

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

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

KSD Staff present                    Chris **Gallant**, KSD District Manager

KSD Staff present via ZOOM       Edward **Sharood**, KSD Assistant Manager

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**AGENDA:**

**Unfinished Business**

**New Business**

1. Minutes of the October 4, 2022, Board of Trustee Meeting
  2. Executive Session: Collective Bargaining Agreement
  3. Adoption of the 2023 Operation & Maintenance Budget
  4. Manager’s Report
  5. Adjournment
- .....

The meeting was called to order by Chairman **Price** at 6:59 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 October 4, 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 October 4, 2022, contained in KSD Board of Trustee’s packet of Nov 1, 2022, Attachment 2.

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

- Page 1 of 12, Item (**New Business**) #1: 1<sup>st</sup> paragraph, line 1: “the Biological Design final report” should read “the Basis of Design Report for the biological system”
- Page 1 of 12, Item (**New Business**) #1: 1<sup>st</sup> paragraph, line 4: “The final design contract is expected” should read “The Basis of Design Report for the biological system is expected”
- Page 6 of 12, Item (**New Business**) #4: 2<sup>nd</sup> paragraph, line 14: “Expires until 2035” should read “Expires in 2035”

There being no further corrections, revisions, or additions to come before the Board regarding the monthly meeting minutes of October 4, 2022, Chairman **Price** asked for a motion.

**A motion was made to approve the minutes for the October 4, 2022, Monthly Meeting as amended.**

**MOVED:** Oppert  
**SECONDED:** Wise  
**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:** Executive Session: Collective Bargaining Agreement

Chairman Price asked for a motion to enter Executive Session.

**At 7:02 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:** Brockway  
**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 7:19 p.m. a motion was made to come out of Executive Session.**

**MOVED:** Brockway  
**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.**

Chairman Price asked if any motion is needed because of Executive Session.

At 7:20 p.m. a motion was made to approve the 2023-2024 Agreement Between the Board of Trustees of the Kennebunk Sewer District and Teamsters Local Union No. 340.

MOVED: Wise

SECONDED: Oppert

DISCUSSION: Treasurer Brockway asked if the 2023-2024 Agreement was between the Board of Trustees of the Kennebunk Sewer District and Teamsters Local Union No. 340 or was the 2023-2024 Agreement between the Kennebunk Sewer District and Teamsters Local Union No. 340. District Manager Gallant explained that the contract has always been written as an agreement “between the Board of Trustees of the Kennebunk Sewer District and Teamsters Local Union No. 340.”

Treasurer Brockway acknowledged.

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.

Vice Chairman Oppert thanked Trustee Wise and District Manager Gallant for their efforts in negotiating the 2023-2024 Teamsters Local Union No. 340 agreement.

All present agreed.

District Manager Gallant noted that the Teamsters Local Union No. 340 was very happy with the agreement and wanted to express their thanks to the Board.

Chairman Price moved to the next agenda item.

### **Agenda Item – (New Business) #3: Adoption of the 2023 Operation & Maintenance Budget**

District Manager Gallant provided a summary of the 2023 Operation & Maintenance Budget as detailed in KSD Board of Trustees’s packet of Nov 1, 2022, and Attachment #3 (O&M Budget). His comments included the following topics and highlights:

- The proposed budget for 2023 is \$4,029,431.
- This is a 21.6% increase over last year's budget.
- The chemical numbers are still an estimation, the actual amount will be available in December.
- Because revenues are projected to increase due to new construction, additional flow, and septage receiving; the real rate increase should be around 4.5%.

Treasurer Brockway asked what the anticipated flow percentage increase estimate is.

District Manager Gallant replied that the increase is expected to be approximately 3%.

Continuing his presentation, District Manager Gallant provided the following details:

- The largest increase in the debt portion of the budget was due to the two new bonds that are coming online, additional increases were detailed as follows:
  - Administrative 8%.
  - Automotive 11%.
  - Treatment Plant 12%
  - Collection System 13%
- Individual accounts were noted as follows:
  - “Insurance” increased from \$70,000 to \$75,000.

Regarding the Automotive category, Clerk Wiley asked if electric trucks had been considered.

District Manager Gallant replied that the price differential is unknown at this time, however, the possibility will be explored for the next vehicle replacement.

Continuing his presentation, District Manager **Gallant** provided the following details:

- Individual accounts were noted as follows:
  - “Dental and Vision” (new account 4303) for 4 administrative staff with a cost of \$4,690.
  - “Health Insurance” increased by 13% (\$27,000).
  - “Automotive Fuel” increased by \$3,500.
  - “Treatment Plant General Maintenance” increased by \$5,000.
  - “Lab Supplies” budget increased to \$17,500.
  - “Chlorine” (account 7090) budget increased to \$22,000.
  - “Dechlorination” budget decreased from \$13,000 to \$8,000.
  - “Misc. Chemicals” budget increase from \$9,000 to \$18,000.
  - “Heating Fuel” a per gallon increase from \$2.29 to \$3.75.
  - “Lab Analysis” budget increased to \$11,900.
  - “Safety” increased by \$5,000.
  - “Pump Station Repairs” increased by \$5,000.
  - “Oxidant” increased by \$3,000.
  - “Equipment Rental” increased by \$5,000.
  - “Debt Retirement” increased by \$450,439.

Treasurer **Brockway** asked District Manager **Gallant** if he was anxious about any budget item. District Manager **Gallant** replied that “Chemicals” were the only issue of concern.

