

KENNEBUNK SEWER DISTRICT BOARD OF TRUSTEES
MONTHLY MEETING, MAY 2, 2023

The Board of Trustees of the Kennebunk Sewer District held its regular monthly meeting on Tuesday, May 2, 2023, 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
 Jim **Katz**, KSD Project Manager / Assistant Manager

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AGENDA:

Unfinished Business

New Business

1. Minutes of the April 4, 2023, Board of Trustee Meeting
2. Acceptance of 2022 Annual Audit
3. Paid Maternity / Paternity Leave Options

Other Business

4. Manager's Report

Adjournment

5. Adjournment
-

The meeting was called to order by Chairman **Price** at 7:00 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: Minutes of the April 4, 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 April 4, 2023, contained in KSD Board of Trustees packet of May 2, 2023, Attachment #2.

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

- Page 4 of 8, Item (New Business) #5: 5th paragraph, line 1: “**Boy Scouts Pinewood Derby**” should read “**Cub Scouts Pinewood Derby**”
- Page 5 of 8, Item (New Business) #5: 2nd paragraph, line 5: “Excavation down to the wet well” should read “Excavation for the wet well”

There being no further corrections, revisions, or additions to come before the Board regarding the monthly meeting minutes of April 4, 2023, Chairman **Price** asked for a motion.

A motion was made to approve the minutes for the April 4, 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, 1 abstained (Treasurer Brockway); the motion carried.

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

Agenda Item – (New Business) #2: Acceptance of 2022 Annual Audit

District Manager **Gallant** asked if the Board had any comments regarding the 2022 Annual Audit presented in the KSD Board of Trustees packet of May 2, 2023, Attachment #1 (Agenda Item Commentary) and Attachment #3 (2022 Annual Audit).

There being no remarks or comments to come before the Board regarding this agenda item, Chairman **Price** asked for a motion.

A motion was made to accept the 2022 financial audit report prepared by Berry Talbot Royer.

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.

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

Agenda Item – (New Business) #3: Paid Maternity / Paternity Leave Options

District Manager **Gallant** provided a review of paid maternity / paternity leave options as presented in the May 2, 2023, KSD Board of Trustees packet Attachment #1 (Agenda Item Commentary) and Attachment #4 (Maternity/Paternity Documents). His comments included the following:

- Page 52 of 71, Item: First attempt to introduce legislation to House of Representatives, February 28, 2017.
- Page 56 of 71, Item: Second attempt to introduce legislation to House of Representatives, March 14, 2019.
- Page 61 of 71, Item: Know Municipalities that have implemented paid maternity / paternity leave.
 - Gorham: 6 weeks for full time employees, must use within 1 year of birth or adoption.
 - Westbrook: 2 weeks for full time employees, must use within 3 months of birth or adoption.
 - Saco: 4 weeks for full time employees, must use within 1 year of birth or adoption.
 - Knox County: 4 weeks for mother, 2 weeks for partner, may use sick time.
- Page 64 of 71, Item: City of Westbrook paid parental leave policy.

District Manager **Gallant** recommended adding this agenda item to the KSD Board of Trustees Monthly Meeting Action Items History List. “Consider paid maternity / paternity leave options in calendar year 2024 and add those policies and procedures that the Board of Trustees reviewed and accepted to the Employee Handbook and Administrative Procedures and Benefits Manual.”

All present agreed.

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) #4: 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 May 2023), of the May 2023, Trustees Packet. His comments included the following topics and highlights:

FINANCIAL AND ADMINISTRATIVE

Personnel

- James **Katz** began working as the Project Manager / Assistant Manager for KSD on April 10, 2023.
- Operator John **Whitten** has resigned, his last workday will be May 3, 2023.
- A job posting to fill the open Operator position was listed on Indeed, Maine Municipal, and MeWEA (Maine Water Environment Association).
- Selected candidates will start interviewing next week.

Biosolids Handling

- A bill has been created requesting a 24-month stay on LD 1639.

Charter Update

- A bill, LD 1693, has been created for the District’s Charter Change.
- The bill was sponsored by Senator **Rafferty** and co-sponsored by Representatives **Gere** and **Sayre**.
- On April 26, 2023, KSD District Manager **Gallant**, Kennebunk Town Engineer Chris **Osterrieder**, and local developer Jason **Vafiades** testified in Augusta at the Energy, Utilities, and Technology Committee’s public hearing for this bill.

DEP Inspection

- On April 19, 2023, the DEP (Department of Environmental Protection) inspector was onsite for KSD’s bi-annual wastewater treatment plant inspection. There were no issues noted verbally during the inspection. A written report will follow.

