

KENNEBUNK SEWER DISTRICT BOARD OF TRUSTEES
PUBLIC HEARING FOR REVIEWING CHANGES TO KSD'S RULES AND REGULATIONS AND
MONTHLY MEETING, JULY 2, 2024

The Board of Trustees of the Kennebunk Sewer District held a Public Hearing for reviewing changes to KSD's rules and regulations and its regular monthly meeting on Tuesday, July 2, 2024, in the conference room at 44 Water Street.

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

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

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AGENDA:

Public Hearing

1. Public Hearing for the purpose of reviewing changes to KSD's Rules and Regulations

Unfinished Business

New Business

2. Election of Officers
3. Minutes of the June 4, 2024, Board of Trustee Meeting
4. Rules and Regulations Revisions
5. Closing of Bank Account At Saco and Biddeford Savings

Other Business

6. Manager's Report

Adjournment

7. Adjournment
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KENNEBUNK SEWER DISTRICT BOARD OF TRUSTEES PUBLIC HEARING FOR REVIEWING
CHANGES TO KSD'S RULES AND REGULATIONS

Vice Chairman **Wiley** called the meeting to order at 7:01 p.m.

Agenda Item – (Public Hearing) #1: Public Hearing for the Purpose of reviewing changes to KSD's Rules
and Regulations

A motion was made to appoint Patrick Wiley as the moderator of the public hearing.

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

A motion was made to open the Public Hearing for the purpose of reviewing the changes and modifications to the Kennebunk Sewer District's Rules and Regulations.

MOVED: Wiley
SECONDED: Brady
DISCUSSION: None.
MODS: None.
VOTE: Moderator (Vice Chairman) **Wiley, affirmative**
Treasurer **Brockway, affirmative**
Clerk **Brady, affirmative**
Trustee **Wise, affirmative**
Trustee **Nalezny, affirmative**
5 in favor, 0 opposed; the motion carried.

Since no resident ratepayers were present, District Manager **Gallant** suggested waiting four or five minutes for anyone who may be running late.

Treasurer **Brockway** noted that the wait was a good opportunity for new Trustee **Nalezny** to ask any question he might have regarding the revised document.

District Manager **Gallant** provided the following KSD Rules and Regulations summary:

- An explanation of the KSD Rules and Regulations purpose and objectives.
- The order of precedence between the KSD Charter and the KSD Rules and Regulations.
- The procedures for making changes to the KSD Rules and Regulations.

KSD Project Manager **Johnson** provided a summary of the KSD Rules and Regulations major change as detailed in Attachment #3 (Rules and Regulations), of the July 2024 Trustees Packet. His comments included the following topic:

- Food service establishments grease permitting system.

Treasurer **Brockway** recommended adding the topic to the Manager's Report so the Board could receive an update every six months.

Since no resident ratepayers arrived during the allotted delay, District Manager **Gallant** suggested closing the public hearing.

A motion was made to close the Public Hearing at 7:10 p.m.

MOVED: Brady
SECONDED: Nalezny
DISCUSSION: None.
MODS: None.
VOTE: Moderator (Vice Chairman) **Wiley, affirmative**
Treasurer **Brockway, affirmative**
Clerk **Brady, affirmative**
Trustee **Wise, affirmative**
Trustee **Nalezny, affirmative**
5 in favor, 0 opposed; the motion carried.

KENNEBUNK SEWER DISTRICT BOARD OF TRUSTEES MONTHLY MEETING, JULY 2, 2024

A motion was made to open the July monthly meeting for the Board of Trustees of the Kennebunk Sewer District at 7:10 p.m.

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

Agenda Item – Unfinished Business

There being no discussion regarding Agenda Item “Unfinished Business,” Vice Chairman **Wiley** moved to the next scheduled Agenda Item.

Agenda Item – (New Business) #2: Election of Officers

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

- A municipal election was held on June 11, 2024.
- The results of the election have been declared official.
- Members elected to the KSD Board of Trustees include:
 - Existing Vice Chairman Patrick **Wiley**.
 - New Trustee Aaron **Nalezny**.
- Following the municipal election each year, new KSD Board of Trustees officers are elected.
- The four positions available are Chair, Vice Chair, Treasurer, and Clerk. Duties include:
 - Chairman - run the meetings and maintain order.
 - Vice Chairman - fill in for the Chairman in his/her absence.
 - Treasurer - review and sign financial documents and certain certificates.
 - Clerk – review and sign the agendas and meeting minutes.
- The current positions are filled by:
 - Chairman - vacant.
 - Vice Chairman - Patrick **Wiley**.
 - Treasurer - Wayne A. **Brockway**.
 - Clerk – Robert **Brady**.

