

KENNEBUNK SEWER DISTRICT BOARD OF TRUSTEES
MONTHLY MEETING, JANUARY 7, 2025

The Board of Trustees of the Kennebunk Sewer District held its regular monthly meeting on Tuesday, January 7, 2025, 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 December 3, 2024, Board of Trustees Meeting
2. Review Handbook and Administrative Procedures and Benefits Manual
3. Review Accounting Systems Manual

Other Business

4. Manager's Report

Adjournment

5. Adjournment
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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 December 3, 2024, Board of Trustees Meeting

Dispensing with a reading of the minutes, Chairman **Wiley** asked the Board for comments regarding the monthly meeting minutes of December 3, 2024, contained in KSD Board of Trustees packet of January 7, 2025, Attachment #2.

Chairman **Wiley** submitted the following corrections:

- Page 3 of 7, Item **(Other Business) #3**: last paragraph, last line, “Pulled an inspected pump” should read “Pulled and inspected pump”

There being no further corrections, revisions, or additions to come before the Board regarding the monthly meeting minutes of December 3, 2024, Chairman **Wiley** asked for a motion.

A motion was made to approve the minutes for the December 3, 2024, Monthly Meeting as amended.

MOVED: Wise
SECONDED: Nalezny
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: Review Handbook and Administrative Procedures and Benefits Manual

District Manager Gallant provided an update of the KSD Employee Handbook, and the Administrative Procedures and Benefits Manual as detailed in the KSD Board of Trustees packet of January 7, 2025, Attachment #1 (Agenda Item Commentary), Attachment # 3 (Employee Handbook), and Attachment # 4 (Administrative Procedures and Benefit Manual). His review included the following topics:

Kennebunk Sewer District Employee Handbook

- Page 7 of 44, 1.1 Organization
- Page 34 of 44, 8.3.1 Sick Leave Accrual
- Page 34 of 44, 8.3.3 Family Sick Leave
- Page 36 of 44, 8.8 Leave for Victims of Domestic Violence
- Page 38 of 44, 9.4 Life Insurance

Treasurer Brockway submitted the following corrections/additions for the KSD Employee Handbook:

- Page 16 of 44, Item **3.5.2 Definitions:** 4th paragraph, line 1: “_Such conduct has the purpose” remove the period and space at the sentence beginning.
- Page 17 of 44, Item **3.5.3 Supervisory Responsibilities:** 1st paragraph, line 3: “his or her jobto prevent discrimination” should read “his or her job to prevent discrimination”
- Page 20 of 44, Item **3.6.6 Security:** last paragraph, last line: “shall contact their supervisor immediately” should read “shall immediately shut down their computer device and contact their supervisor”
- Page 22 of 44, Item 4.1 **Employee Classification:** 1st paragraph, line 1: “the District intends to” should read “The District intends to”
- Page 28 of 44, Item 5.7 **Overtime:** This entry has a larger font that the rest of the document.
- Page 28 of 44, Item 5.8 **Compensatory (Comp) Time:** 2nd paragraph, line 2: “accumulate up to 40 hours of comp time” should read “accumulate up to 60 hours of comp time”
- Page 29 of 44, Item 5.10 **Clothing and Safety Footwear:** 1st paragraph, line 2: “Non-union employees are also entitled to clothing allowance, based upon the discretion of the District Manager and approved by the Board of trustees” should read “Non-union employees are also entitled to a clothing allowance, based upon the discretion of the District Manager and approved by the Board of Trustees”
- Page 32 of 44, Item 8.1.2.4 **Vacation Accrual:** Heading “8.1.2.4” should read “8.1.4”
- Page 32 of 44, Item 8.1.2.4 **Vacation Accrual:** 2nd paragraph, line 2: “compensation, formore than 10 consecutive weeks” should read “compensation, for more than 10 consecutive weeks”
- Page 33 of 44, Item 8.1.5 **Usage or Guidelines:** Heading “8.1.5Usage” should read “8.1.5 Usage”
- Page 38 of 44, Item 9.1 **Medical Insurance:** 2nd paragraph, line 5: “Benefit eligibility begins 30 days after the date of hire, not becoming effective until the first day of the month” check this statement for accuracy.
- Page 38 of 44, Item 9.2 **Dental and Vision Insurance:** 1st paragraph, line 1: “Insurance Plans fornon-union employees” should read “Insurance Plans for non-union employees”
- Page 39 of 44, Item 9.4 **Life Insurance:** 1st paragraph, line 3: “a maximum coverage of \$100,000” should read “a maximum coverage of \$150,000”

