

KENNEBUNK SEWER DISTRICT BOARD OF TRUSTEES
MONTHLY MEETING, JUL 1, 2025

The Board of Trustees of the Kennebunk Sewer District held its regular monthly meeting on Tuesday, Jul 1, 2025, in the conference room at 44 Water Street.

Trustees present Patrick **Wiley**, Chairman
Oath of Office Administered Robert **Brady**, Clerk
 Aaron **Nalezny**, Trustee

Trustees present Jason **Wise**, Vice Chairman
Oath of Office Required Wayne A. **Brockway**, Treasurer

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

Others present Mark K. **Allenwood**, Project Manager, Brown & Caldwell, Andover, MA

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AGENDA:

Unfinished Business

New Business

1. Election of Officers
2. Biological Upgrade Construction Services Contract
3. Minutes of the June 3, 2025, Board of Trustee Meeting
4. Executive Session: Health Reimbursement Account

Other Business

5. Manager's Report

Adjournment

6. Adjournment
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Chairman **Wiley** called the meeting to order at 7:01 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: Election of Officers

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

- A municipal election was held on June 10, 2025.
- The results of the election have been declared official.
- Members elected to the KSD Board of Trustees include:
 - Existing Treasurer Wayne A. **Brockway**.
 - Existing Vice Chairman Jason **Wise**.

- Newly elected members were not administered the oath of office by the Town Clerk as of the meeting call to order time on 1 July 2025, votes given by Treasurer Wayne A. **Brockway** and Jason **Wise** for motions made during the meeting will be recorded as “supported” or “not supported.”
- Following the municipal election each year, new KSD Board of Trustees officers are elected.
- The four positions available are Chairman, Vice Chairman, Treasurer, and Clerk.
- The current positions are filled by:
 - Chairman - Patrick **Wiley**.
 - Vice Chairman - Jason **Wise**.
 - Treasurer - Wayne A. **Brockway**.
 - Clerk - Robert **Brady**.

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

A motion was made to appoint Patrick Wiley to the office of Chairman, Jason Wise to the office of Vice Chairman, Wayne A. Brockway to the office of Treasurer, and Robert Brady to the office of Clerk for the Kennebunk Sewer District Board of Trustees.

MOVED: Brady

SECONDED: Nalezny

DISCUSSION: None.

MODS: None.

VOTE: Chairman **Wiley**, affirmative

(Oath of Office Clerk **Brady**, affirmative

Administered) Trustee **Nalezny**, affirmative

VOTE: Vice Chairman **Wise**, affirmative

(Oath of Office Treasurer **Brockway**, affirmative

Un-Administered)

3 in favor, 0 opposed; the motion carried, 2 supported

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

Agenda Item – (New Business) #2: Biological Upgrade Construction Services Contract

Referring to the KSD Board of Trustees’ packet of July 1, 2025, Attachment #1 (Agenda Item Commentary) and Attachment #3 (Biological Upgrade Construction Services Contract), District Manager **Gallant** provided a summary of the topic which included the following issues and highlights:

- KSD Staff met with Brown & Caldwell, Andover, MA Staff on June 16, 2025, to discuss the construction portion of the upcoming biological upgrade project.
- A project of this magnitude will require construction services which consist of constant oversight, review, and inspection.

District Manager **Gallant** introduced Brown & Caldwell Project Manager Mark K. **Allenwood**, who provided a summary of the construction services contract, included as Attachment #3 (Biological Upgrade Construction Services Contract), that his team proposes. His summary included the following issues and highlights:

- Due to the contractors wanting more time, the contract period has been extended to 32 months versus 24 which results in a construction services contract cost of around \$2.7M versus \$2.4M.
- Options to reduce the construction services contract cost include:
 - Contract the resident engineer time for the lesser amount of 24 months (526 field days) instead of the allowed amount of 32 months (686 field days) and amend the amount later if needed.
 - Remove “Scope” items such as record drawings, operation and maintenance manuals, and training. These items could be inserted at a later date, once the contractor is known.

District Manager **Gallant** asked if KSD signed the contract now, would items such as operation and maintenance manuals be locked in or could the items be removed at a later date.

Project Manager **Allenwood** replied that the only item that is locked in at contract signing is the rates. All other items can be removed at a later date.

District Manager **Gallant** noted the following:

- The two contractors that were at the pre-bid meeting were not very interested in starting in the fall of 2025. They were looking at this project as starting in the spring of 2026.
- The RBC (Rotating Biological Contactor) building demolition, a bid alternate item, would not be part of final completion. The demolition could occur after contract completion.

