

KENNEBUNK SEWER DISTRICT BOARD OF TRUSTEES  
MONTHLY MEETING, DECEMBER 3, 2024

The Board of Trustees of the Kennebunk Sewer District held its regular monthly meeting on Tuesday, December 3, 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:**

**Unfinished Business**

**New Business**

1. Minutes of the November 5, 2024, Monthly Meeting
2. Power Supply Options

**Other Business**

3. Manager's Report

**New Business**

4. Executive Session: Employee Evaluations

**Adjournment**

5. Adjournment
- .....

Chairman **Wiley** called the meeting to order at 7:00 p.m.

**Agenda Item – Unfinished Business**

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

**Agenda Item – (New Business) #1: Minutes of the November 5, 2024, Monthly Meeting**

Dispensing with a reading of the minutes, Chairman **Wiley** asked the Board for comments regarding the monthly meeting minutes of November 5, 2024, contained in KSD Board of Trustees packet of December 3, 2024, Attachment #2.

District Manager **Gallant** submitted the following correction:

- Page 4 of 25, Item (**New Business**) #2: 1<sup>st</sup> paragraph, line 10 from the bottom, “WWTP: \$655,100” should read “WWTP: \$651,100”

Project Manager **Johnson** submitted the following corrections:

- Page 2 of 25, Item **(New Business) #3**: 1<sup>st</sup> paragraph, line 25, “Final Clarifier Covers” should read “Clarifier Covers”
- Page 7 of 25, Item **(Other Business) #4**: 3<sup>rd</sup> paragraph, line 3, “Powerpoint Electrical Contractors Ltd. Surrey, B.C., Canada” should read “Pow'r Point Generator Power Systems, Saco, ME”
- Page 7 of 25, Item **(Other Business) #4**: 5<sup>th</sup> paragraph, line 2, “SST (Secondary Settling Tank)” should read “SST (Sludge Storage Tank)”

Chairman **Wiley** submitted the following corrections:

- Page 2 of 25, Item **(New Business) #3**: last paragraph, last line, “Information & Control” should read “Instrumentation & Control”
- Page 4 of 25, Item **(New Business) #2**: 3<sup>rd</sup> paragraph, line 9 from the bottom, “Col lection System” should read “Collection System”

Clerk **Brady** submitted the following correction:

- Page 1 of 25, Item **Meeting call to order**: 2<sup>nd</sup> paragraph from the bottom, line 2, “a motion to moved ahead” should read “a motion to move ahead”

There being no further corrections, revisions, or additions to come before the Board regarding the monthly meeting minutes of November 5, 2024, Chairman **Wiley** asked for a motion.

**A motion was made to approve the minutes for the November 5, 2024, Monthly Meeting as amended.**

**MOVED:** Wise  
**SECONDED:** Brockway  
**DISCUSSION:** None  
**MODS:** As Noted  
**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) #2: Power Supply Options**

Referring to the KSD Board of Trustee’s packet of December 3, 2024, Attachment #1 (Agenda Item Commentary), Project Manager **Johnson** provided a summary of future solar power options for the administration building. His presentation included the following highlights:

- The eastern facing roof line is an ideal location for solar panels due to its all day sun exposure.
- The roof mounted solar panels clip onto the metal roof which would not void the roof warranty.
- ReVision Energy, South Portland, ME is working on a preliminary design for roof mounted solar panels on KSD’s administration building.
- The “Brownfield” site (a property on which the expansion, redevelopment, or reuse may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant) that's located directly behind KSD is also a big solar incentive site.
- With all the tax credits and grants, it would make more sense to buy the solar panels and not have them as a part of a lien or lease.
- There is a 100 kilowatt hour max production cap from KLPD (Kennebunk Light and Power District).

- Changes to KSD's service agreements with CMP (Central Maine Power) have been implemented for selected pump stations to provide energy cost savings.
- Contacts include:
  - John **Dunster**, ReVision Energy, South Portland, ME
  - U S DOE (Department of Energy) ITAC (Industrial Training Assessment Centers, formerly called the Energy Analysis and Diagnostic Centers).
  - Robert **Sullivan**, UNH (University of New Hampshire) CEPS (College of Engineering and Physical Sciences) Durham, NH. He is the New England on site power options representative for TAP (Technical Assistance Partnership).
- Available grants and credits include:
  - ITAC (Industrial Training Assessment Centers) Implementation Grants up to \$300,000 with a 50% cost sharing.
  - IRS (Internal Revenue Service) 30% clean energy federal solar tax credit.
  - FIRA (Federal Inflation Reduction Act) provides incentives that can be used to finance up to 80% of the total commercial project cost. These incentives include tax credits, grants and below market rate loans.
  - ITC (Investment Tax Credit) is a tax credit that reduces the federal income tax liability for a percentage of the cost of a solar system that is installed during the tax year.
  - PTC (Production Tax Credit) is a per kilowatt-hour (kWh) tax credit for electricity generated by solar and other qualifying technologies for the first 10 years of a system's operation. It reduces the federal income tax liability and is adjusted annually for inflation.
- Webinar available:
  - U S DOE (Department of Energy) TAP (Technical Assistance Partnership) On Site Power Options.