Following a discussion between all KSD Board of Trustees present, the following slate of officers was nominated.

A motion was made to nominate Patrick Wiley to the office of Chairman for the Kennebunk Sewer District Board of Trustees (for a term of one year to expire in July 2025).

MOVED: Brockway
SECONDED: Brady
DISCUSSION: Vice Chairman **Wiley** accepted the nomination.
MODS: None.
VOTE: Vice Chairman **Wiley, affirmative**
Treasurer **Brockway, affirmative**
Clerk **Brady, affirmative**
Trustee **Wise, affirmative**
Trustee **Nalezny, affirmative**
5 in favor, 0 opposed; the motion carried.

A motion was made to nominate Wayne A. Brockway to the office of Treasurer for the Kennebunk Sewer District Board of Trustees (for a term of one year to expire in July 2025).

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

A motion was made to nominate Jason Wise to the office of Vice Chairman for the Kennebunk Sewer District Board of Trustees (for a term of one year to expire in July 2025).

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

A motion was made to nominate Robert Brady to the office of Clerk for the Kennebunk Sewer District Board of Trustees (for a term of one year to expire in July 2025).

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

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

Agenda Item – (New Business) #3: Minutes of the June 4, 2024, Board of Trustee Meeting

Dispensing with a reading of the minutes, Chairman **Wiley** asked the Board for comments regarding the monthly meeting minutes of June 4, 2024, contained in KSD Board of Trustees packet of July 2, 2024, Attachment #2.

There being no corrections, revisions, or additions to come before the Board regarding the monthly meeting minutes of June 4, 2024, Chairman **Wiley** asked for a motion.

A motion was made to approve the minutes for the June 4, 2024, Monthly Meeting as submitted.

MOVED: Brockway

SECONDED: Brady

DISCUSSION: None.

MODS: None.

VOTE: Chairman **Wiley, affirmative**
Vice Chairman **Wise, affirmative**
Treasurer **Brockway, affirmative**
Clerk **Brady, affirmative**

4 in favor, 0 opposed, 1 abstained (Nalezny); the motion carried.

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

Agenda Item – (New Business) #4: Rules and Regulations Revisions

Referring to the KSD Board of Trustee’s packet of July 2, 2024, Attachment #1 (Agenda Item Commentary) and Attachment #3 (Rules and Regulations), the following updates were addressed:

Chairman **Wiley** provided the following corrections:

- Page 20 of 85, Topic **Fats, Oils and Grease (FOG)**: Item #6, 1st paragraph, line 2, the line is missing spaces between each word in the sentence.
- Page 57 of 85, Topic **SECTION B- PRODUCT AND/OR SERVICE INFORMATION**: 2nd line from the bottom, “**Material Safety Data Sheets (MSDS)**” should read “**Safety Data Sheets (SDS)**”.
- Page 73 of 85 through 78 of 85, section titles do not align with the left margin.
- Page 3 of 85, Topic **ADDENDUM F- Impact Fee and Equity Buy in Fee Design Flows**
..... **833** should read **ADDENDUM F- Impact Fee and Equity Buy in Fee Design Flows** **83**.

District Manager **Gallant** provided the following corrections:

- Page 20 of 85, Topic **Fats, Oils and Grease (FOG)**: Item #7, 1st paragraph, all lines, the font is a different color than the rest of the document.
- Page 73 of 85, Topic **SECTION 5 MAINTENANCE STANDARDS FOR GREASE INTERCEPTORS**: Item #5.7.3, 1st paragraph, line 1, “within 30 days of initial hire” should read “within 30 days of initial hire”.

Treasurer **Brockway** provided the following corrections:

- Page 73 of 85, Topic **SECTION 6 STORM WATER ISSUES**: Items #6.2 and #6.2, 1st paragraphs, paragraph text margins are not formatted and indented the same as the previous paragraph Item #5.8.
- Page 74 of 85 through 78 of 85, all Topics, all Items, and all paragraphs, paragraph text margins are not formatted and indented the same as the previous Topics, Items, and paragraphs.
- Page 79 of 85, Topic **SECTION B- FACILITY OPERATIONAL CHARACTERISTICS**: The bottom of the form is cut off and added to the next page. Reattach the bottom of the form and make it appear on one page.

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

A motion was made to accept the changes to the updated rules and regulations.