Clerk **Brady** asked if the two contractors that were at the pre-bid meeting expressed the feeling that 24 months was reasonable if they started in the spring.

Project Manager **Allenwood** replied in the affirmative stating that 24 months is more than enough time.

Treasurer **Brockway** asked if the higher number (686) of “field days” is used and they are not needed, what happens if one of the other scope items goes over? Do they interrelate or does each scope item stand alone in terms of overage versus underage?

Project Manager **Allenwood** replied that each item is standalone, but it is a “best guess” and gave the following example for record drawings:

- It is a half hour per drawing to update them, or it is an hour depending on who's doing it.
- For 220 drawings, it's another 110 hours.

Treasurer **Brockway** asked if a later start and later end period would have any effect on the bonding terms.

District Manager **Gallant** replied that KSD is waiting on bid prices and contractor cash flow before borrowing money for the project.

Project Manager **Allenwood** provided the following recommendations:

- Go with option two and do the shorter number of hours.
- Assume that the contractor is going to start in the spring of 2026.
- KSD will write the contract for the appropriate number of hours for RPR (Resident Project Representative).
- If the contractor decides to start early, then maybe they will finish early, and the hours will be good.

Clerk **Brady** asked Project Manager **Allenwood** when Brown & Caldwell needed to have a decision from KSD.

Project Manager **Allenwood** replied that a decision is needed by September 2025.

Clerk **Brady** noted that if the bids are due July 31, 2025, KSD could wait until the bids were opened, talk to the winning contractor, see what their schedule is, and then make the right decision on the construction services contract with Brown & Caldwell.

District Manager **Gallant** asked if after all the shop drawings and submittals are done, is KSD going to only be paying the resident, or is there more back-end stuff that KSD will be billed for?

Project Manager **Allenwood** replied that it's mostly just the resident who is an independent person capable of overseeing the job; however, there will be monthly meetings and working through RFIs (Request For Information).

Treasurer **Brockway** asked if a certain number of videos and/or photos will be taken to document progress during construction.

Project Manager **Allenwood** replied there's requirements for the contractor to take photographs on a routine basis.

District Manager **Gallant** noted that office space for the construction resident will be provided in the KSD admin building saving the cost of renting a construction trailer.

Clerk **Brady** expressed concern about having the design engineer as the resident inspector and asked that Brown & Caldwell provide unbiased decisions.

Project Manager **Allenwood** replied that he is in full agreement.

Referring to the KSD Board of Trustees' packet of July 1, 2025, Attachment #3 (Biological Upgrade Construction Services Contract), District Manager **Gallant** ask for a definition of the "Project Analyst" position appearing on the BROWN AND CALDWELL RATE CHART on page 17 of 20.

Project Manager **Allenwood** replied that a Project Analyst is a Biller, a person who puts together the invoices.

District Manager **Gallant** ask for a list of names of people working on the project be included in the document. Project Manager **Allenwood** agreed.

Treasurer **Brockway** asked who will be providing a timeline for the project.

Project Manager **Allenwood** replied that the timeline will be created by the successful bidder.

District Manager **Gallant** noted that no Board action would be required on this issue at this meeting. By the next meeting, the low bidder will be known which will give all participants a better idea of the schedule and will allow time to clean up the document.

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

Project Manager **Allenwood** departed the meeting at 7:28 p.m.

Agenda Item – (New Business) #3: Minutes of the June 3, 2025, Board of Trustee Meeting

Dispensing with a reading of the minutes, Chairman **Wiley** asked the Board for comments regarding the monthly meeting minutes of Jun 3, 2025, contained in KSD Board of Trustees packet of Jul 1, 2025, Attachment #2.

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

- Page 5 of 8, Item **(Other Business) #4:** 1st paragraph, line 7: "a KLPD (Kennebunk Light and Power District) representative" should read "KLPD (Kennebunk Light and Power District) General Foreman Kevin Vezina"
- Page 5 of 8, Item **(Other Business) #4:** 4th paragraph, line 2: "The issue for bidding is going to be on June 17, 2025" should read "The project is going out to bid on June 17, 2025"
- Page 5 of 8, Item **(Other Business) #4:** 4th paragraph, line 7: "T Buck Construction Inc. Turner, ME" should read "T Buck Construction, Turner, ME"

