completed.

Bartlett Mills Pump Station Rehabilitation

- Waiting for the concrete tops and the control panel installation.

Push Camera

- This project has been completed.

Wells Road Pump Station Pump Replacement

- Pumps are expected to be delivered in September.

Truck 6 Replacement

- The new truck chassis is at Doering Equipment in Harrisville, Rhode Island for installation of the crane body.

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) #4: Executive Session: Collective Bargaining Agreement

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

At 8:52 p.m. a motion was made to enter Executive Session to discuss the collective bargaining agreement between the Kennebunk Sewer District Board of Trustees and the Teamsters Local Union No. 340, pursuant to [M.R.S.A. Title 1: General Provisions, Chapter 13, Subchapter 1, §405 (6) (D)]

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

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

At 9:24 p.m. a motion was made to come out of Executive Session with no action to report.

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

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

Agenda Item – (New Business) #5: 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 9:25 p.m.

MOVED: Oppert
SECONDED: Wise
DISCUSSION: None
MODS: None
VOTE: Chairman Price, affirmative
Vice Chairman Oppert, affirmative
Treasurer Brockway, affirmative
Clerk Wiley, affirmative
Trustee Wise, 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 | Agenda Item # __: Topic _____. Description _____. |
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