

MINUTES OF THE BOARD OF TRUSTEES August 30, 2017

The regular meeting of the Board of Trustees, which was held in the Conference Room at the Office Complex, 92 Main Street, Kennebunk, was called to order by President Jim Burrows at 2:00 pm. Trustees Tom Oliver and Bob Emmons attended along with Superintendent Norm Labbe, Assistant Superintendent Scott Minor, Treasurer Wayne Brockway, Distribution Manager Keith Archibald, Accountant Cathy McLeod, Facilities Manager Rob Weymouth, Filtration Plant Manager Bill Snyder, Technical Services Manager Don Gobeil and Administrative Assistant Cindy Rounds. Mr. Littlefield was absent.

Minutes – June 29, 2017 Annual Meeting and July 26, 2017 Regular Meeting

On a motion by Mr. Oliver, seconded by Mr. Emmons, it was unanimously voted to approve the Minutes of the June 29, 2017 Annual meeting and July 26, 2017 Regular meetings as written.

Public Comment

There was no public comment.

Treasurer's Report

The Treasurer presented the July financial report and actual to budget comparison. He reported that annual metered account revenues were \$1,880,258, indicating a 2.1% favorable budget variance of \$39,088. Seasonal metered account revenues totaled \$670,557, indicating a 2.4% favorable budget variance of \$15,496. Total metered revenues were \$2,550,815, indicating a 2.2% favorable budget variance of \$54,584 and a 2.0% decrease in the year-to-date billed usage from 2016. Total operating revenues for year-to-date July were \$3,320,347, indicating a 1.9% favorable budget variance of \$62,560. Fourteen SDCs were collected (\$17,218) in July with \$153,091 collected year to date from 88 connections. That figure was increased by \$35,037.85 due to net three year adjustments, resulting in net year to date collections of \$188,130.78.

On a motion by Mr. Oliver, seconded by Mr. Emmons, it was unanimously voted to approve the July financial reports.

Monthly Water Production Report

The Assistant Superintendent presented the monthly charts for total water production, liquid equivalent precipitation, groundwater production and surface water versus groundwater production costs for July. He reported that 165.0 MG of water was produced in July, 11.0 MG (6.3%) less than July 2016 (a July record). A look at August water production through the first 29 days of the month indicates a decrease of 11 MG (7.8%) compared to that of 2016. Liquid precipitation in July was 1.97" and 34.02" year to date, which is 11.68" above the same period for 2016. July's groundwater total of 58.9 MG is comprised of 40.4 MG from the Merriland River well, 5.1 MG from the Harriseckett Road wells, and 13.4 MG from the Plant well. This year's groundwater production is 117.5 MG (44.0%) lower than the 176.4 MG produced in 2016 as a result of not running the Kennebunk River Well. The surface water chemical cost was \$214.60 MG while the groundwater

chemical cost was \$74.72 MG for July. The year to date blended chemical cost was \$169.86 MG, up from \$132.48 in 2016, with the increase attributed to the decrease in groundwater production.

AMI Meters

The Treasurer reported that a total of 3,006 AMI meters (22% of all District metered accounts) have been installed to date, including 414 so far in August. This installation rate will hopefully continue until seasonal turn offs begin in October.

As a result of the accelerated rate of AMI installations, the Superintendent noted that at the next meeting he plans to request a 2017 Capital Budget modification of approximately \$250,000 for the AMI program.

Biddeford Pool Tank Structural Modifications

The Superintendent described the progress of the work being undertaken to improve the tank's structural integrity. The Facilities Manager outlined some logistical setbacks that have caused unexpected delays during the wind rod installations. The Superintendent reported that he has been contacted by a fourth (T Mobile) of the five carriers on the tank, expressing their interest to contribute toward the cost in order to upgrade their tank-mounted equipment.

Kennebunk River Well

The Superintendent reported that results of the third pilot test (for the removal of PFCs) being undertaken by Evoqua Water Technologies showed that some PFCs are getting through the filters, as a likely result of the filter media depth being too shallow. A re-starting of the pilot test is now being planned, with an increase in the depth of the filter media. He elaborated on the measures that are being taken at former Pease AF Base in Portsmouth NH to resolve the PFC water contamination issue and the federal assistance that will fund its remediation.