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

- Page 5 of 8, Item **(Other Business) #4:** 4th paragraph, line 5: "Packages have been received from" should read "Pre-qualification packages have been received from"
- Page 5 of 8, Item **(Other Business) #4:** 4th paragraph, line 9: "meeting with the bidders on June 16, 2025" should read "meeting with Brown & Caldwell, Andover, MA on June 16, 2025"
- Page 5 of 8, Item **(Other Business) #4:** 3rd paragraph, line 7: "Harcros Chemicals Inc, Kansas City, KS" should read "Harcros Chemicals Inc, Westbrook, ME"
- Page 2 of 8, Item **(New Business) #2:** 1st paragraph, line 7: "Doanes Wharf replacement" should read "Doanes Wharf pump station upgrade"
- Page 2 of 8, Item **(New Business) #2:** 1st paragraph, last line: "Equity volume fees were" should read "Equity Buy-In fees were"

Chairman **Wiley** submitted the following corrections:

- Page 6 of 8, Item **(Other Business) #4:** 5th paragraph, line 1: "**WWFT Improvements**" should read "WWTF Improvements"

There being no further corrections, revisions, or additions to come before the Board regarding the monthly meeting minutes of June 3, 2025, Chairman **Wiley** asked for a motion.

A motion was made to approve the minutes for the June 3, 2025, Monthly Meeting as amended.

MOVED: Nalezny

SECONDED: Brady

DISCUSSION: None.

MODS: As Noted.

VOTE: Chairman Wiley, affirmative

(Oath of Office Clerk Brady, affirmative

Administered) Trustee Nalezny, affirmative

VOTE: Vice Chairman Wise, affirmative

(Oath of Office Treasurer Brockway, abstain

Un-Administered)

3 in favor, 0 opposed; the motion carried, 1 supported, 1 abstained

Chairman Wiley moved to the next agenda item.

Agenda Item – (New Business) #4: Executive Session: Health Reimbursement Account

Chairman Wiley asked for a motion to enter Executive Session.

At 7:39 p.m. a motion was made to enter into Executive Session to discuss health reimbursement claims for Christopher Gallant and Susan Richards, Pursuant to [M.R.S.A. Title 1: General Provisions, Subchapter 1, §405 (6) (F)]

MOVED: Brady

SECONDED: Nalezny

DISCUSSION: None.

MODS: None.

VOTE: Chairman Wiley, affirmative

(Oath of Office Clerk Brady, affirmative

Administered) Trustee Nalezny, affirmative

VOTE: Vice Chairman Wise, affirmative

(Oath of Office Treasurer Brockway, affirmative

Un-Administered)

3 in favor, 0 opposed; the motion carried, 2 supported

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

At 7:47 p.m. a motion was made to come out of Executive Session.

MOVED: Brady

SECONDED: Nalezny

DISCUSSION: None.

MODS: None.

VOTE: Chairman Wiley, affirmative

(Oath of Office Clerk Brady, affirmative

Administered) Trustee Nalezny, affirmative

VOTE: Vice Chairman Wise, affirmative

(Oath of Office Treasurer Brockway, affirmative

Un-Administered)

3 in favor, 0 opposed; the motion carried, 2 supported

Chairman Wiley asked if any motion is required as a result of Executive Session.

At 7:48 p.m. a motion was made to approve the District Manager to reimburse Christopher Gallant \$693.14 and Susan Richards \$475.00 from the O&M budget for unpaid HRA claims

MOVED: Nalezny

SECONDED: Brady

DISCUSSION: None.

MODS: None.

VOTE: Chairman Wiley, affirmative

(Oath of Office Clerk Brady, affirmative

Administered) Trustee Nalezny, affirmative

VOTE: Vice Chairman Wise, affirmative

(Oath of Office Treasurer Brockway, affirmative

Un-Administered)

3 in favor, 0 opposed; the motion carried, 2 supported

Chairman Wiley moved to the next agenda item.

Agenda Item – (Other Business) #5: Manager's Report

District Manager Gallant and Project Manager Johnson provided a summary of selected items from the Manager's Report as detailed in Attachment #4 (Manager's Report for July 2025), of the July 1, 2025, Trustees Packet. Their comments included the following topics and highlights:

FINANCIAL AND ADMINISTRATIVE

Personnel

- No activity this month.

COLLECTION SYSTEMS

Update From Collection System Foreman (Danny Boissonneault)

- Performed routine checks at pump stations.
- Completed Dig Safes.
- Continued jetting and mowing of pump stations.
- Installed new Homa 5.5HP pumps at Mousam Landing pump station.
- Moved all manhole rims and covers from York Street back to the green garage.

PLANT OPERATIONS

Update From Lead Operator (Ty Morin)

- Process control continues to stay in check.
- Completed monthly work orders and daily operator duties.
- Tri-State Insulation, Inc. Lewiston, ME replaced the rooftop HVAC ducting insulation on the Process and Control Building.