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 – (Other Business) #3: Manager's Report**

District Manager **Gallant** provided a summary of selected items from the Manager's Report as detailed in Attachment #3 (Manager's Report for December 2024), of the December 2024 Trustees Packet. His comments included the following topics and highlights:

#### **FINANCIAL AND ADMINISTRATIVE**

##### **Personnel**

- Mechanic/Electrician Stephen **Anderson** announced his retirement for March or April of 2025.
- A job offer for the position was accepted by Zachary **Hirst**.
- Mechanic/Electrician **Hirst** will be starting December 30, 2024.

##### **Port Road Lien Release**

- The lien issues at 170 Port Road have been settled.
- All debts have been paid and the property is cleared to close.

Project Manager **Johnson** provided a summary of selected items from the Manager's Report as detailed in Attachment #3 (Manager's Report for December 2024), of the December 2024 Trustees Packet. His comments included the following topics and highlights:

#### **COLLECTION SYSTEMS**

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

- Performed Dig Safes and inspections.
- Completed fall clean-ups at pump stations.
- Cleaned all but three wet wells.
- Pulled and inspected pump at Clarkdale pump station due to a ragging issue.

## PLANT OPERATIONS

### Update From Lead Operator (Ty Morin)

- Process control continues to stay in check.
- Marston Industrial Services, Inc., Fairfield, ME completed the coating of CCT (Chlorine Contact Tank) #2.
- The crew has been working on fall clean up and work orders.
- The SST (Sludge Storage Tank) diffuser replacement has been rescheduled for the month of December 2024.

## 2022 CAPITAL IMPROVEMENT PROJECTS

### Phase 2 WWTP Biological Design

- Brown and Caldwell, Andover, MA adjusted the 75% review at the bi-weekly meeting held on Dec 3, 2024, with KSD Staff.
- The adjustments included the following:
  - Movement of the splitter box.
  - Number of blowers reduced from 3 to 2 with provisions for installation of the third blower if needed.
  - Reduction of the blower room by 10 ft.
  - Control panel redundancy by utilizing parallel PLC (Programmable Logic Controller) control panels.
- The anticipated completion date for the design is March 17, 2025.

Chairman **Wiley** asked how the room reduction was achieved if space for a third blower was maintained. District Manager **Gallant** replied that original plan had space for 4 blowers which was reduced to 3 blowers.

## 2023 CAPITAL IMPROVEMENT PROJECTS

### Boothby Road Pump Station Pumps

- Champlin Associates, Scarborough, ME installed pump #1 at Boothby Road pump station.
- Pump #2 was scheduled to be installed on Dec 9, 2024, but the start date has been extended.

### Lower Village Sewer Design

- KSD Staff and KKWWD (Kennebunk, Kennebunkport & Wells Water District) Staff met with the Town of Kennebunk's Fire Chief, Police Chief, and other Town officials to discuss the ongoing project.
- Points of discussion included:
  - Plan review, ensure alignment, and address any specific needs from emergency services during the detour
- A meeting with Fred **Forsley**, the 169 Port Road parking lot owner, was held to ensure his tenants weren't inconvenienced by KSD's traffic control in the Mekong Thai parking lot area.
- A record of the meeting was sent to the tenants that operate businesses in the parking lot.

### Emergency Backup Power

- No change on this project.

## 2024 CAPITAL IMPROVEMENT PROJECTS

### Coating of CCT

- This project has been completed.

### Sludge Tank Diffusers

- Removal of the old SST (Sludge Storage Tank) #3 diffusers has commenced.
- Installation of the new diffusers is scheduled for December 2024.

**Investigation and Spot Repairs in Collection System**

- KSD Staff is waiting for the excavation company to install the terminus manhole on Wallace St..

**Pump Station Paving and Landscaping**

- Some landscaping and planting remain to be completed at several pump stations.
- All paving has been completed.

District Manager **Gallant** provided a summary of monthly cash flow as detailed in Attachment #4 (Monthly Financial Data) of the December 2024 Trustees Packet.

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 – (New Business) #4: Executive Session: Employee Evaluations**

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

**At 7:32 p.m. a motion was made to enter into 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 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** asked for a motion to come out of Executive Session.

**At 8:25 p.m. a motion was made to come out of Executive Session.**

**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.**

There being no action required because of Executive Session; Chairman **Wiley** moved to the next agenda item.

**Agenda Item – (Adjournment) #5: 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 8:26 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**

<b><u>Request Date</u></b>	<b><u>Action Item</u></b>
<b>February 7, 2023</b>	Agenda Item # 5: Topic <u>Power Supply Options Update</u> . Description <b>Staff conduct a more thorough review of the contract details.</b>
<b>Date</b>	Agenda Item #__: Topic_____. Description _____.