

KENNEBUNK SEWER DISTRICT BOARD OF TRUSTEES
MONTHLY MEETING, OCTOBER 3, 2023

Trustees present James A. **Oppert**, Chairman
Patrick **Wiley**, Vice Chairman
Wayne A. **Brockway**, Treasurer
Robert **Brady**, Clerk
Jason **Wise**, Trustee

KSD Staff present Chris **Gallant**, KSD District Manager
Jim **Katz**, KSD Project Manager / Assistant District Manager

Others present Merton **Brown**, Town Clerk, Town of Kennebunk, Maine

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AGENDA:

Unfinished Business

New Business

1. Minutes of the September 5, 2023, Board of Trustee Meeting
2. Adoption of the Capital Improvement Plan
3. Operation and Maintenance Budget Presentation

Other Business

4. Debt Limit Referendum Update
5. Manager's Report

Adjournment

6. Adjournment
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Chairman **Oppert** called the meeting to order at 6:58 p.m.

Having no objections from the Board members and in consideration of guest **Brown** being in attendance, Chairman **Oppert** moved ahead to agenda item "Other Business #4."

Agenda Item – (Other Business) #4: Debt Limit Referendum Update

Kennebunk Town Clerk **Brown** provided the following Debt Limit Referendum amplifying information:

- The Kennebunk Town Attorney has suggested that the KSD Board sign a warrant to elect a moderator to oversee the election.
- Based on the Town Charter, Kennebunk Town Clerk **Brown** believes this suggestion is not necessary.
- Since the issue cannot be solved until Kennebunk Town Clerk **Brown** discusses the matter with the Town Attorney, a warrant with the moderator on it and a warrant without the moderator on it was provided to the KSD Board members for signature.

District Manager **Gallant** added the following information:

- The Kennebunk Town Attorney and Kennebunk Town Clerk **Brown** also suggested that a public hearing be held at least seven days prior to the election.
- The Kennebunk Town Attorney provided a notice to alert people of the public hearing.

District Manager **Gallant** presented the public hearing notice to the Board and noted that a date for the public hearing needed to be determined and added to the document.

After a short discussion, the Board agreed on a meeting date & time of Tuesday, October 24, 2023, at 6:30 p.m. in the KSD district office.

District Manager **Gallant** added the meeting date and time information to the public hearing notice, printed it and added it to the documents for KSD Board members to sign.

Kennebunk Town Clerk **Brown** collected all the signed documents and agreed to post the public hearing notice at the required locations.

There being no further remarks or questions for Kennebunk Town Clerk **Brown**, he departed the meeting at 7:11 p.m.

There being no further remarks or comments to come before the Board regarding this issue, Chairman **Oppert** moved back to agenda item "Unfinished Business".

Agenda Item – Unfinished Business

There being no discussion regarding Agenda Item "Unfinished Business," Chairman **Oppert** moved to the next scheduled Agenda Item.

Agenda Item – (New Business) #1: Minutes of the September 5, 2023, Board of Trustee Meeting

Dispensing with a reading of the minutes, Chairman **Oppert** asked the Board for comments regarding the monthly meeting minutes of September 5, 2023, contained in KSD Board of Trustees packet of October 3, 2023, Attachment #2.

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

- Page 3 of 7, Item **(New Business) #2:** 2nd paragraph, line 11: "CCT (Clorine Contact Tank) Coating" should read "CCT (Chlorine Contact Tank) Coating"

Clerk **Brady** submitted the following correction:

- Page 2 of 7, Item **(New Business) #3:** 4th paragraph, line 1: "debt limit increase of \$55,000,000" should read "debt limit increase to \$55,000,000"

There being no further corrections, revisions, or additions to come before the Board regarding the monthly meeting minutes of September 5, 2023, Chairman **Oppert** asked for a motion.

A motion was made to approve the minutes for the September 5, 2023, Monthly Meeting as amended.

