

KENNEBUNK SEWER DISTRICT BOARD OF TRUSTEES
MONTHLY MEETING, NOVEMBER 7, 2023

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

Trustees absent Robert **Brady**, Clerk

KSD Staff present Chris **Gallant**, KSD District Manager

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AGENDA:

Unfinished Business

New Business

1. Minutes of the October 3, 2023, Board of Trustee Meeting
2. Minutes of the October 24, 2023, Public Hearing
3. Adoption of the 2024 Operation and Maintenance Budget
4. Billing Policy: Church Exemptions
5. Lower Village Detour

Other Business

6. Manager's Report

Adjournment

7. Adjournment
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Chairman **Oppert** called the meeting to order at 7:02 p.m.

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 October 3, 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 October 3, 2023, contained in KSD Board of Trustees packet of November 7, 2023, Attachment #2.

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

- Page 4 of 9, Item (**New Business**) #3: 1st paragraph, line 5: “% +/- 8%” should read “% +/- +8%”

There being no further corrections, revisions, or additions to come before the Board regarding the monthly meeting minutes of October 3, 2023, Chairman **Oppert** asked for a motion.

A motion was made to approve the minutes for the October 3, 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
Trustee **Wise**, affirmative
4 in favor, 0 opposed; the motion carried.

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

Agenda Item – (New Business) #2: Minutes of the October 24, 2023, Public Hearing

Dispensing with a reading of the minutes, Chairman **Oppert** asked the Board for comments regarding the public hearing minutes of October 24, 2023, contained in KSD Board of Trustees packet of November 7, 2023, Attachment #3.

There being no corrections, revisions, or additions to come before the Board regarding the public hearing minutes of October 24, 2023, Chairman **Oppert** asked for a motion.

A motion was made to approve the minutes for the October 24, 2023, Public Hearing as submitted.

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

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

Agenda Item – (New Business) #3: Adoption of the 2024 Operation and Maintenance Budget

District Manager **Gallant** provided an update of the 2024 Operation and Maintenance Budget as detailed in the KSD Board of Trustees packet of November 7, 2023, Attachment #1 (Agenda Item Commentary) and Attachment #4 (Operation & Maintenance Budget). His discussion included the following remarks:

- There have been minimal adjustments to the budget as presented at the last meeting.
- Updates were made to the following accounts:
 - 4110 Accounting and Auditing
 - 4230 Subscriptions and Dues
 - 4240 Hardware Maintenance Contracts
 - 4260 Permits
 - 7012 Maintenance
 - 7340 Safety
 - 8230 Communications
- The changes totaled an additional \$2,694 which increased the proposed 2024 budget to \$4,051,397.
- This budget is 0.5% higher than the 2023 budget.
- Revenue projections show a 2024 user rate increase of 3.7%.

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 approve the 2024 Operation and Maintenance Budget at a total budgeted amount of \$4,051,397.

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

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

Agenda Item – (New Business) #4: Billing Policy: Church Exemptions

District Manager **Gallant** addressed the church exemptions of KSD’s billing policy from the action item list. He referenced KSD Board of Trustees packet of November 7, 2023, Attachment #1 (Agenda Item Commentary) and Attachment # 5 (KSD Billing Policy) page 9. His discussion included the following remarks:

- 5 accounts utilize the church exemption:
 - Christ Church
 - Unitarian Church
 - Kennebunk Baptist Church
 - St. Martha’s Church
 - Seventh Mile Church
- All five accounts pay a single debt unit and a single support system unit.
- The billing policy exempts them from paying the water usage portion of a typical commercial account.
- Water usage is very low as provided by the following data:
 - Low use of 758 cubic feet
 - Max use of 3,711 cubic feet
 - Average use of 1,903 cubic feet
 - Total amount of exempted fees was \$345.39 for 2023

Staff recommends leaving the billing policy as is and not changing the church exemption.
All present agreed.

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: Lower Village Detour

District Manager **Gallant** provided an update of the Lower Village Detour proposal as detailed in the KSD Board of Trustees packet of November 7, 2023, Attachment #1 (Agenda Item Commentary) and Attachment # 6 (Lower Village Detour Request Proposal). His discussion included the following remarks:

- The project was originally designed in 2014.
- The pipe scored extremely low during the 2021 lower village sewer inspection.
- This project was prepared for construction in the spring of 2024.
- A detour would be needed in order to complete the work successfully and safely.
- KSD and KKW have provided the Town with a detailed detour request proposal.

- During the last meeting with the town, it became apparent that the town is going to make this as hard as possible to get a detour.

Due to the reluctance of the Town to agree to a detour, District Manager **Gallant** stated that this project cannot be accomplished in 2024, planning will have to shift to 2025.

The town wants to have alternate options presented, but KSD insists that this is the best plan due to all of the connections being every 15 or 20 feet.

One possible option could be to construct a temporary road up the side of the existing road on the residential side.

District Manager **Gallant** presented video images of the area that would be altered for a temporary road.