- Page 40 of 44, Item 9.8 **Workers' Compensation:** 5th paragraph, line 7: "Distrcit may assign" should read "District may assign"
- Page 43 of 44, Item 13 **Dispute Resolution:** 2nd paragraph, line 2: "will attempt to adjust the matter" should read "will attempt to resolve the matter"

Vice Chairman **Wise** submitted the following suggestion for the KSD Employee Handbook:

- Page 28 of 44, Item **5.7 Overtime:** 2nd paragraph, line 2: "one and one-half (1½) times the employee's regular hourly rate for all hours worked in excess of forty (40) hours" either use text (forty) or numeric (40) but not both throughout the document

There being no further corrections, revisions, or additions to come before the Board regarding the update of the KSD Employee Handbook, Chairman **Wiley** asked for a motion.

A motion was made to adopt the updated Employee Handbook.

MOVED: **Wise**

SECONDED: **Brady**

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.

Administrative Procedures and Benefit Manual

- Page 7 of 22, **WORKERS' COMPENSATION**
- Page 15 of 22, **FLEXIBLE SPENDING ACCOUNT (FSA)**
- Page 16 of 22, **LIFE INSURANCE**
- Page 17 of 22, **RETIREMENT PLANS**

Vice Chairman **Wise** submitted the following correction for the KSD Administrative Procedures and Benefits Manual:

- Page 4 of 22, Item **APPLICATION AND HIRING:** 1st paragraph, line 6: "by Dictrict Manager" should read "by District Manager"

Treasurer **Brockway** submitted the following corrections/additions for the KSD Administrative Procedures and Benefits Manual:

- Page 10 of 22, Item **CLOTHING ALLOWANCE AND PURCHASING:** Add the following statement: "All clothing allowances are considered PPE (Personal Protective Equipment)".
- Page 15 of 22, Item **FLEXIBLE SPENDING ACCOUNT (FSA):** 4th paragraph: Add the following statement: "The maximum allowed amount is \$3,300 for medical and \$5,000 for dependent care".

There being no further corrections, revisions, or additions to come before the Board regarding the update of the Administrative Procedures and Benefits Manual, Chairman **Wiley** asked for a motion.

A motion was made to adopt the updated Administrative Procedures and Benefits Manual.

MOVED: Brockway
SECONDED: Brady
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) #3: Review Accounting Systems Manual

District Manager Gallant opened a discussion regarding changes to the updated KSD Accounting Systems Manual as detailed in the KSD Board of Trustees packet of January 7, 2025, Attachment #5 (Accounting Systems Manual). His review included the following topics:

Kennebunk Sewer District Accounting Systems Manual

- Page 2 of 38, 2.1 COMPLIANCE WITH EXTERNAL POLICIES
- Page 2 of 38, 2.2 SECURITY AND ACCESS
- Page 2 of 38, 3. OVERVIEW OF KENNEBUNK SEWER DISTRICT'S ACCOUNTING SYSTEM
- Page 4 of 38, 4.1 PAYMENTS RECEIVED
- Page 5 of 38, 4.3 PETTY CASH
- Page 23 of 38, Appendix B - Chart of Accounts

Treasurer Brockway submitted the following corrections/recommendations for the KSD Accounting Systems Manual:

- Recommendation: Page numbering for the entire document should be updated.
- Page 9 of 38, Item **4.6 PAYROLL PREPARATION AND PAYMENT:** 8th paragraph, line 1: “expenditures are entered into the Accounting” should read “expenditures are exported into the Accounting.”
- Page 15 of 38, Item **5.9 INTERNAL REPORTING:** 2nd paragraph, line 1: “Monthly Expenses Report will be” should read “Monthly Expense Reports will be.”

Clerk Brady submitted the following recommendation for the KSD Accounting Systems Manual:

- Page 4 of 38, Item **4.1 PAYMENTS RECEIVED:** 5th paragraph, line 1: Delete entire first sentence “At the end of the month, the billing programmer provides the Clerk with the monthly closing reports.”

Treasurer Brockway asked if Appendix B - Chart of Accounts was not dictated by title 38. District Manager Gallant replied that he would find out the answer and respond.

There being no further corrections, revisions, or additions to come before the Board regarding the update of the KSD Accounting Systems Manual, Chairman Wiley asked for a motion.

A motion was made to adopt the updated Accounting Systems Manual.

