

KENNEBUNK SEWER DISTRICT BOARD OF TRUSTEES  
MONTHLY MEETING, DECEMBER 5, 2023

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

Trustees absent                    Patrick **Wiley**, Vice Chairman

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

.....  
**AGENDA:**

**Unfinished Business**

**New Business**

1. Minutes of the November 7, 2023, Board of Trustee Meeting
  2. Declaration of Election Results
  3. BNR Design Update
  4. Manager’s Report
  5. Executive Session: Annual Employee Evaluations
  6. Adjournment
- .....

Chairman **Oppert** called the meeting to order at 7:00 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 November 7, 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 November 7, 2023, contained in KSD Board of Trustees packet of December 5, 2023, Attachment #2.

Treasurer **Brockway** submitted the following corrections:

- Page 4 of 7, Item **(Other Business) #5:** 2<sup>nd</sup> paragraph, line 3: “but KSD insist that” should read “but KSD insists that”
- Page 4 of 7, Item **(Other Business) #5:** 2<sup>nd</sup> paragraph, line 5: “construct a road up the side” should read “construct a temporary road up the side”

There being no further corrections, revisions, or additions to come before the Board regarding the monthly meeting minutes of November 7, 2023, Chairman **Oppert** asked for a motion.

**A motion was made to approve the minutes for the November 7, 2023, Monthly Meeting as amended.**

**MOVED:** Brockway  
**SECONDED:** Wise  
**DISCUSSION:** None  
**MODS:** As noted  
**VOTE:** Chairman **Oppert**, affirmative  
Treasurer **Brockway**, affirmative  
Trustee **Wise**, affirmative  
**3 in favor, 0 opposed, 1 abstained (Brady); the motion carried.**

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

**Agenda Item – (New Business) #2: Declaration of Election Results**

District Manager **Gallant** provided a summary of the Town of Kennebunk referendum vote as detailed in the KSD Board of Trustees packet of December 5, 2023, Attachment #1 (Agenda Item Commentary) and Attachment # 3 (Declaration of Election Results). His presentation included the following referendum vote data:

- The vote was conducted on November 7, 2023.
- The referendum would raise the debt limit from \$30M to \$55M.
- The vote passed (1,728-Yes, 1,037-No, 62-Blank).
- Supporting documentation in Attachment #3 (Declaration of Election Results) includes declaration form, amended charter, and transmittal letter.

Clerk **Brady** signed the letter dated December 5, 2023, to the Maine Secretary of State, Bureau of Corporations, regarding “Certification of Election Results – Kennebunk Sewer District” provided in Attachment #3, page 12 of 41.

The following Kennebunk Sewer District Board of Trustees present signed the KENNEBUNK SEWER DISTRICT DECLARATION OF ELECTION RESULTS provided in Attachment #3, page 14 of 41:

Chairman **Oppert**  
Treasurer **Brockway**  
Clerk **Brady**  
Trustee **Wise**

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 accept, approve, and execute the Declaration of Election Results in the form presented to the Board of Trustees, and declare the results of the November 7, 2023, District Referendum, that the amendment to the District Charter increasing the stated debt limit, passed.**

**MOVED:** Brady  
**SECONDED:** Wise  
**DISCUSSION:** None  
**MODS:** None  
**VOTE:** Chairman **Oppert**, affirmative  
Treasurer **Brockway**, affirmative  
Clerk **Brady**, 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: BNR Design Update**

District Manager **Gallant** provided an update of the BNR (Biological Nutrient Removal) design as detailed in the KSD Board of Trustees packet of December 5, 2023, Attachment #1 (Agenda Item Commentary) and in a virtual tour of the design using online CAD (Computer-Aided Design And Drafting) software. His discussion included the following remarks:

- 60% plans were received from B&C (Brown and Caldwell, Andover, MA) in November 2023.
- KSD’s Basis of Design report estimated a cost of \$21M, with a high end of \$30M.
- The current B&C cost estimate is \$36M.
- Subsequent meetings with B&C yielded 17 action items that B&C will evaluate through value engineering.
- A list of selected large items consisted of the following:
  - Concrete tank size
  - Reduction of “trains” from three to two.
  - Eliminate explosion proof clarifier domes.
  - Elimination of primary clarifiers.
- One smaller item consisted of expanding the size of the electrical room and locating it in the basement level reducing the extra HVAC, excavation, conduit, pipes, and compressor line costs.
- New B&C cost estimates will be available in the second week of December 2023.
- 90% plans are expected from B&C by February 2024.
- Construction is expected to begin during the summer of 2024.

Treasurer **Brockway** asked what an acceptable high-end amount would be.  
District Manager **Gallant** replied he would be comfortable with \$25M as a high-end.