A discussion developed regarding the impact on residential properties if a temporary road was constructed.

An explanation of what's going to happen when that line fails should be presented to the town.

Drainage is also an issue that the town needs to address.

District Manager **Gallant** noted that his next step will be to get this project on the Maine DOT TAME (Traffic Analysis Management and Evaluation) team agenda with the water district and to talk with the affected business owners letting them know about the proposal and hearing their concerns.

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) #6: Manager's Report

District Manager **Gallant** provided a summary of selected items from the Manager's Report as detailed in Attachment #7 (Manager's Report for November 2023), of the November 2023, Trustees Packet. His comments included the following topics and highlights:

FINANCIAL AND ADMINISTRATIVE

Personnel

- An offer was presented to candidate Nate **Jones** for the vacant operator position, and he has accepted. He will begin work after the Thanksgiving holidays.
- Project Manager **Katz** has submitted his resignation notice and will be leaving the first week of December.
- The project manager position has been posted and six resumes have been received. All candidates have experience.

November Referendum

- No news yet regarding the vote today (Nov 7) on the referendum to raise KSD's debt limit.

DEP Inspection

- KSD's new DEP inspector stopped by for an informal inspection on October 13th. The inspection went very well, and she was impressed with the cleanliness and operation of the facility. A report is expected on this visit next month.

High School Tour

- A facility tour was conducted on October 31, 2023, for 20 students from an environmental science class at the high school.
- Two groups of ten each were guided by Lead Operator Ty **Morin** and District Manager **Gallant**.

COLLECTION SYSTEMS

Update From Collection System Foreman (Danny Boissonneault)

- Finished installing generator at Clarkdale pump station.
- Worked on leaking issues of the chemical header at Boothby pump station.
- Cleaned and jet rodded sewer lines in Rosewood subdivision.
- Vacuum tested manholes and pressure tested sewer lines on 61 York St.
- Conducted an outside meter reading at 2 King Rd.
- Assisted with startup at Doanes Wharf pump station.
- Cleaned sewer lines on Oak Bluff and Day St.
- Checked pump stations weekly.

PLANT OPERATIONS

Update From Lead Operator (Ty Morin)

- Johnson & Jordan, Inc. Scarborough, ME were on site to start connecting the oil tanks to the RBC Boiler.
- Clark Plumbing, Inc. Kennebunk, ME was onsite to repair leaks on the control building hot water tank Plumbing.
- Conducted steel garage cleaning and planned tree removal in preparation for the treatment plant upgrade.

2022 CAPITAL IMPROVEMENT PROJECTS

Doane's Wharf Pump Station Rehabilitation

- The station is 100% online and running.
- Temporary electricity is being utilized until the new utility pole is set in place.
- The area around the pump station has been paved and final landscaping has been completed.
- The old pump station is completely demoed, the old driveway is gone, and the area has been seeded.

Phase 2 WWTP Biological Design

- The 60% reviews and specification reviews are in progress and things are looking good.
- Prices are getting high, so KSD is reevaluating areas to lower the cost.
- Brown and Caldwell, Andover, MA are now at their estimate's high end which makes the project not feasible.
- Some areas KSD is looking at to lower the price include the following:
 - Concrete and additional excavation required for larger tanks that are unnecessary.
 - HVAC in the outbuildings could be moved to one location.
 - Demolition of the RBC building is unnecessary.
- Staff is still expecting to go out for bid either late winter or early spring.

Bartlett Mills Pump Station Rehabilitation

- This project was completed on November 2nd.
- There is some cleanup work and paving yet to be completed.

2023 CAPITAL IMPROVEMENT PROJECTS

Boothby Road Pump Station Pumps

- Staff are discussing options with Champlin Associates, Essex Junction, VT.

Riverlocks 1 Pump Station Pumps

- The pumps are scheduled for installation on December 5-6th.
- The pumps and valves will be replaced along with the discharge piping.

Wells Road Pump Station Painting

- This job will be completed on November 8, 2023.

Fieldcrest Easement

- This project is expected to be completed during the week of November 13, 2023.

Lower Village Sewer Design

- This topic was addressed earlier in the meeting.

Beach Street Siphon Design

- Contractors will be pigging, cleaning, and conducting CCTV work on December 13-14th to evaluate the siphon and determine if a structural liner will be a repair option.

Network Upgrades

- Waiting for a day when all radios can be switched at the same time.

Emergency Backup Power

- The Brown Street pump station generator was delivered on Nov 7, 2023.
- The Riverlocks 1 pump station generator is due to be delivered in January 2024.
- The Doane's Wharf pump station generator is due to be delivered in March 2024.

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) #7: 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 8:18 p.m.

MOVED: Wise

SECONDED: Wiley

DISCUSSION: None

MODS: None

**VOTE: Chairman Oppert, affirmative
Vice Chairman Wiley, affirmative
Treasurer Brockway, affirmative
Trustee Wise, affirmative
4 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.
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 _____.