

MINUTES OF THE BOARD OF TRUSTEES February 22, 2017

The regular meeting of the Board of Trustees, which was held in the Conference Room at the Water District Office Building, 92 Main Street, Kennebunk, was called to order by President Richard Littlefield at 2:00 pm. Trustees Tom Oliver, Jim Burrows and Bob Emmons (@3:10pm) attended along with Superintendent Norm Labbe, Assistant Superintendent Scott Minor, Treasurer Wayne Brockway, Accountant Cathy McLeod, Facilities Manager Rob Weymouth, Technical Services Manager Don Gobeil and Administrative Assistant Cindy Rounds.

Minutes – January 25, 2017 Meeting

On a motion by Mr. Burrows, seconded by Mr. Oliver, it was unanimously voted to approve the Minutes of the January 25, 2017 meeting as written.

Public Comment

There was no public comment.

Treasurer's Report

The Treasurer presented the actual versus budget comparison for January operating revenues. Year-to-date annual metered account revenues through January were \$327,550, indicating a 4% favorable budget variance of \$12,600. Seasonal metered account revenues totaled \$35,665, indicating a 34.7% unfavorable budget variance of \$18,950. Total metered revenues were \$363,215, indicating a 1.7% unfavorable budget variance of \$6,350. The unfavorable variances are typical for this time of year. A total of \$7,060 was collected for five system development charges (SDC) in January.

The Treasurer was pleased to announce the receipt of a \$96,000 reimbursement check from Maine DOT for the Grasshopper Lane (Ogunquit) main replacement. He recalled that, with the Technical Service Manager's influence, the DOT offered to pay for the replacement of the water main because it was located where the new (DOT) drainage piping was to be installed.

Monthly Water Production Report

The Assistant Superintendent presented the monthly charts for water production, liquid precipitation, groundwater production and surface water versus groundwater production for January. He added that as of last week's U.S. Drought Monitor report, this area is still considered to be in a moderate drought.

Seasonal Main Replacement – Parson's Beach Road, Kennebunk

The Superintendent reported that easements are being obtained from the property owners of this private road. This project, which qualified as an SRF project, was originally placed on the secondary list. The Assistant Superintendent was recently notified that the project may advance to the primary

list due to the cancellation of some of the other SRF projects on the primary list. A copy of the materials bid results showed Ferguson Waterworks, Inc. was the low bidder (\$11,111.84) with HD Supply Waterworks (\$11,909.78) and Team EJP, Inc. (\$12,030.88) also submitting bids. This project is anticipated to commence in mid-March.

Main Replacement – Shore Road, Ogunquit

The Technical Services Manager reported that an outside contractor will be conducting two days of test boring (for bedrock) along the remainder of the Shore Road project area. A final review of the project design will be done once those results are available. Installation of the main replacement is anticipated to commence in late March.

Impoundment Dredging

The Assistant Superintendent reported that this project went extremely well. He was pleased to report that the project was completed for about \$25,000 under budget. He summarized the progress saying that once H.B. Fleming installed the coffer dam to divert the brook flow around the impoundment, the District crew drained the impoundment area and undertook the dredging with two excavators and up to six dump trucks, removing over 5,000 cubic yards of material. As hoped, the dredging was completed within five days, partially due to favorable weather conditions and in great part to the proficiency of the District's personnel, which was concurred with by the Superintendent and was further confirmed in a complimentary email from H.B. Fleming.

Office Renovation Project

The Treasurer reported that the renovation project remains on schedule. He provided a brief summary of the progress to date noting that the project is still expected to be completed by mid-March.

Main Replacement – Sandpiper Lane, Kennebunkport

The Technical Services Manager reported that Foglio Construction has started this privately financed (325') main replacement following a (weather and ledge) delay from the original start date.

Employee Vehicle Auction

The Assistant Superintendent reported that an employee auction was held for Trucks 21 and 24 that were not traded in as part of the recent truck purchases. He was pleased to report that the trade-in (reserve) amount of \$4,650 for both trucks was exceeded by \$1,175.

Capital Budget Modification Requests

The Superintendent outlined two proposed modifications to the 2017 Capital budget. The first related to the office building roof shingle replacement project that was originally budgeted (at \$12,000) and scheduled for 2016. It was not completed or invoiced until earlier this year. Following

a discussion with the contractor, the scope of the project was expanded to include the replacement of the rear wing of the building. A \$7,000 modification is being requested.

On a motion by Mr. Oliver, seconded by Mr. Burrows, it was unanimously voted to modify the 2017 Capital budget by \$7,000.

The second item related to the budgeted water pressure modifications relating to the Arundel Seasonal Cottage project, which is adjacent to District property that is slated for a future water tank site. He explained how the scope of this project is changing to assure adequate flow and pressure for the fire suppression system in the community center building. Although a formal budget modification is not being requested at this time, the Superintendent wanted the Board to understand that some of the budgeted funds would be applied toward a modification of the fire protection system for the complex's community center building.

Main Extension – Dyke Road and Route 9, Kennebunkport

Background: This item is connected to a previous Maine Public Utilities Commission (MPUC) Docket No. 2007-154 case involving an exemption to Chapter 65, allowing the Mills Road Water Association (which includes this applicant) to install a seasonal water main along this route.

Connecting to the end of the existing 12-inch main along Dyke Road in Kennebunkport at a point approximately 1,600 feet westerly of the intersection of Dyke Road and Kings Highway, install approximately 2,050 feet of 8-inch seasonal main westerly along Dyke Road to the intersection of Dyke Road and Mills Road (Route 9), thence continuing from the intersection of Dyke Road and Mills Road, install approximately 1,700 feet of 6-inch seasonal main southerly along Mills Road, ending at the Sandy Pines Campground.