COLLECTION SYSTEMS

Update From Collection System Foreman (Danny Boissonneault)

- Conducted annual generator oil changes.
- Checked pump stations.
- Started lawn clean ups.
- Jet rodded sewer lines along beach area.
- Monitored Northeast Earth Mechanics operations at Doanes Wharf pump station.
- Painted the inside of Riverlocks 2 pump station.
- Inspected 10 manholes on Sea Rd.
- Conducted dig safe operations.
- Inspected Mousam Ridge Road sewer line because of grease problem.

PLANT OPERATIONS

Update From Lead Operator (Ty Morin)

- Process control remains steady.
- Grounds and garden cleanup is in progress.
- Annual tank cleaning and inspections are in progress.
- Curtis Earth Works has completed the influent storm water tank overflow pipe.
- Spring cleaning of the buildings is in progress.
- Johnson and Jordan installed the new plant water pump.

2022 CAPITAL IMPROVEMENT PROJECTS

Doane's Wharf Pump Station Rehabilitation

- Northeast Earth Mechanics completed excavation and installation of the wet well.
- 100 ft of pipe was installed to the first manhole.

Phase 2 WWTP Biological Design

- Brown and Caldwell is approaching the 30% completion stage of this project.

Bartlett Mills Pump Station Rehabilitation

- KSD staff plans to resume work on this project during the month of May.

Truck 6 Replacement

- Doering Equipment has received the adaptor plate for the body and crane to be installed on the new chassis. Completion is expected soon.

2023 CAPITAL IMPROVEMENT PROJECTS

Boothby Road Pump Station Pumps

- This project is on hold.

Riverlocks 1 Pump Station Pumps

- A meeting with the contractor is scheduled for May 4, 2023.

Wells Road Pump Station Painting

- Wall painting is finished, waiting for the floor to be painted.
- Completion is expected in May.

Anodes at Lakebrook and Fieldcrest

- This project is in contractor review.

Fieldcrest Easement

- Discussions with local contractors are in progress.

Clarkdale Fence

- This project has been completed.

Park Street Sewer

- This project is in contractor review.

Lower Village Sewer Design

- This project is slated for 2024.

Chairman **Price** asked if KSD Staff has mapped out future bonding requirements.
District Manager **Gallant** replied in the affirmative, adding that bonding requirements are planned out until 2030.

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.
- Waiting for the old tanks to empty before switching to the new tank.

Network Upgrades

- Waiting for two switches and a Wi-Fi access point.
- Collection system communications radios have been received.
- Waiting for a good weather day for all staff to switch out the communication units, all radios have to be switched out at the same time.

Agenda Item – (Other Business) #a: Emergency Backup Power

Installation progress

- Two generators have been ordered.
- Control building basement duct work removal in progress.
- The transformer has been received.

Chairman **Price** asked if the Brown Street generator installation has been discussed with the neighbors.
District Manager **Gallant** replied in the negative, adding that the pumps at that location are much noisier than the proposed generator and the generator will be installed inside the building.

Agenda Item – (Other Business) #b: KLDP (Kennebunk Light and Power District) Pole Storage

Treasurer **Brockway** asked for the status of the light pole storage yard.
District Manager **Gallant** replied that a second entrance was added to the area from Factory Pasture Rd.

Agenda Item – (Other Business) #c: July Monthly Meeting

District Manager **Gallant** noted that the Kennebunk Sewer District Board of Trustees monthly meeting for July falls on July 4 holiday and suggested that it be held either on Wednesday, July 5, or the following Tuesday, July 11. All present agreed that the following Tuesday, July 11, would be a better choice.
District Manager **Gallant** said he would put it on the agenda for the next (June) meeting so a decision could be made.

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 7:54 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 Wise, affirmative
5 in favor, 0 opposed; the motion carried.**

Date Signed _____

Patrick Wiley, Clerk _____

KSD Board of Trustees Monthly Meeting Action Items History List

<u>Request Date</u>	<u>Action Item</u>
December 6, 2022	Agenda Item # 3: Topic <u>Review Employee Handbook and Administrative Procedures and Benefits Manual.</u> Description Investigate paid maternity / paternity leave options.
December 6, 2022	Agenda Item (Other Business) a: Topic <u>Union Contract Agreement.</u> Description 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.
January 3, 2023	Agenda Item # 4: Topic <u>Review of the Kennebunk Sewer District Billing Policy</u> Description 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.
February 7, 2023	Agenda Item # 5: Topic <u>Power Supply Options Update.</u> Description Staff conduct a more thorough review of the contract details.
May 2, 2023	Agenda Item # 3: Topic <u>Paid Maternity / Paternity Leave Options.</u> Description Consider paid maternity / paternity leave options in calendar year 2024 and add those policies and procedures that the Board of Trustees reviewed and accepted to the Employee Handbook and Administrative Procedures and Benefits Manual.
Date	Agenda Item #__: Topic_____ Description _____.