2022 CAPITAL IMPROVEMENT PROJECTS

Phase 2 WWTP Biological Design

- The project is out to bid.

- The three pre-qualified contractors are the following companies:
 - R.H. White Construction Co. Auburn, MA
 - T Buck Construction Turner, ME
 - Apex Construction Inc. Somersworth, NH
- A pre-bid meeting was held on June 25, 2025, with representatives from Apex Construction Inc. Somersworth, NH and T Buck Construction Turner, ME attending.
- The pre-bid meeting included a site walk with Apex rep, T Buck rep, KSD staff, and Brown & Caldwell staff.
- The contractors expressed concerns about the bid opening date.
- KSD staff and Brown & Caldwell staff agreed to extend the bid deadline by two weeks with a new bid opening date of Thursday, July 31st at 2:00 PM.
- KSD staff met with Brown & Caldwell on June 16, 2025, to discuss construction services.

2025 CAPITAL IMPROVEMENT PROJECTS

Investigation and Spot Repairs in Collection System

- Staff is compiling a list for repairs and a camera inspection and manhole line repairs.

Fieldcrest Pump Station Upgrade

- The new pumps have arrived and are awaiting installation by Hayes Pump, Inc. Sanford, ME.
- Pump #1 is scheduled for installation on July 15, 2025.
- Pump #2 is scheduled for installation on August 15, 2025.
- Richardson Electrical Co, Seabrook, NH is scheduled to start the electrical upgrade in the first week of September 2025.
- The existing 1984 CAT generator was sold at auction on GovDeals.com for \$3,016.00.
- The towable Kohler 90REOZT4 generator that was used for the Admin building and Brown street will replace the sold 1984 CAT generator. The Kohler 90REOZT4 generator will be removed from the trailer and placed inside the building during the upgrade.

Boothby Road Pump Station Design

- Staff has started preparing the Request for Proposals for design services.

Mousam Landing Pump Station upgrade

- Two New Homa 5.5 Hp pumps have been installed.
- New VFDs (Variable Frequency Drives) have been installed.

WWTF Improvements

- EII (Electrical Installations Inc.) Moultonboro, NH arrived July 2, 2025, to begin installation of the gas detectors in the SSTs (Sludge Storage Tank).

Replace insulation on plant HVAC Ducting

- Tri-State Insulation, Inc. Lewiston ME has completed the rooftop HVAC (Heating, Ventilation, and Air Conditioning) duct insulation replacement on the Process and Control building.

Coating of Grit Chamber

- Marston Industrial Services, Inc., Fairfield, ME is scheduled to begin this project in July 2025.

Gas Detector and Lights in SST's

- Previously discussed during topic “**WWTF Improvements.**”

Pump Station Charger upgrade

- Staff continues to install the chargers as time permits.

Western Ave Construction

- N M Curtis Earth Works, Inc, North Berwick, ME returned the week of June 23, 2025, to:
 - Touch-up espionage (the grass section in between the roadway and the sidewalk).
 - Address cleaning items.
 - Cut back some aprons.
- The espionage touch-up work was halted due to traffic concerns and will be completed in the fall.

Biological upgrade

- This item was previously addressed in topic **2022 CAPITAL IMPROVEMENT PROJECTS**.

Agenda Item – (Other Business) #a: Kennebunk Sewer District Account Balances

Referring to Attachment #5 (2025 Revenue & Expenses, Monthly Cash Flow), of the Jul 1, 2025, Trustees Packet, District Manager **Gallant** provided the following update:

- Cash flow is good; revenues are still exceeding expenses.

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) #6: 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 8:09 p.m.

MOVED: Nalezny

SECONDED: Brady

DISCUSSION: None.

MODS: None.

VOTE: Chairman **Wiley**, affirmative

(Oath of Office Clerk **Brady**, affirmative

Administered) Trustee **Nalezny**, affirmative

VOTE: Vice Chairman **Wise**, affirmative

(Oath of Office Treasurer **Brockway**, affirmative

Un-Administered)

3 in favor, 0 opposed; the motion carried, 2 supported

Date Signed _____

Robert **Brady**, Clerk _____

KSD Board of Trustees Monthly Meeting Action Items History List

<u>Request Date</u>	<u>Action Item</u>
April 8, 2025	Agenda Item # 1: Topic <u>Solar Energy Options</u> . Description: Explore options for a solar energy installation at the administration building, 44 Water Street.
Date	Agenda Item #__: Topic_____. Description _____.