MOVED: Brady
SECONDED: Wise
DISCUSSION: None.
MODS: None.
VOTE: Chairman Wiley, affirmative
Vice Chairman Wise, affirmative
Treasurer Brockway, affirmative
Clerk Brady, affirmative
Trustee Nalezny, affirmative
5 in favor, 0 opposed; the motion carried.

Chairman Wiley moved to the next agenda item.

Agenda Item – (New Business) #5: Closing of Bank Account At Saco and Biddeford Savings

Referring to the KSD Board of Trustees' packet of July 2, 2024, Attachment #1 (Agenda Item Commentary), District Manager Gallant provided the following information regarding KSD's bank account at Saco and Biddeford Savings:

- The Saco and Biddeford Savings Bank account number ends in 8390.
- The account has been static for years.
- As of June 13, 2024, the balance of the account was \$14,434.73.
- KSD Staff proposed transferring the full amount of the Saco and Biddeford Savings Bank account #...8390 into KSD's Equity Buy In Fee account #...9558 at Kennebunk Savings Bank and to close out the Saco and Biddeford Bank account.

Treasurer Brockway asked if the original purpose for the account is known.
District Manager Gallant replied in the negative.

There being no further remarks or comments to come before the Board regarding this agenda item, Chairman Wiley asked for a motion.

A motion was made to authorize the District Manager to transfer the balance of \$14,434.73 from the account ending in 8390 from Saco and Biddeford Savings into the Equity Buy In Fee account ending in 9558 at Kennebunk Savings Bank and to close out the Saco and Biddeford Bank Account.

MOVED: Wise
SECONDED: Brockway
DISCUSSION: None.
MODS: None.
VOTE: Chairman Wiley, affirmative
Vice Chairman Wise, affirmative
Treasurer Brockway, affirmative
Clerk Brady, affirmative
Trustee Nalezny, affirmative
5 in favor, 0 opposed; the motion carried.

Chairman Wiley 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 #4 (Manager's Report for July 2024), of the July 2024 Trustees Packet. His comments included the following topics and highlights:

FINANCIAL AND ADMINISTRATIVE

Personnel

- Project Manager Christopher A. **Johnson** and Instrumentation Technician Miguel **Tostado II** attended a cybersecurity training given by MWUA (Maine Water Utilities Association). The free webinar training, *Cybersecurity for Maine Wastewater and Water Operators*, was presented by EFC (EPA Environmental Finance Center).

Board Vacancies

- Patrick **Wiley** and Aaron **Nalezny** were elected to fill the two vacant seats on the KSD Board of Trustees.

Customer Issues (Abatements)

- A customer who had irrigation was struggling to understand how KSD utilizes water usage data from the previous year for irrigation billing.
- The irrigation has been capped but the customer doesn't want to pay the high rate for not abating the irrigation.
- The customer was informed that an optional meter could be installed on the irrigation line at the customer's expense, which the customer declined.
- The customer was asked to submit a written request to the Board for consideration.
- The customer suggested that KSD install meters on the sewer discharge lines of all rate payers instead of relying on the water district's customer usage data from the previous year.
- The customer was informed that his suggestion would be taken under advisement.

KSD Project Manager **Johnson** provided a summary of selected items from the Manager's Report as detailed in Attachment #4 (Manager's Report for July 2024), of the July 2024 Trustees Packet. His comments included the following topics and highlights:

COLLECTION SYSTEMS

Update From Collection System Foreman (Danny Boissonneault)

- Checked and mowed pump stations.
- Cleaned wet wells at Fieldcrest, Lakebrook and Cat Mousam pump stations, two more to go.
- Call out to Brown Steet pump station for blue rag plug up.
- Call out to Mousam Landing pump station for plugged pumps.
- Performed sewer connection inspections.
- Performed dig-safes.
- Continued Jet Rodding.
- Assembled new air releases for subsequent installation.
- Fixed and prepped manholes around town ahead of paving.
- Completed Barlett Mills landscaping.

PLANT OPERATIONS

Update From Lead Operator (Ty Morin)

- Process control continued to stay in check.
- Crews continued to complete work orders and continued work on typical plant operations.
- Johnson & Jordan, Inc. Mechanical Contractors, Scarborough ME completed the RBC roll repair.
- Marston Industrial Services, Inc., Fairfield, ME has started coating the CCTs (Chlorine Contact Tanks).
- The steel garage has been taken down and the surrounding area cleaned.
- RBC tank cleaning is scheduled for next month.

