

KENNEBUNK SEWER DISTRICT BOARD OF TRUSTEES  
MONTHLY MEETING, APRIL 4, 2023

The Board of Trustees of the Kennebunk Sewer District held its regular monthly meeting on Tuesday, April 4, 2023, in the conference room at 44 Water Street.

Trustees present	John E. <b>Price</b> III, Chairman James A. <b>Oppert</b> , Vice Chairman Patrick <b>Wiley</b> , Clerk Jason <b>Wise</b> , Trustee
Trustees absent	Wayne A. <b>Brockway</b> , Treasurer
KSD Staff present	Chris <b>Gallant</b> , KSD District Manager
Others present	Mark K. <b>Allenwood</b> , Managing Engineer, Brown & Caldwell

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**AGENDA:**

**Unfinished Business**

**New Business**

1. BNR Design Update
2. Minutes of the March 7, 2023, Board of Trustee Meeting
3. Commitment of 2023 Sewer User Fees
4. 2022 Annual Report Review

**Other Business**

5. Manager's Report

**Adjournment**

6. Adjournment
- .....

The meeting was called to order by Chairman **Price** at 6:59 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: BNR Design Update**

Managing Engineer **Allenwood** provided a summary of the BNR (Biological Nutrient Removal) process design as presented in the Apr 4, 2023, KSD Board of Trustees packet Attachment #4 (Kennebunk Sewer District, Secondary Process Upgrade, Project Update ). His update included the following:

- Project Overview
  - New Biological Nutrient Removal Process
    - ✓ New 4-Stage Bardenpho aeration tanks

- ✓ Primary and secondary clarifiers modifications
  - Conversion of primaries to secondaries
  - New flow splitter boxes
  - New return and waste sludge pumps
  - New instrumentation and controls
- Modifications to Effluent Pumping
- Site Plan Overview
  - New BNR (Biological Nutrient Removal) – Influent
  - New BNR (Biological Nutrient Removal) – Effluent and Clarifier Mods
- Schedule Update
  - 30% design package

There being no further remarks or comments to come before the Board regarding this agenda item, Chairman **Price** thanked Managing Engineer **Allenwood** for his update and moved to the next agenda item.

At 7:16 p.m. Managing Engineer **Allenwood** departed the meeting.

**Agenda Item – (New Business) #2:** Minutes of the March 7, 2023, Board of Trustee Meeting

Dispensing with a reading of the minutes, Chairman **Price** asked the Board for comments regarding the monthly meeting minutes of March 7, 2023, contained in KSD Board of Trustees packet of Apr 4, 2023, Attachment #2.

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

- Page 6 of 10, Item (**New Business**) #6: 1<sup>st</sup> paragraph, line 2: “His comments included the following:” should read “Comments included the following:”

There being no further corrections, revisions, or additions to come before the Board regarding the monthly meeting minutes of March 7, 2023, Chairman **Price** asked for a motion.

**A motion was made to approve the minutes for the March 7, 2023, Monthly Meeting as amended.**

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

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

**Agenda Item – (New Business) #3:** Commitment of 2023 Sewer User Fees

District Manager **Gallant** provided the following comments regarding the 2023 Sewer User Fees as presented in the KSD Board of Trustees packet of Apr 4, 2023, Attachment #1 (Agenda Item Commentary).

- This year's commitment is for \$3,921,782.13.
- The difference between this amount and the budget is this amount does not include septic revenue.
- KSD Treasurer Wayne A. **Brockway** has reviewed and approved the numbers.

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 commit the sewer fees to the District Treasurer totaling \$3,921,782.13.**

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

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

#### **Agenda Item – (New Business) #4: 2022 Annual Report Review**

District Manager **Gallant** asked for comments regarding the revised 2022 Annual Report as presented in the Apr 4, 2023, KSD Board of Trustees packet Attachment #3 (2022 Annual Report). Comments included the following:

Chairman **Price** submitted the following modifications:

- Page 20 of 30, Item **Collection System Improvements:** 1<sup>st</sup> paragraph, line 1: “projects were completed in 2021” should read “projects were completed in 2022”
- Page 14 of 30, Item **Introduction and Purpose:** 2<sup>nd</sup> paragraph, line 4: “with high end work” should read “with high quality work”

