

KENNEBUNK SEWER DISTRICT BOARD OF TRUSTEES
MONTHLY MEETING, JUN 6, 2023

The Board of Trustees of the Kennebunk Sewer District held its regular monthly meeting on Tuesday, Jun 6, 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
Trustees absent	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 May 2, 2023, Board of Trustee Meeting
2. Doanes Wharf Pump Station Update

Other Business

3. Manager's Report

Adjournment

4. Adjournment
-

The meeting was called to order by Chairman **Price** at 7:10 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 May 2, 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 May 2, 2023, contained in KSD Board of Trustees packet of Jun 6, 2023, Attachment #2.

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

- Page 3 of 7, Item (**Other Business**) #4: 3rd paragraph, line 1: “24 month stay on L V 1639” should read “24 month stay on LD1639”

Treasurer **Brockway** submitted the following correction:

- Page 3 of 7, Item (**New Business**) #3: 2nd paragraph, line 1: “All presented agreed” should read “All present agreed”

There being no further corrections, revisions, or additions to come before the Board regarding the monthly meeting minutes of May 2, 2023, Chairman **Price** asked for a motion.

A motion was made to approve the minutes for the May 2, 2023, Monthly Meeting as amended.

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

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

Agenda Item – (New Business) #2: Doanes Wharf Pump Station Update

Project Manager **Katz** and District Manager **Gallant** presented an update of the Doanes Wharf pump station construction project as detailed in the KSD Board of Trustees packet of Jun 6, 2023, Attachment #1 (Agenda Item Commentary) and Attachment #3 (Doanes Wharf Pump Station Slides). Topics presented included:

- Excavation
- Wet well installation
- Gravity pipe and manholes
- Pump station building footings, base, conduits, slab, and structure

There being no further remarks or comments to come before the Board regarding the Doanes Wharf pump station update, Chairman **Price** moved to the next agenda item.

Agenda Item – (Other 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 Jun 2023), of the Jun 2023, Trustees Packet. His comments included the following topics and highlights:

FINANCIAL AND ADMINISTRATIVE

Personnel

- The vacant Operator position is still open.
- Staff is also looking to fill a summer Intern position.

John Price

- Chairman **Price**’s final meeting was celebrated with heartfelt observations from all present and he was presented with a thank you gift for his dedication and leadership.

Mascot “Spencer” announced the arrival of Clerk **Wiley** at 7:33 p.m.

Biosolids Handling

- A bill, LD 718 granting a 24-month stay on allowing out of state bulky waste back into Maine landfills, was voted unanimously “ought to pass” by the Environmental and Natural Resource committee.

Charter Update

- A bill, LD 1693 changing the KSD Charter, was voted unanimously “ought to pass” by the Energy, Utilities, and Technology committee on April 18, 2023.
- The Senate passed the bill on May 30, 2023.
- The bill is now in review by the House of Representatives.

COLLECTION SYSTEMS

Update From Collection System Foreman (Danny Boissonneault)

- Repaired 4 manholes on Sea Rd ahead of town paving.
- Pulled Brown St pump station pumps because of ongoing rag problem.
- Repaired Wells Rd force main air release.
- George Burr & Son, Inc. of Kennebunk, ME repaired a sewer line stub on Sylvan Circle.
- Mowed pump station lawns.
- Jet rodded sewer line problem areas.
- Bartlett Mills pump station control panel upgrade is in progress.

PLANT OPERATIONS

Update From Lead Operator (Ty Morin)

- Process control continues to stay in check.
- Staff has been completing work orders and ground maintenance.
- Marston Painting of North Hampton, NH has started painting in the lower headworks.
- Johnson & Jordan, Inc. of Scarborough, ME is preparing the storm water clarifier for concrete repair.
- Superior Sign Inc. of Biddeford, ME installed the new sign at the treatment plant.

2022 CAPITAL IMPROVEMENT PROJECTS

Doane’s Wharf Pump Station Rehabilitation

- 28% expended, 40% completed.

Phase 2 WWTP Biological Design

- The 30% plans have been completed and distributed to KSD staff for review.
- KSD Staff and the Brown and Caldwell design team are scheduled to meet on June 12, 2023.

Bartlett Mills Pump Station Rehabilitation

- Power cut over to the new panel is scheduled for June 7, 2023.
- The project is expected to be completed in 30 days.

Truck 6 Replacement

- All parts have arrived, and the truck is scheduled for final work.

2023 CAPITAL IMPROVEMENT PROJECTS

Boothby Road Pump Station Pumps

- Pump replacement at Boothby Road is waiting for evaluation of the same pump installed at Wells Rd pump station.

Riverlocks 1 Pump Station Pumps

- Waiting for Champlin Associates of Essex Junction, VT to provide a quote for replacement of the pumps and the lines back to the valve pit.

Wells Road Pump Station Painting

- Staff anticipates the floor to be painted in July.

Anodes at Lakebrook and Fieldcrest

- The contractor quote has been received.
- Waiting for contractor scheduling.

Fieldcrest Easement

- This project will install a jet rodder access road on the Fieldcrest easement to allow access to the manholes.

Clarkdale Fence

- This project has been completed.

Park Street Sewer

- Staff contacted Ted Berry Company of Livermore, ME to provide a quote for this sewer rehabilitation project which will utilize pipe bursting to limit excavation.

Lower Village Sewer Design

- Staff met with the water district and town on May 17, 2023.
- The project is scheduled for spring, 2024.

Beach Street Siphon Design

- No update.

WWTF Influent Overflow Pipe

- N. M. Curtis Earth Works Inc. of North Berwick, ME successfully completed the installation of the emergency bypass line.
- The contractor will return to complete the final cleanup when conditions allow.
- Johnson & Jordan, Inc. of Scarborough, ME is making repairs to the failing concrete storm water structure.

Replacement of Control Building Oil Tanks

- The new fuel tank has been successfully installed.
- Waiting for the old tanks to empty before switching to the new tank.

Network Upgrades

- Waiting for parts.

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

Installation progress

- KSD is prepped and ready.
- The transformer and casings are on-site.
- Waiting for Electrical Installations, Inc. of Moultonboro, NH to schedule the work.

Agenda Item – (Other Business) #b: Western Avenue resident letter

Treasurer **Brockway** noted a tickler item he discovered in his records from January 2021 regarding resident **Turcot** on Western Avenue who was not paying “ready to serve” charges. A letter had been sent to KSD objecting to the fees. KSD District Manager **Bolduc** recommended deferring the billing until 2024 or when the property changes owners.

District Manager **Gallant** acknowledged and requested the documents be forwarded to him for action.

Treasurer **Brockway** replied in the affirmative.

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

Agenda Item – (Adjournment) #4: 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

4 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 _____.