Using online CAD, District Manager **Gallant** presented a 3-D model virtual tour of the BNR (Biological Nutrient Removal) design. His presentation included the following topics:

- Grade location.
- Large bubble mixing technology
- RAS (Return Activated Sludge) pumps that return good bacteria to the clarifiers through a splitter box.
- The following zones of the four-stage process were examined:
  - Anoxic - devoid of oxygen.
  - Aerobic - a biological process that uses oxygen to break down organic contaminants.
- Hydraulic modeling.
- Instrumentation, including the following probes:
  - pH - a measure of water acidic/basic condition
  - DO - dissolved oxygen
  - Nitrogen
  - Nitrate – an oxidized form of nitrogen
  - Oxygen
- The current SCADA (Supervisory Control And Data Acquisition) system will be integrated by EII (Electrical Installations, Inc.), Moultonboro, NH

Treasurer **Brockway** asked for the height of the facility.  
District Manager **Gallant** replied that the height will be 17 feet above ground level

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 – (New Business) #4: 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 December 2023), of the December 2023, Trustees Packet. His comments included the following topics and highlights:

## FINANCIAL AND ADMINISTRATIVE

### Personnel

- New operator Nate **Jones** began work on November 27, 2023.
- Project Manager **Katz**'s last day of work is December 7, 2023.
- The project manager position has been offered and accepted by Chris **Johnson**. He started work on November 30, 2023.
- Operator Everett **Horrocks** will be celebrating his 40-year anniversary with KSD
- Operator Bryce **Bond** will be celebrating his 3-year anniversary with KSD
- Lead Operator Ty **Morin** will be celebrating his 4-year anniversary with KSD
- Collection System Foreman Daniel **Boissonneault** will be celebrating his 17-year anniversary with KSD
- Senior Operator Jeffrey **Hanscom** will be celebrating his 18-year anniversary with KSD

### Debt Limit

- The referendum to raise the District's debt limit from \$30M to \$55M was successful.

## COLLECTION SYSTEMS

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

- Completed yard clean ups at pump stations.
- Conducted meter inspection at Northeast Coating Technologies, Kennebunk, ME.
- Completed Bartlett Mills pump station wet well covers installation with George Burr & Son, Inc., Kennebunk, ME.
- Conducted bi-annual wet well cleaning with Nest & Sons, Inc. Kennebunk, ME.

## PLANT OPERATIONS

### Update From Lead Operator (Ty Morin)

- Process control continues to stay in check.
- Completed various plant work orders.
- Johnson & Jordan, Inc. Scarborough, ME finished the RBC (Rotating Biological Contactors) building fuel tank connections.
- Commenced steel garage clean out and item relocation to the lower headworks.

## 2022 CAPITAL IMPROVEMENT PROJECTS

### Doane's Wharf Pump Station Rehabilitation

- Waiting (expect approximately two weeks) for CMP (Central Maine Power) to set up the utility pole.
- Heat in the building is operational.
- Landscaping has been completed.

### Phase 2 WWTP Biological Design

- This topic was discussed earlier in the meeting under agenda item #3.

### Bartlett Mills Pump Station Rehabilitation

- The extensions and covers have been placed.
- The site has been graded.
- Riprap has been installed.
- Paving and landscaping are scheduled for spring, 2024.

## 2023 CAPITAL IMPROVEMENT PROJECTS

### Boothby Road Pump Station Pumps

- Pump evaluation is ongoing.

### Riverlocks 1 Pump Station Pumps

- This project is scheduled for completion on December 6, 2023.

### Wells Road Pump Station Painting

- This project has been completed.

### Fieldcrest Easement

- This project has been started.

### Lower Village Sewer Design

- A request has been submitted to the Maine DOT TAME (Traffic Analysis Management and Evaluation) team's committee to be placed on the agenda.

### Beach Street Siphon Design

- Vortex Services LLC, Livermore, ME is evaluating sewer line CCTV (closed-circuit television) video to design a structural liner.

### 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 and is being prepared for installation.
- 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 – (New Business) #5:** Executive Session: Annual Employee Evaluations

Chairman **Oppert** asked for a motion to enter Executive Session.

**At 7:51 p.m. a motion was made to enter Executive Session to discuss the District Manager's evaluation, Pursuant to [M.R.S.A. Title 1: General Provisions, Subchapter 1, §405 (6) (A)]**

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

Chairman **Oppert** asked for a motion to come out of Executive Session.

**At 8:32 p.m. a motion was made to come out of Executive Session with no action taken.**

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

There being no action taken during Executive Session, Chairman **Oppert** moved to the next agenda item.

**Agenda Item – (New Business) #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 8:33 p.m.**

**MOVED:** Brady  
**SECONDED:** Brockway  
**DISCUSSION:** None  
**MODS:** None  
**VOTE:** Chairman **Oppert, affirmative**  
Treasurer **Brockway, affirmative**  
Clerk **Brady, 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**

| <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><br>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><br>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>February 7, 2023</b>    | Agenda Item # 5: Topic <b><u>Power Supply Options Update.</u></b><br>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><br>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 _____.<br>Description _____.  |