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

- Page 14 of 30, Item **Introduction and Purpose:** 2<sup>nd</sup> paragraph, line 4: “adapt to provide our customer with” should read “adapt to provide our customers with”
- Page 15 of 30, Item **Updates on Key Issues from the KSD Strategic Plan:** 2<sup>nd</sup> paragraph, line 3: “be given and initial nitrogen limit” should read “be given an initial nitrogen limit”
- Page 16 of 30, Item **Administrative:** 2<sup>nd</sup> paragraph, line 2: “performing as much work “in-house” ” should read “performing as much work as possible “in-house” ”
- Page 16 of 30, Item **Rate Projections:** 1<sup>st</sup> paragraph, last line: “projected rate increases over a 10-year period” should read “projected rate increases over a 4-year period”

A discussion developed regarding the suitability of exact number details presented in the Sewer User Fee Rate Projections graph on page 16 of 30.

A suggestion was made to use a 10-year line graph to present the data with less detail and change the Rate Projection percentage from 3.9% to 4%.

The last line of the Rate Projections paragraph (on page 16 of 30 above the table) will remain a 10-year period.

All presented agreed.

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 Kennebunk Sewer District Annual Report as amended.**

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

Chairman Price moved to the next agenda item.

### **Agenda Item – (Other Business) #5: Manager’s Report**

District Manager Gallant provided a summary of selected items from the Manager’s Report as detailed in Attachment #5 (Manager’s Report for April 2023), of the April 2023, Trustees Packet. His comments included the following topics and highlights:

#### **FINANCIAL AND ADMINISTRATIVE**

##### **Personnel**

- An offer has been extended to applicant James **Katz** for the vacant Assistant Manager position.
- Instrumentation Technician Miguel **Tostado II** will be celebrating his 2-year anniversary with KSD during the month of April.
- Operator John **Whitten** has submitted his resignation as of April 3, 2023.

##### **Biosolids Handling**

- No major updates from a political aspect.
- A letter went out from the city of Bangor to one of the state representatives on the DNR (Department of Natural Resources) committee requesting a 24 month stay on L V 1639. It's not emergency legislation. The letter was endorsed and signed by District Manager **Gallant**. 50% of the districts in the state have signed the letter.
- Staff has seen no interruption in the ability to receive cans and ship out dewatered biosolids.

##### **Charter Update**

- District Manager **Gallant** attended the Kennebunk Select Board meeting on March 28, 2023.
- The Select Board voted unanimously to have the Town Manager issue a letter of support on behalf of the Select Board for the proposed charter amendment. A copy of the letter is attached to these minutes.

##### **Cub Scouts Pinewood Derby**

- Cub Scouts Pack 302 held their annual pine wood derby in the district maintenance garage on Saturday, March 25, 2023.
- The event was a full house and a well-received affair.

#### **COLLECTION SYSTEMS**

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

- Northeast Earth Mechanics started upgrades to Doanes Wharf pump station.
- Crews pulled both pumps at Grants Farm pump station every other week because of rag problems.
- Crews pulled Brown St pumps because of blue rag problems.
- Crews cleaned Wells Road pump station wet well.

## **PLANT OPERATIONS**

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

- Process control has continued to stay in check.
- Primary clarifier #2 dust/rain cover has detached. New parts are on order and the cover will be replaced when they arrive.
- EII (Electrical Installations LLC) has completed the wiring of the waste sludge flow meters.
- Repairs to the RBC rolls were completed.
- The expansion tank installation has been successful in eliminating nuisance alarms and it has cut down on pump runtimes.
- Anchor Fence LLC has completed the storm water tank perimeter fence.
- Johnson & Jordan, Inc, installed the new heating oil tank in the old lower headworks building.

## **2022 CAPITAL IMPROVEMENT PROJECTS**

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

- Northeast Earth Mechanics began onsite work on March 20, 2023. Tree removal, grubbing, and mobilization have been completed.
- Sheet piles were completed April 4, 2023.
- Excavation for the wet well has started.

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

- Brown and Caldwell provided an update earlier in the meeting.

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

- This project is in winter shut down.

### **Truck 6 Replacement**

- Waiting for the crane and body to be delivered to Doering in Rhode Island.