MOVED: Wise

SECONDED: Brockway

DISCUSSION: None

MODS: As Noted

VOTE: Chairman Oppert, affirmative

Vice Chairman **Wiley, affirmative**

Treasurer **Brockway, affirmative**

Clerk **Brady, affirmative**

Trustee **Wise, affirmative**

5 in favor, 0 opposed; the motion carried.

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

Agenda Item – (New Business) #2: Adoption of the Capital Improvement Plan

District Manager **Gallant** provided a review of the Capital Improvement Plan as detailed in the KSD Board of Trustees packet of October 3, 2023, Attachment #1 (Agenda Item Commentary) and Attachment # 3 (Capital Improvement Plan Documentation). His discussion included the following remarks:

- There have been no changes to the Capital Improvement Plan as presented at the last meeting.
- The cost of the 2024 Capital Improvement Plan totals \$27,877,850.
- Funding will be provided through private bonds (\$27,504,250), the Capital Reserve account (\$358,600), and the Equity Buy In Fee account (\$15,000).

There being no further remarks or comments to come before the Board regarding this issue, Chairman **Oppert** asked for a motion.

A motion was made to adopt the 2024 Capital Improvement Plan of \$27,877,850: of which \$27,504,250 will be funded through private bonds, \$358,600 will be funded through the capital reserve account, and \$15,000 will be funded through the equity buy in fee account.

MOVED: Wiley

SECONDED: Wise

DISCUSSION: None

MODS: None

VOTE: Chairman Oppert, affirmative
Vice Chairman Wiley, affirmative
Treasurer Brockway, affirmative
Clerk Brady, affirmative
Trustee Wise, affirmative
5 in favor, 0 opposed; the motion carried.

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

Agenda Item – (New Business) #3: Operation and Maintenance Budget Presentation

District Manager **Gallant** provided a detailed review of the Operation and Maintenance Budget as detailed in the KSD Board of Trustees packet of October 3, 2023, Attachment #1 (Agenda Item Commentary) and Attachment # 4 (O&M Budget Documentation). His discussion included the following remarks:

- The proposed budget for 2024 is \$4,048,703.
- This budget decreased 1.5% from the 2023 budget due to the following:
 - Upgraded wastewater treatment facility.
 - Upgraded pump stations.
 - Reduction in fuel costs.
 - Stable biosolids pricing with recent legislation.
- User rates increase is estimated to be 3 to 4 percent.
- The following budget topics were presented:
 - 4000 – Administrative Salaries and Taxes
 - 2023 Budget \$432,526
 - Proposed \$488,031
 - 2024 Difference \$55,505
 - % +/- 13%
 - 4000 – Administrative Budget
 - 2023 Budget \$495,135
 - Proposed \$514,050
 - 2024 Difference \$18,915
 - % +/- 3.8%

- 5000 – Operational Staff Wages
 - 2023 Budget \$827,105
 - Proposed \$893,457
 - 2024 Difference \$66,352
 - % +/- +8%
- 6000 – Automotive Expenses
 - 2023 Budget \$25,000
 - Proposed \$21,500
 - 2024 Difference \$3,500
 - % +/- -14%
- 7000 – Wastewater Treatment Facility Expenses
 - 2023 Budget \$637,900
 - Proposed \$624,900
 - 2024 Difference -\$13,000
 - % +/- -2%
- 8000 – Collection System Expenses
 - 2023 Budget \$200,800
 - Proposed \$195,800
 - 2024 Difference -\$5,000
 - % +/- -2.5%
- Debt Service
 - 2023 Budget \$1,060,964
 - Proposed \$1,060,964
 - 2024 Difference \$0
 - % +/- 0%
- Capital Reserve
 - 2023 Budget \$350,000
 - Proposed \$250,000
 - 2024 Difference \$100,000
 - % +/- -29%
- Septage Revenue
 - 2023 Budget \$103,480
 - Proposed \$103,480
 - 2024 Difference \$0
 - % +/- 0%
- Final Numbers
 - 2023 Budget \$4,109,251
 - Proposed \$4,048,703
 - 2024 Difference -\$31,006
 - % +/- -1.5%

District Manager **Gallant** noted that the budget numbers will have final adjustments and presented to the Board next meeting for a vote.