MOVED: Brady

SECONDED: Wise

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 – (Other Business) #4: Manager's Report

District Manager **Gallant** provided a summary of selected items from the Manager's Report as detailed in Attachment #6 (Manager's Report for January 7, 2025), of the January 2025 Trustees Packet. His comments included the following topics and highlights:

FINANCIAL AND ADMINISTRATIVE

Personnel

- Zachary **Hirst** started full time as the new Electrician on December 30, 2024.

Project Manager **Johnson** provided a summary of selected items from the Manager's Report as detailed in Attachment #6 (Manager's Report for January 7, 2025), of the January 2025 Trustees Packet. His comments included the following topics and highlights:

COLLECTION SYSTEMS

Update From Collection System Foreman (Danny Boissonneault)

- Finished cleaning wet wells and conducting sewer service inspections.
- The Brown Street pump station panel is currently being upgraded.
- Completed pump upgrade at Boothby Road pump station.

PLANT OPERATIONS

Update From Lead Operator (Ty Morin)

- Process control continues to stay in check.
- Completed monthly work orders.
- Lacking sufficient manpower, diffuser replacement in SST (Sludge Storage Tank) #3 has not started as planned.
- Staff also started the rebuild of grit pump #1.
- Due to issues encountered with the rebuild of grit pump #1, KSD is now waiting for the company Rep to advise on the next steps.

District Manager **Gallant** provided a summary of selected items from the Manager's Report as detailed in Attachment #6 (Manager's Report for January 7, 2025), of the January 2025 Trustees Packet. His comments included the following topics and highlights:

2022 CAPITAL IMPROVEMENT PROJECTS

Phase 2 WWTP Biological Design

- KSD Staff continues to meet with Brown and Caldwell, Andover, MA bi-weekly.
- Brown and Caldwell, Andover, MA continues finding cost savings measures.
- The project is on schedule for a Spring bid.

Project Manager **Johnson** provided a summary of selected items from the Manager's Report as detailed in Attachment #6 (Manager's Report for January 7, 2025), of the January 2025 Trustees Packet. His comments included the following topics and highlights:

2023 CAPITAL IMPROVEMENT PROJECTS

Lower Village Sewer Design

- The bid documents have been completed and sent to the town engineer.
- Bid opening is scheduled for Feb 11, 2025.

Emergency Backup Power

- Electrical wiring at Riverlocks 1 pump station and ceiling work at Brown Street pump station is nearing completion.

Boothby Road Pump Station Pumps

- Two new Homa AK634 pumps have been installed.

2024 CAPITAL IMPROVEMENT PROJECTS

Sludge Tank Diffusers

- Removal of the old SST (Sludge Storage Tank) #3 diffusers has been completed.
- Installation of the new diffusers is scheduled for January 2025.

Investigation and Spot Repairs in Collection System

- The terminus manhole on Wallace St. is scheduled for completion in the Spring

Pump Station Paving and Landscaping

- All paving has been completed.

2025 CAPITAL IMPROVEMENT PROJECTS

Investigation and Spot Repairs in Collection System

- A list of repairs is being compiled for commencement in the spring.

Fieldcrest Pump Station Upgrade

- KSD Staff met with Richardson Electrical Co, Seabrook, NH to review the scope of work.
- KLPD (Kennebunk Light and Power District) has ordered the required transformer.
- The project is scheduled to begin in June 2025.

Boothby Road Pump Station Design

- KSD Staff is preparing an RFP (Request for Proposal) for the design of raising the pump station up out of the flood plain.

Mousam Landing Pump Station upgrade

- Pumps have been ordered and received.

WWFT Improvements

- No action has been taken at this time.

Replace insulation on plant HVAC Ducting

- KSD Staff has contacted Tri-State Insulation, Inc. Lewiston, ME to schedule the work for 2025.

Coating of Grit Chamber

- Marston Industrial Services, Inc., Fairfield, ME is scheduled for this project in May and June 2025.

Gas Detector and Lights in SST's

- Waiting for a response from EII (Electrical Installations, LLC), Moultonboro, NH.

Pump Station Charger upgrade

- No action has been taken at this time.

Western Ave Construction

- Staff is finalizing bidding and construction documents.
- The project is scheduled to begin on March 31, 2025.

Biological upgrade

- The design is still in progress, with final design anticipated by mid to late March.

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) #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 7:59 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> |
|----------------------------|--|
| February 7, 2023 | Agenda Item # 5: Topic <u>Power Supply Options Update</u> . Description Staff conduct a more thorough review of the contract details. |
| | |
| Date | Agenda Item #__: Topic_____. Description _____. |
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