Main Relocation -- Woodhaven Drive, Kennebunk

The Technical Services Manager updated the Board on this previously reported project to lower the existing 10-inch water main to facilitate the new drainage system designed for Woodhaven Drive being installed by the Town. The project was done at the Town's expense and was completed within a day.

Lagoon Drainage Project

The Assistant Superintendent briefly outlined the scope of this project and reported on the progress that has been made. He anticipates the project will be completed by the end of September.

West Kennebunk Booster Station Relocation

The Superintendent reported that since the last meeting, the District obtained an easement from RSU 21 to locate the booster on the high school property. The Assistant Superintendent is designing the interior piping of the facility and the outside architectural design is being undertaken by RSU

21's consultant. He anticipates that construction will commence soon in order to have the structure weather-tight before winter.

Lead and Copper Testing Results

The Superintendent reported that, as a result of our recent change to chloramination for disinfection, the number of federally-required lead and copper test sites was increased from 30 to 60. He was pleased to report that the results were the lowest he has ever seen, with the vast majority of the samples having non-detect results, and with the highest result being one-third of the EPA established action level. The next round of testing will take place in six months. If those results are equally comparable, the lead and copper testing requirement will likely be reduced to 30 test sites and be conducted every three years thereafter. The Superintendent complimented Plant staff on their diligent monitoring and control of the chlorination process, which is more difficult than utilizing only free chlorine for disinfection.

On a motion by Mr. Oliver, seconded by Mr. Emmons, the Superintendent was directed to send a letter of thanks on behalf of the Board to the Plant staff for their diligence, which resulted in the highly successful round of lead and copper testing.

Distribution Storage Facility

The Assistant Superintendent reported that he met with the Planning Board on the application for this project that did not qualify for a special exemption as an essential utility service. He briefly outlined some requirements requested by the Planning Board, including delineation of the wetlands, that will be mapped prior to scheduling the site walk. Following the site walk, the Planning Board requires another public hearing prior to granting approval. Approval for this project is anticipated in early October.

Purchased Water Update

The Superintendent reported that during August, the District purchased 2 MG from Biddeford/Saco Water as compared to the approximately 160 MG of water produced by the District. He explained that with the Kennebunk River well being shut down (which had operated 24 hours per day), in order to maintain water system pressure there is a need to meet the seasonal early morning water demands from sprinkler systems during the time the Plant is shut down, between midnight and 4:00 am. He anticipates that the District will continue purchasing some water until the end of the summer demand season.

System Development Charge (SDC) Modifications

The Superintendent outlined the outcome of the Initial Case Conference that he participated in earlier in the day (via phone) with the PUC. He reported that the PUC's delay in acting on this modification was due to the PUC wanting to make sure that any potential intervenors were given the opportunity to comment on the District's request to eliminate the three-year adjustments. The only intervenor to come forward was the Public Advocate's Office (as standard procedure). A two-week deadline was established to request data from the District, with two additional weeks for the

District to respond. On October 4th, a technical conference (and possibly a final settlement conference) is scheduled to be held in Augusta.

Potential Water Supply to Alfred

The Superintendent reported that Sanford Water District recently declined a request from the developer of Keywood Manor mobile home park in Alfred to supply water for the park in their plan to expand. As a result, the developer will soon be meeting with contractors and will decide whether to redevelop a well field and add treatment or formally request water service from our District. The Superintendent outlined several scenarios and potential approval processes (with the PUC and affected towns) that would likely need to be addressed prior to the District's approval of providing water to the project. He asked for the Board's consensus to meet with the affected parties and towns in furtherance of the concept of serving the project. After a brief discussion, there was no objection to the Superintendent meeting with affected parties and towns as discussed.