There being no further remarks or comments to come before the Board regarding this issue, Chairman **Oppert** 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 October 2023), of the October 2023, Trustees Packet. His comments included the following topics and highlights:

FINANCIAL AND ADMINISTRATIVE

Personnel

- The vacant Operator position is still open.
- District Manager **Gallant**, Project Manager **Katz**, and Lab Technician Jack **Carter** attended the MeWEA (Maine Water Environment Association) Fall Conference at Sunday River from September 20-22, 2023.
- The following facility tours were conducted during the period:
 - Trustee **Wise** brought a student group from The New School.
 - Edward **Sharood**, Alternative Education Department, Kennebunk High School, brought a student group of 16.

COLLECTION SYSTEMS

Update From Collection System Foreman (Danny Boissonneault)

- Checked pump stations weekly.
- Changed Senix ultrasonic level and distance sensors at Mousam Landing and Fieldcrest pump stations.
- Repaired a leak on the Lakebrook pump station chemical header.
- Completed various dig safe operations.
- Finished installing tool boxes on the new crane truck.
- Installed a new concrete pad for a generator replacement at Clarkdale pump station.
- Load tested generators at pump stations.
- Fueled generators at pump stations.
- Repaired city water leak at Fieldcrest pump station

PLANT OPERATIONS

Update From Lead Operator (Ty Morin)

- Process control continues to stay in check.
- Continued completing work orders and ground maintenance.
- Continued preparing the oil tank shed.
- Johnson & Jordan, Inc. Scarborough, ME were on site to calibrate the level sensor on the new oil tank.
- Watson-Marlow Fluid Technology Solutions Inc. Wilmington, MA technicians were onsite to troubleshoot the chemical (Chlorine and Bisulfite) pump head issues. It was discovered that KSD's pumps had the wrong heads. The company has procured new pumps to replace all existing pumps plus spare pumps at no cost to KSD and has arranged for their service team to do the installation.
- Halted ferric and caustic additions for the season.

2022 CAPITAL IMPROVEMENT PROJECTS

Project Manager **Katz** provided the following Manager's Report update.

Doane's Wharf Pump Station Rehabilitation

- The force main and remaining gravity lines are installed.
- Temporary electricity has been connected.
- One pump will remain in the old wet well temporarily to ensure that the new setup is running correctly.

Phase 2 WWTP Biological Design

- Staff is awaiting the arrival of the 60% plans.
- A workshop with staff will take place on October 24 and 25 to review the 60% plans.
- A constructability workshop was held with Brown and Caldwell, Andover, MA and KSD staff on September 14, 2013.

Bartlett Mills Pump Station Rehabilitation

- George **Burr & Son, Inc.**, Kennebunk, Maine will be completing this project by the end of October 2023.

Truck 6 Replacement

- Staff has installed various items on the new crane truck including tool boxes, seat covers, and floor mats.
- The truck was lettered with the KSD logo.
- The old crane truck was posted in a blind auction and sold for \$8,000.

2023 CAPITAL IMPROVEMENT PROJECTS

Boothby Road Pump Station Pumps

- Staff are evaluating pumps at other stations and discussing the options with Champlin Associates, Essex Junction, VT.

Riverlocks 1 Pump Station Pumps

- Staff are evaluating pumps at other stations and discussing the options with Champlin Associates, Essex Junction, VT.

Wells Road Pump Station Painting

- Staff is waiting for the moisture level to come down before Marston Painting, North Hampton, NH can complete the job.

Anodes at Lakebrook and Fieldcrest

- Anodes Systems Company, Grand Junction, CO has completed installation of three anodes at Fieldcrest pump station and two anodes at Lakebrook pump station.

Fieldcrest Easement

- This project will install an access road to allow the jet rodder to get to the manholes on the Fieldcrest easement and is expected to be completed by the end of October 2023.