## **2023 CAPITAL IMPROVEMENT PROJECTS**

### **Boothby Road Pump Station Pumps**

- No update.

### **Riverlocks 1 Pump Station Pumps**

- No update.

### **Wells Road Pump Station Painting**

- Wall painting is finished, waiting for the floor to be painted.

### **Anodes at Lakebrook and Fieldcrest**

- No update.

### **Fieldcrest Easement**

- Discussions with local contractors are in progress.

### **Clarkdale Fence**

- This project has been completed.

### **Park Street Sewer**

- No update.

**Lower Village Sewer Design**

- No update.

**Beach Street Siphon Design**

- No update.

**WWTF Influent Overflow Pipe**

- The project is completed.

**Replacement of Control Building Oil Tanks**

- Fill pipe installation and testing are all that remain for this project.

District Manager **Gallant** noted that no applications to fill vacancies on the KSD Board of Trustees have been submitted to the Town.

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

**Agenda Item – (Adjournment) #6: Adjournment**

There being no further business to come before the Board, Chairman **Price** asked for a motion to adjourn.

**A motion was made to adjourn the meeting at 7:50 p.m.**

**MOVED: Oppert**

**SECONDED: Wise**

**DISCUSSION: None**

**MODS: None**

**VOTE: Chairman Price, affirmative**  
**Vice Chairman Oppert, affirmative**  
**Clerk Wiley, affirmative**  
**Trustee Wise, affirmative**

**4 in favor, 0 opposed; the motion carried.**

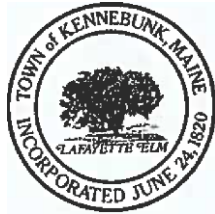
Date Signed \_\_\_\_\_

Patrick Wiley, Clerk \_\_\_\_\_

**KSD Board of Trustees Monthly Meeting Action Items History List**

<b><u>Request Date</u></b>	<b><u>Action Item</u></b>
<b>December 6, 2022</b>	Agenda Item # 3: Topic <b><u>Review Employee Handbook and Administrative Procedures and Benefits Manual.</u></b> Description <b>Investigate paid maternity / paternity leave options.</b>
<b>December 6, 2022</b>	Agenda Item <b>(Other Business) a:</b> Topic <b><u>Union Contract Agreement.</u></b> Description <b>to have Bradley Sawyer, Deputy Director, MRWA (Maine Rural Water Association) investigate the legality of the union contract agreement. Should the agreement be between the union and the Kennebunk Sewer District Board of Trustees, or an agreement between the union and Kennebunk Sewer District.</b>
<b>January 3, 2023</b>	Agenda Item # 4: Topic <b><u>Review of the Kennebunk Sewer District Billing Policy</u></b> Description <b>Staff investigate the variable use costs of churches throughout the district to figure out what it's worth and present the results for Board consideration.</b>
<b>February 7, 2023</b>	Agenda Item # 5: Topic <b><u>Power Supply Options Update.</u></b> Description <b>Staff conduct a more thorough review of the contract details.</b>
<b>Date</b>	Agenda Item # __: Topic _____. Description _____.

## Town of Kennebunk, Maine



Hrathier Balsler  
Town Manager  
Tel: (207) 988-2102, ext. 1308  
Fax: (207) 988-4609

March 31, 2023

Board of Trustees  
Kennebunk Sewer District  
44 Water Street  
Kennebunk, ME 04043

Dear Board of Trustees:

On March 28, 2023, the Select Board of the Town of Kennebunk discussed the proposed charter change of the Kennebunk Sewer District.

This charter change will align the Kennebunk Sewer District territorial boundaries, west of the Maine Turnpike, with the Town's growth area within the Town of Kennebunk Comprehensive Plan and Future Land Use Plan.

The Kennebunk Select Board fully supports this proposed charter change of the Kennebunk Sewer District's territorial boundaries. A unanimous vote (7-0) confirmed the Town's desire to expand the District boundaries for future development opportunities to be potentially sewered.

We look forward to working with Kennebunk Sewer District staff to help successfully see this charter change through the legislative process in the coming months.

Sincerely,

The signature of Hrathier Balsler is represented by the letters "H" and "j" in a stylized, bold font.

Town Manager

HB/kan

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