

KENNEBUNK SEWER DISTRICT BOARD OF TRUSTEES  
MONTHLY MEETING, SEPTEMBER 5, 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 August 1, 2023, Board of Trustee Meeting
2. Capital Improvement Plan Presentation
3. Increase Debt Limit Referendum

**Other Business**

4. Manager's Report

**Adjournment**

5. Adjournment
- .....

Chairman **Oppert** called the meeting to order at 7:03 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 "New Business #3."

**Agenda Item – (New Business) #3: Increase Debt Limit Referendum**

District Manager **Gallant** opened a discussion regarding the debt limit referendum increase as detailed in the KSD Board of Trustees packet of September 5, 2023, Attachment #1 (Agenda Item Commentary) and Attachment #4 (Debt Limit Increase Documentation). Topics discussed included:

- Initial estimates for the biological upgrade are at \$25,000,000.
- KSD's charter allows the district a debt limit of \$30,000,000.
- KSD's current debt is approximately \$15,870,000.
- The charter allows KSD to raise the debt limit via a public referendum.
- Calculations with Capital Plan Bonding estimate KSD's funding requirements will be \$43,400,000.
- The recommended debt limit increase is \$55,000,000.

Kennebunk Town Clerk **Brown** provided the following amplifying information:

- KSD's attorney needs to draft a warrant, which is the calling of the meeting.
- A moderator needs to be elected at the beginning of the meeting.
- To save cost, the ballot will be a paper ballot with a hand count.
- KSD's charter does not require a threshold of a certain number of votes for the referendum to take effect.
- KSD needs to provide the exact wording of the referendum question.

District Manager **Gallant** asked when the Kennebunk Town Clerk's office needs the warrant. Kennebunk Town Clerk **Brown** replied that 7 days prior to the meeting is the requirement; however, a few days prior to the requirement would be helpful and the sooner the better. The State will have all their required material to the Kennebunk Town Clerk's office by 7 October 2023. It would also be helpful if the referendum question was provided prior to the warrant.

District Manager **Gallant** noted the following:

- A notice needs to be posted publicly in two places.
- An educational newsletter explaining the reasons why KSD is recommending a debt limit increase and how it will affect the rate payer's bills, will be included in the quarterly bills going out at the end of this month.

There being no further remarks or questions for Kennebunk Town Clerk **Brown**, he departed the meeting at 7:22 p.m.

Continuing the discussion regarding the recommended debt limit increase to \$55,000,000, District Manager **Gallant** noted the following:

- A letter with KSD Clerk **Brady**'s signature, dated September 5, 2023, detailing the Kennebunk Sewer District referendum question to raise debt limit (Attachment #4, page 85 of 90) will be sent to Kennebunk Town Clerk **Brown** tomorrow.

Chairman **Oppert** asked for a motion.

**A motion was made to approve the District Manager to submit the document addressed to the Town of Kennebunk to include a referendum question for the November 7, 2023, municipal election to raise the district's debt limit from \$30M to \$55M.**

**MOVED: Brockway**  
**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 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 August 1, 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 August 1, 2023, contained in KSD Board of Trustees packet of September 5, 2023, Attachment #2.

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

- Page 4 of 6, Item **(New Business) #4**: 4<sup>th</sup> paragraph, line 3: "due to improper well level settings" should read "due to improper wet well level settings"

There being no further corrections, revisions, or additions to come before the Board regarding the monthly meeting minutes of August 1, 2023, Chairman **Oppert** asked for a motion.

**A motion was made to approve the minutes for the August 1, 2023, Monthly Meeting as amended.**

**MOVED:** Wise

**SECONDED:** Wiley

**DISCUSSION:** None

**MODS:** As Noted

**VOTE:** Vice Chairman **Wiley, affirmative**

Clerk **Brady, affirmative**

Trustee **Wise, affirmative**

**3 in favor, 0 opposed, 2 abstained (Brockway, Oppert); the motion carried.**

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

### **Agenda Item – (New Business) #2: Capital Improvement Plan Presentation**

District Manager **Gallant** provided an overview of the Capital Improvement Plan as detailed in the KSD Board of Trustees packet of September 5, 2023, Attachment #1 (Agenda Item Commentary). His discussion included the following remarks:

- The cost of the 2024 Capital Improvement Plan totals \$27.8M.
- Primary funding will be provided through private bonds of \$27.5M.
- Additional funding will be provided through the following:
  - Capital Reserve account \$359,000.
  - Equity Buy In Fee account \$15,000.

KSD Project Manager **Katz** provided a detailed review of the Capital Improvement Plan as detailed in the KSD Board of Trustees packet of September 5, 2023, Attachment #3 (Capital Improvement Plan Documentation). His presentation included the following topics:

- Investigation and Spot Repairs in Collection System - \$45,000.
  - - CCTV (Closed-Circuit Television) investigation.
  - - Spot repairs.
  - - Manhole coatings, with a focus on coating older brick manholes and those by the beach.
  - Funding Source: Capital Reserve.
- WWTF Improvements - \$243,600.
  - SST (Sludge Storage Tank) Diffusors – \$40,000.
  - CCT (Chlorine Contact Tank) Coating - \$192,000.
  - Funding Source: Capital Reserve.
- Pump Station Paving/Landscaping - \$15,000.
  - - Paving at Riverbend & Riverlocks II.
  - - Landscaping, planting arborvitaes and shrubs at:
    - ✓ Riverlocks I
    - ✓ Riverlocks II
    - ✓ Cat Mousam
    - ✓ Waterford Greene
    - ✓ Clarkdale
    - ✓ Riverbend
    - ✓ Intervale
    - ✓ Summerfields
    - ✓ Hampton Glen
  - Funding Source: Equity Buy In Fee.
- New Truck - \$70,000.
  - - Purchasing a new truck for all purpose use with plow prep package.
  - Funding Source: Capital Reserve.