Lower Village Sewer Design

- Staff met with the Town and the Water District to determine what is needed to move this project forward.
- Staff are working with the Water District to provide the Town with a combined plan including a proposed detour.

A discussion developed regarding the Lower Village Sewer Project which included the following remarks:

- The Town has not made a final decision for presentation to the Select Board.
- The old (early 1900's) clay tile sewer line is the worst line in KSD's system and could fail at any time.
- The failure mode would likely be a total line collapse, cutting off the flow and backing up anything upstream.

Treasurer **Brockway** recommended drafting an informational letter to the Town explaining what can happen if the sewer line fails.

District Manager **Gallant** agreed and noted that if there's no action by the Town prior to the next KSD meeting, an informational draft letter to the Town will be on the next KSD meeting agenda.

District Manager **Gallant** detailed the proposed traffic detour that was presented to the town. His remarks included the following:

- The impacted section of Western Avenue is from "Cooper's Corner" to "All Day Breakfast."
- The project is almost impossible to accomplish without a detour.
- Utilizing the parking lot is a viable solution.
- A detour's total impact time to the businesses would be one or two weeks, worst case.
- A period when the businesses are at their slowest would be used, typically as soon as the snow is gone, possibly April.
- A stop date when the detour could no longer be used would be provided.
- The total project time is estimated to be seven weeks.

Beach Street Siphon Design

- There is a ledge on each side of the creek.
- Directional boring is not going to be an option.
- Alternative options being considered are a UV or felt liner.

Network Upgrades

- The network upgrade has been completed.
- The radios for the collection system communications have been received.
- Waiting for a day when all radios can be switched at the same time.

Emergency Backup Power

- The standby generators for Brown Street and Riverlocks 1 pump stations have been ordered.
- The Brown Street pump station generator is due to be delivered in October.
- The Riverlocks 1 pump station generator is due to be delivered in January.

Agenda Item – (Other Business) #a: KSD Board of Trustees Monthly Meeting Action Items History List Union Contract Agreement

Treasurer **Brockway** recommended that Action Item Topic: **Union Contract Agreement** of December 6, 2022, remain on the list until the next contract is renegotiated and that the question of “**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**” should be “**an agreement between the union and Kennebunk Sewer District**” and not “**an agreement between the union and Kennebunk Sewer District Board of Trustees.**”

District Manager **Gallant** replied that he discussed the issue with Bradley **Morin**, the District’s attorney, regarding the union contract wording as stated in the action item. KSD’s Attorney **Morin** stated that he has seen the wording both ways, and that he doesn't know the legality of it.

Treasurer **Brockway** replied that he believes the issue can wait until next year.

Agenda Item – (Other Business) #b: KSD Board of Trustees Monthly Meeting Action Items History List Review Employee Handbook and Administrative Procedures and Benefits Manual

Referring to Action Item Topic: **Review Employee Handbook and Administrative Procedures and Benefits Manual** of December 6, 2022, **Investigate paid maternity / paternity leave options**, Treasurer **Brockway** asked if KSD needs to take any action because of changes in the state law regarding this issue.

District Manager **Gallant** replied that the state law changes would not add any cost to KSD because the rates are the same.

There being no further remarks or comments to come before the Board regarding this issue, Chairman **Oppert** moved to the next agenda item.

Agenda Item – (Adjournment) #6: Adjournment

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

A motion was made to adjourn the meeting at 8:10 p.m.

MOVED: Wise

SECONDED: Wiley

DISCUSSION: Treasurer Brockway noted that the next KSD meeting date falls on election day, November 7, 2023.

District Manager Gallant asked the Board members if they were okay with that date.

All present replied in the affirmative.

MODS: None

VOTE: Chairman Oppert, affirmative

Vice Chairman Wiley, affirmative

Treasurer Brockway, affirmative

Clerk Brady, affirmative

Trustee Wise, affirmative

5 in favor, 0 opposed; the motion carried.

Date Signed _____

Robert Brady, 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 _____.