Main Extension — New Biddeford Road/Binnacle Hill Subdivision, Kennebunkport

Connecting to the end of the existing 12-inch main along New Biddeford Road in Kennebunkport at a point approximately 925 feet northwesterly of the intersection of New Biddeford Road and Kings Highway, install approximately 520 feet of 12-inch main northwesterly along New Biddeford Road ending approximately 25 feet northwesterly of the intersection of New Biddeford Road and Binnacle Lane. THENCE connecting to the proposed 12-inch main along New Biddeford Road at the intersection of New Biddeford Road and Binnacle Lane, install approximately 1,070 feet of 8-inch water main northerly along Binnacle Lane to a cul-de-sac; THENCE, continuing westerly along Binnacle Lane approximately 95 feet to a point.

Reference is made to Sheets No. 4, 5 & 6 of a set of plans entitled; BINNACLE HILL SUBDIVISION – New Biddeford Road – Kennebunkport, Maine, prepared by Sebago Technics, Inc, dated 08-07-2017

The applicant, Binnacle Hill Development, LLC, will be required to deposit \$5,280, plus furnish *all* trench, *all* material and *all* labor to complete the installation in accordance with Water District specifications.

On a motion by Mr. Oliver, seconded by Mr. Emmons, it was unanimously voted to accept this main extension as presented.

Main Extension – Flagship Circle, Kennebunk

Connecting to the existing 8-inch main along Ross Road in Kennebunk at a point approximately 520 feet southeasterly of the intersection of Ross Road and Emmons Road, install approximately 525 feet of 8-inch main northeasterly along Flagship Circle ending at a cul-de-sac.

Reference is made to Sheets No. 2 of entitled; GRADING, UTILITY AND PLANTING PLAN – LEB SUBDIVISION – ROSS ROAD, KENNEBUNK, ME - prepared by Attar Engineering, Inc, last revised 05-23-2017.

The applicant, LEB, LLC, will be required to deposit \$2,640, plus furnish *all* trench, *all* material and *all* labor to complete the installation in accordance with Water District specifications.

On a motion by Mr. Oliver, seconded by Mr. Emmons, it was unanimously voted to accept this main extension as presented.

Other Business

- Employee Appreciation Luncheon – The Superintendent noted that this annual event will be held at the Pipeyard Building on Friday, September 22nd at 11:30. Invitations with meal requests will be sent out by next week.
- Silent Auction Generator Bid – The Superintendent explained that the prior silent auction for this propane generator that was acquired with the Marsh property purchase (Sanford) did not generate any bids. The request for bids had a \$1,000 reserve. After some research, the bid reserve was reduced to \$400. The new bid submission deadline is tomorrow at noon.
- Wheeler – The Assistant Superintendent had expected the delivery of the District's new wheeler in time for the meeting but delays will postpone its arrival until Friday or next Monday. Photos of the truck were distributed.
- Oil fired boiler – The Superintendent described a positive turn of events relating to the office building's boiler. As a result of the Facility Manager's industry contacts, when the boiler was installed (about five years ago) it was a brand new high efficiency model, with the District being part of a study to evaluate its performance. Recently, the manufacturer (Biazzi) contacted the Facilities Manager and offered to replace the boiler with an updated version having newer technology, at no cost to the District. Facilities staff will install the new boiler.
- The Superintendent distributed a letter from a customer, in which they objected to the installation of an AMI meter in their home. The Treasurer noted that a file has been compiled with other customers that have objected to the AMI meters.
- Kudos – The Superintendent was pleased to share two customer letters. The first one complimented Customer Service Technician Mike Johnston for his 'good work and outstanding performance' during the meter replacement at the writer's home. The second letter complimented the Distribution crew that responded to a leak on Webhannet Drive in Wells. The writers observed and were very impressed by how well the Distribution Manager and the crew worked together as a team and how they were especially patient answering questions and providing updates.

Next Meeting

The next meeting of the Board of Trustees will be held on Wednesday, September 27, 2017 in the Conference Room at the Office Complex at 92 Main Street, Kennebunk at 2:00 pm.

Adjournment

On a motion by Mr. Oliver, seconded by Mr. Littlefield, it was unanimously voted to adjourn the August 30, 2017 regular meeting at 3:36 pm.

A handwritten signature in blue ink, reading "Wayne A. Brockway". The signature is written in a cursive style with a large, stylized initial 'W'.

Wayne A. Brockway, Clerk