- Beach Street Siphon - \$404,250.
  - Northeast Earth Mechanics, LLC, Pittsfield, NH would directionally drill a new 12” HDPE (High Density Polyethylene) line and tie into the existing structures on either side of the bridge.
  - Funding Source: Bond
- Lower Village Construction - \$2,100,000.
  - A 1,200-ft pipe section on Western Ave, a 100-ft pipe section on Beach Ave, and an 800-ft pipe section on Port Road.
  - The new lines will be PVC (Polyvinyl Chloride).
  - Lateral connections will be replaced back to the curb.
  - Funding Source: Bond
- Biological Upgrade Construction - \$25,000,000.
  - - 60% plans by October 24th.
  - Funding Source: Bond

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) #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 September 2023), of the Sep 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** and Project Manager **Katz** attended the MWUA (Maine Water Utilities Association) summer outing at Cumberland fairgrounds on 10 August 2023.
- Kennebunk Sewer District Board Of Trustees Vice Chairman Patrick **Wiley** hosted the Maine JETCC (Joint Environmental Training Coordinating Committee) Wastewater Grade 3-5 Exam Prep class which was attended by the following employees on 15 – 17 August 2023:
  - Mechanic/Electrician Stephen **Anderson**
  - Senior Operator Jeffrey **Hanscom**
  - Collection System Foreman Daniel **Boissonneault**
  - Operator Brice **Bond**

#### **COLLECTION SYSTEMS**

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

- Checked pump stations weekly.
- Completed various dig safe operations.
- Removed over growth at Rosewood and Interval pump stations.
- Installed cutter on pump 1 at Brown St. pump station
- Removing the old generator at Clarkdale pump station.
- Outfitting the new crane truck with equipment from the old crane truck.

#### **PLANT OPERATIONS**

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

- Process control continues to stay in check.
- Staff have been processing work orders and completing ground maintenance.
- The temporary oil shed has been delivered and is being prepped for oil tank installation.
- The annual calibration of flow meters, O2 sensors, and headworks gas detection units was completed by EII (Electrical Installations, LLC), Moultonboro, NH.

## 2022 CAPITAL IMPROVEMENT PROJECTS

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

### Doane's Wharf Pump Station Rehabilitation

- Construction and electrical panel installation is scheduled to begin this week.
- Northeast Earth Mechanics, Pittsfield, NH will be back next week to start work on the remaining gravity line, manholes, and force main.

### Phase 2 WWTP Biological Design

- Brown and Caldwell, Andover, MA continue to work on the final design of the biological update.
- Staff have had various meetings and communication with the design team.
- The 60% plan review is tentatively scheduled for October 24.
- The project is still on budget.
- Time to bid this contract is expected to be this coming winter.

### Bartlett Mills Pump Station Rehabilitation

- George **Burr** & Son, Inc., Kennebunk, Maine will be getting to this project in September.

### Truck 6 Replacement

- Truck 6 has arrived.

## 2023 CAPITAL IMPROVEMENT PROJECTS

### Boothby Road Pump Station Pumps

- Staff began sizing the new pumps with the pump vendor.
- Staff are still monitoring similar pumps recently installed at our Wells Road Pump Station to see how they perform.

### Riverlocks 1 Pump Station Pumps

- Staff is reviewing a quote received from Champlin Associates of Essex Junction, VT for replacement of the pumps.

### 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 two anodes at each site.

District Manager **Gallant** explained the function of the anode devices.

### Fieldcrest Easement

- This project will install an access road to allow the jet rodder to get to the manholes on the Fieldcrest easement.
- Staff is waiting for dry weather to allow the contractor to begin.

### Clarkdale Fence

- This project has been completed under budget.

### Park Street Sewer

- This project is complete.
- The sewer has been re-lined and both upstream and downstream manholes are coated.

### Lower Village Sewer Design

- Staff is waiting on a few minor plan revisions from Brown and Caldwell, Andover, MA.

**Beach Street Siphon Design**

- Northeast Earth Mechanics, Pittsfield, NH will be scheduling this project for the beginning of 2024.
- This project will directly bore a new line next to the one that is currently in place and tie it into the existing structure.

**WWTF Influent Overflow Pipe**

- This project has been completed.

**Replacement of Control Building Oil Tanks**

- This project has been completed.

**Network Upgrades**

- Waiting for a switch.
- Radios for collection system communications have been received. Waiting for a good day for staff to switch out all units at the same time.

**Emergency Backup Power**

- The administrative building is now powered off the control building at the WWTF.
- The existing primary line was removed by KLP.
- This allows the admin building to have back up power from the plant's standby generator.
- Staff has ordered the standby generators for Brown Street and Riverlocks 1.
- The Brown Street generator is due to be delivered in September.
- The Riverlocks generator is due to be delivered in January.

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) #5: 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 8:05 p.m.**

**MOVED:** Wise  
**SECONDED:** Wiley  
**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.**

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

Robert **Brady**, 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>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>May 2, 2023</b>	Agenda Item # 3: Topic <b><u>Paid Maternity / Paternity Leave Options.</u></b> Description <b>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.</b>
<b>Date</b>	Agenda Item #__: Topic_____ Description _____.