2022 CAPITAL IMPROVEMENT PROJECTS

Doane's Wharf Pump Station Rehabilitation

- The pump station is fully operational.
- The emergency generator has been installed and tested.
- Landscaping has been completed.
- Northeast Earth Mechanics, LLC. Pittsfield, NH has a small punch list to be completed.

District Manager **Gallant** provided a summary of the following item from the Manager's Report as detailed in Attachment #4 (Manager's Report for July 2024), of the July 2024 Trustees Packet. His comments included the following topics and highlights:

Phase 2 WWTP Biological Design

- A signed copy of the change order was returned to and accepted by Brown and Caldwell, Andover, MA.
- Work on the 75% design is progressing, a review is scheduled for the end of July 2024.
- The project is expected to go out for bid in February 2025.

KSD Project Manager **Johnson** provided a summary of selected items from the Manager's Report as detailed in Attachment #4 (Manager's Report for July 2024), of the July 2024 Trustees Packet. His comments included the following topics and highlights:

Bartlett Mills Pump Station Rehabilitation

- Landscaping has been completed.
- Installation of the pipe bollard protection for the electrical cabinet has been completed.
- Paving is expected to be completed within the next couple of weeks.

2023 CAPITAL IMPROVEMENT PROJECTS

Boothby Road Pump Station Pumps

- Staff reviewed the pump selections provided by Larry **Mills**, Technical Sales Engineer, Champlin Associates, Scarborough, ME, and decided to use the fully submersible, multi-vane impeller, Homa AK 634-280/45.6 FU pump.
- The pump has been ordered and has a 16–18-week lead time.

Fieldcrest Easement

- No change for this project, waiting to complete the fence panels.

Lower Village Sewer Design

- KSD (Kennebunk Sewer District) and KKWWD (Kennebunk, Kennebunkport & Wells Water District) Staff met with representatives of the Town of Kennebunk and representatives of the Town of Kennebunk Chamber of Commerce on June 21, 2024, to discuss public outreach.
- Another meeting with the Town of Kennebunk Staff is scheduled for July 10, 2024, to review the next steps for road closure and review the schedule for Select Board meetings.
- A meeting with a small group of concerned select business owners to insure they are fully informed of the project details is anticipated for mid-July 2024.
- A public informational meeting to review the project with the Town of Kennebunk business officials and the Town of Kennebunk business owners is anticipated for the end of July 2024.

Emergency Backup Power

- Doanes wharf generator has been installed and is operational
- River locks generator has been set.
- Collins Sheet Metal, Inc. Berwick, ME is scheduled to be on site by the end of July 2024 to complete the exhaust piping for Brown Street Pump Station.
- One louver is still on order for Riverlocks 1 Pump Station.

2024 CAPITAL IMPROVEMENT PROJECTS

Coating of CCT

- The CCT (Chlorine Contact Tanks) coating project by Marston Industrial Services, Inc., Fairfield, ME is ongoing.
- The first train is expected to be completed within a week.

New Truck

- The new truck has been delivered.
- Lettering and undercoating are planned as future tasks.

Chairman **Wiley** asked if any old truck is being retired.

District Manager **Gallant** replied in the negative, adding that the oldest gray truck with the work body will be kept for a while longer.

Sludge Tank Diffusors

- The diffusors have been ordered; delivery is expected in August 2024.

Investigation and Spot Repairs in Collection System

- The manhole lining project being conducted by Vortex Services LLC. Livermore, ME is in progress.
- Sectional point repairs were completed in the month of June 2024.
- KSD anticipates another list of point repairs and manhole linings for September and October 2024.

Treasurer **Brockway** asked how many emergency backup generators does KSD have.

KSD Project Manager **Johnson** provided the following count:

- 2 to be connected.
- 3 tow away.
- Doane's Wharf
- Boothby Road
- Wells Road
- Powder Mills
- Barksdale
- Fieldcrest
- Cat Mousam

Treasurer **Brockway** asked how often the generators are operated.

KSD Project Manager **Johnson** replied that most are run weekly, the rest are run as routine maintenance.

District Manager **Gallant** added that once a year each generator has the primary power turned off to see if it operates as designed.

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

Agenda Item – (Adjournment) #7: Adjournment

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

A motion was made to adjourn the meeting at 7:58 p.m.

MOVED: Wise
SECONDED: Brockway
DISCUSSION: None.
MODS: None.
VOTE: Chairman **Wiley, affirmative**
 Vice Chairman **Wise, affirmative**
 Treasurer **Brockway, affirmative**
 Clerk **Brady, affirmative**
 Trustee **Nalezny, 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.
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 _____.