Reference is made to Sheet No. D-7 of the KKWWD GIS Distribution System maps.

The applicant, TSFP A MAINE GENERAL PARTNERSHIP, will be required to deposit \$7,920, plus furnish *all* trench, *all* material and *all* labor to complete the installation in accordance with Water District specifications.

Main Extension – Olde Port Village, Kennebunkport

Connecting to the existing 12-inch main along North Street in Kennebunkport at a point approximately 220 feet northeasterly of the intersection of North Street and Locke Street, install approximately 6,160 feet of 12-inch main generally easterly and northeasterly along Bass Cove Lane, ending at an existing 12-inch main located along School Street in Kennebunkport at a point approximately 225 feet northeasterly of the intersection of School Street and Bailey Court.

ALSO, connecting to the proposed 12-inch main along Bass Cove Lane at a point approximately 2,900 feet easterly of the intersection of Bass Cove Lane and North Street, install approximately 520 feet of 8-inch main northerly along Lobster Pot Lane, ending at a cul-de-sac.

ALSO, connecting to the proposed 12-inch main along Bass Cove Lane at a point approximately 4,000 feet easterly of the intersection of Bass Cove Lane and North Street, install approximately 270 feet of 8-inch main southeasterly along Buoy Terrace, ending at a cul-de-sac.

ALSO, connecting to the proposed 12-inch main along Bass Cove Lane at a point approximately 4,020 feet easterly of the intersection of Bass Cove Lane and North Street, install approximately 450 feet of 8-inch main northerly along Trawler Terrace, ending at a cul-de-sac.

Reference is made to Sheet No's. 4 & 5 in a plan set entitled, '*OLDE PORT VILLAGE – 49 North Street, Kennebunkport, Maine*, prepared by Mitchell & Associates, dated February 8, 2012.

The applicant, CDMK LLC c/o Thomas Macone, will be required to deposit \$15,840, plus furnish *all* trench, *all* material and *all* labor to complete the installation in accordance with Water District specifications.

Kennebunk River Well

The Superintendent provided an update and an outline of a study that will determine the effectiveness of granular activated carbon to remove the trace amounts of perfluorinated compounds (PFCs) in the Kennebunk River well supply. The study will also help determine the cost to implement full scale treatment of the Kennebunk River well if necessary. He reported that as a precautionary measure the Kennebunk River well was shut down yesterday. The District is working closely with the Drinking Water Program, the Department of Environmental Protection and the U.S. Department of Agriculture as they review the scope and potential remediation of the contamination. The Superintendent will be meeting with DEP staff in Augusta tomorrow. The topic of PFC contamination is becoming a nationwide issue, including the recent discovery of PFCs in the City of Portsmouth's water wells at the former Pease Air Force base.

Other Business

- The Superintendent reported that former Superintendent Dave Sweet has been hospitalized in the intensive care unit for three weeks due to a heart issue; his condition remains guarded.
- Water Rate Comparisons – The Assistant Superintendent reviewed graphs generated from Maine PUC data that illustrated the District's placement within the list of Maine's water utility rates. They indicated that the District ranks 22nd (out of 145 water utilities) for 1,200 cubic feet, 52nd for 2,000 cubic feet and 92nd for 4,000 cubic feet. Another chart displayed a comparison of the typical quarterly bill versus inflation since 1983.
- Kudos letter – The Superintendent was pleased to read a customer letter complimenting the District staff on the recent newsletter saying it was well written, professional in appearance and very informative.
- Winter Outing – The Superintendent informed the Trustees that final arrangements have been made for the Winter Outing which will be held on Saturday, March 25th at the Village by the Sea Conference Center in Wells.

- Investment Committee Meeting – The Treasurer announced that the next Investment Committee meeting will take place at 12:45pm on Wednesday, March 29th. Mr. Oliver indicated that he would be available for the meeting.
- April Meeting Date Change – The Superintendent asked the Board's consideration to move the April meeting back one day so as not to interfere with a business meeting he already has committed to. There was no objection to reschedule the April meeting to April 27th.

Next Meeting

The next meeting of the Board of Trustees will be held on Wednesday, March 29, 2017 in the Conference Room at 2:00 pm.

EXECUTIVE SESSION – Annual Officers' Performance Evaluation

On a motion by Mr. Oliver, seconded by Mr. Burrows, it was unanimously voted to go into Executive Session at 3:02 pm for the purpose of conducting Officers' performances evaluations.

On a motion by Mr. Oliver, seconded by Mr. Burrows, it was unanimously voted to come out of Executive Session, with no action taken, at 4:10 pm.

On a motion by Mr. Oliver, seconded by Mr. Burrows, it was unanimously voted to award the Assistant Superintendent a 3% wage increase and an additional week's vacation during 2017.

On a motion by Mr. Oliver, seconded by Mr. Burrows, it was unanimously voted to award the Treasurer a 3% wage increase.

On a motion by Mr. Oliver, seconded by Mr. Burrows, it was unanimously voted to award the Superintendent a 3% wage increase, an additional week's vacation during 2017 and authorized him to work one day a week from home.

Adjournment

On a motion by Mr. Oliver, seconded by Mr. Burrows, it was unanimously voted to adjourn the February 22, 2017 meeting at 4:12 pm.



Wayne A. Brockway, Clerk