District Manager **Gallant** also noted that the use of a new polymer has produced a significant savings over the previous chemical.

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 2023 Operation and Maintenance Budget at a total budgeted amount of \$4,029,431.**

**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) #4: 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 November 2022), of the November 2022, Trustee’s Packet. His comments included the following topics and highlights:

#### **FINANCIAL AND ADMINISTRATIVE**

##### **Personnel**

- Collection System Foreman Daniel **Boissonneault** will be celebrating his 16th year with KSD this month.
- Lead Operator Ty **Morin** will be celebrating his 3rd year with KSD this month.

### **Collective Bargaining Agreement**

- An agreement was approved during this meeting.

### **High School Tour**

- A group of 30 students from an environmental science class at Kennebunk High School was given an in-depth tour of the facility on October 13. All KSD staff participated in the tour and interacted with the students. The event included a presentation on biological treatment, jet rodding, and visits to all facility buildings.

Treasurer **Brockway** asked if a format was in-place to recognize employee service anniversary milestones. District Manager **Gallant** replied that nothing official existed, but recognition is given for achievements at the Friday morning staff meetings.

Continuing his presentation, District Manager **Gallant** provided the following updates:

### **Bridle Path Incident**

- A minor leak occurred on one of the Wells Road force main air release manholes on October 11 as reported by a passing resident.
- The faulty air release valve was replaced, and the surrounding area was cleaned.
- Maine DEP was notified of this event and was satisfied with the quick response and remedial work.

### **Chemical Bid**

- The chemical bid is not expected back until the first week of December.

### **West Kennebunk Development**

- A meeting was held with Atlantic Resource Consultants Principal Jason **Vafiades** regarding a proposed major development.
- Phase 1 of this project which appears to be 63 modular homes, could add 16,000 gallons per day to the system.
- The development would require a charter change.
- The development would remain private upon completion, but staff believes it would be wise for the District to take ownership of the final pump station that discharges into the KSD system.
- This project will be before the Kennebunk planning board in November or December.

## **PLANT OPERATIONS**

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

- Process control continues to hold steady.
- The use of a new polymer has been very promising. It operates at a lower dosage which will result in a substantial KSD cost savings of \$0.70 per pound less than the previous chemical.
- Exterior painting of the buildings and clarifiers has been completed.
- Grounds improvement continues with mulch beds replacing overgrown trees.
- The mini split has been installed in the effluent pump station building.

## **COLLECTION SYSTEMS**

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

- Exterior painting of River Locks 1 and 2 pump stations has been completed.
- Noted collection system problem areas have been jet rodded.
- Bartlett Mills pump station improvements have begun.
- A KSD crew is monitoring the Shape Drive construction project being performed by Curtis Excavating of Kennebunk, ME.

## 2020 CAPITAL IMPROVEMENT PROJECTS

### Phase 1B Headworks Project Construction

- 99% complete.
- The small number of punch list items remaining on this project will be completed when back ordered materials arrive.

## 2021 CAPITAL IMPROVEMENT PROJECTS

### Shape Drive Sewer Replacement

- N. M. Curtis Earth Works Inc. of North Berwick, ME, expects to have the project completed by Friday.

## 2022 CAPITAL IMPROVEMENT PROJECTS

### Wells Road Force Main Rehabilitation

- This project has been completed.

### Doane's Wharf Pump Station

- 3 of the 4 property owners have signed easement documents.
- Agreements on the 4<sup>th</sup> easement are being finalized.
- Final electrical design is being reviewed by Underwood Engineers and KSD staff.

### Phase 2 WWTP Biological Design

- Brown & Caldwell Consulting Engineer Mark K. **Allenwood** has scheduled a meeting for this week which will include Maine DEP (Department of Environmental Protection), Brown & Caldwell staff, and KSD staff to get a better idea of what KSD's future permit will be and to answer any questions DEP may have regarding the Basis of Design report.

### WWTP Improvements

- Garrett Pillsbury Plumbing & Heating of Kennebunk, ME, installed the mini split in the effluent pump station.
- Shelves have been ordered for the lower headworks.

### Safety Improvements

- This project has been completed.

### Major Tools

- This project has been completed.

### Bartlett Mills Pump Station Rehabilitation

- George Burr & Son, Inc. of Kennebunk, ME, is scheduled to remove the old cover and set the new concrete structures in December.
- Staff is preparing a new concrete slab for the control panel.
- The new control panel has been programmed and is ready for installation.

### Push Camera

- This project has been completed.

### Wells Road Pump Station Pump Replacement

- Pump 2 has been installed, waiting for electrical hook up and rotation testing after completion of Bartlett Mills.

### Truck 6 Replacement

- KSD expects delivery of the completed unit in March 2023.

**Agenda Item – (Other Business) a:** KSD Staff Holiday gifts

Treasurer **Brockway** asked if any gifts are planned for KSD staff for the holidays.  
District Manager **Gallant** replied that Hannaford gift cards are distributed to all employees for the purchase of holiday turkeys.

**Agenda Item – (Other Business) b:** District Manager Vacation

District Manager **Gallant** reported that he will be on vacation from Wednesday, 9 Nov, thru Tuesday 15 Nov.

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) #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 8:08 p.m.**

**MOVED:**       **Oppert**  
**SECONDED:**   **Wiley**  
**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**

<b><u>Request Date</u></b>	<b><u>Action Item</u></b>
<b>Date</b>	Agenda Item #__ : Topic_____. Description_____.