

## MINUTES OF THE BOARD OF TRUSTEES September 30, 2015

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 Bob Emmons at 3:00 pm. Trustees Jim Burrows, Richard Littlefield and Tom Oliver attended along with Superintendent Norm Labbe, Assistant Superintendent Scott Minor, Treasurer Wayne Brockway, Distribution Manager Keith Archibald, Facilities Manager Rob Weymouth, Technical Services Manager Don Gobeil, Accountant Cathy McLeod, Foreman Eddie Thyng, GIS Coordinator Justin Richardson, Chief Operator Greg Pargellis and Administrative Assistant Cindy Rounds.

### Minutes – August 26, 2015 Meetings

On a motion by Mr. Burrows, seconded by Mr. Littlefield, it was unanimously voted to approve the Minutes of the August 26, 2015 meeting as written.

### Public Comment

The Superintendent introduced Leeann Hanson, Training Coordinator for the Maine Joint Environmental Training Coordinating Committee (JETCC). She provided an overview of JETCC's Management Candidate School, which is a year-long, one day per month professional development program that is designed to prepare mid-level drinking water and wastewater treatment plant personnel for career advancement in utility management. This year, the District was the host site for the Management Candidate School. Four of our employees attended and graduated from the program. Unfortunately, the District's workload prevented them from attending JETCC's formal graduation ceremonies that were held on September 17 at Sunday River. GIS Coordinator Justin Richardson, Foreman Eddie Thyng, Chief Operator Greg Pargellis and Distribution Manager Keith Archibald were recognized and congratulated as Ms. Hanson presented a diploma to each of them.

### Treasurer's Report

The Treasurer provided a brief overview of the August financial report along with the budget versus actual comparison analysis. Annual metered account revenues were \$2,064,910, indicating a 2.0% favorable budget variance of \$40,196. Seasonal metered account revenues totaled \$900,420, indicating a 41.1% favorable variance of \$262,362 due to a timing variance (billing was done earlier than in 2014). Total metered revenues were \$2,965,330 indicating an 11.4% favorable variance of \$302,558. Total operating revenues for year to date August were \$3,767,388, indicating a 9.6% favorable variance and a 10.9% increase in the billed usage from 2014. A total of \$18,253 was collected for 16 system development charges in August bringing the 2015 total to \$112,187.08 for 90 connections (versus \$116,316 for 95 connections in 2014).

On a motion by Mr. Oliver, seconded by Mr. Burrows, it was unanimously voted to approve the August financial report as presented.

### Monthly Water Production Report

The Assistant Superintendent reported that 161.8 MG of water was produced in August (6.6% more than the 156.6 MG in 2014), making the year to date total (783.6 MG) an all-time high. August's production was comprised of 107.7 MG of surface water (Branch Brook) and 54.12 MG groundwater from the Kennebunk River well (40.25), Plant wells (7.75), Merriland River well (2.27) and Harriseckett Road wells (3.82). Year to date (YTD) groundwater production of 299.64 MG is tracking 102.93 MG ahead of the 2014 YTD total of 196.71 MG. The 2015 YTD total production (all sources combined) of 783.6 MG is 48.9 MG (6.6%) ahead of 2014.

He noted that since 11/19/14 when the Kennebunk River well was placed into service, it has run continually and produced a total of 303.58 MG of water as of September 28<sup>th</sup>. The chart also indicated a steady slow decline in the drawdown elevation. The drawdown will continue to be monitored to determine when the water withdrawal rate should be scaled back.

The August surface water versus groundwater production comparison chart showed that the chemical cost differential between groundwater and surface water was \$201.84 per MG.

### Hydrant Flushing

The Assistant Superintendent reported that the fall flushing schedule will be modified this year. Typically, it is a seven-week schedule. This year, because of the busy Distribution department workload and two Plant employees on sick leave, flushing will be reduced to a three-week process, focusing primarily on areas known to generate aesthetic water quality issues. The Superintendent added that as a result of the reduced flushing program, the operating condition of all hydrants will be checked this fall by the Utility Department staff.

### MDOT Route One Ogunquit Project

The Technical Services Manager reported that work on this Maine DOT drainage replacement and roadway reconstruction project has resumed. Three (contractor) crews are working throughout the night. The contractor is making steady progress on Donnells Bridge (Wells-Ogunquit line). The District will follow with the installation of the 20" main over the new bridge structure within the next few weeks. He added that, for the most part, the project is ahead of schedule.

### Main Replacement – Mile Stretch Road, Biddeford

The GIS Coordinator reported that a majority of Phase I of this three phase project has been completed, with 2,400' of 12" HDPE water pipe installed via the pipe bursting method. The crew is working on the reconnection of the associated 39 service lines and 2 hydrants.

The Assistant Superintendent reviewed the bid results (five bidders) for the ancillary supplies (hydrant valves, service connection materials, etc.). Ferguson Waterworks was the low bidder (\$35,474.89) by only 0.7% from the second lowest bidder.

The Assistant Superintendent presented a picture of a piece of the 1927 vintage 10" cast iron water line that was removed. It illustrated the extent of the tuberculation, which is estimated to have reduced the hydraulic C-factor to 75 compared to 130 for new 10" cast iron pipe. The new (larger) pipe is anticipated to provide a hydraulic C-factor of 150-160 and will improve fire flow and water quality.

#### Main Extensions -- Ocean Avenue, Kennebunkport

The Technical Services Manager reported on the two proposed main extension projects in this neighborhood.

The **Phase I** (privately-financed) project, that is comprised of installing approximately 765 feet of 12-inch C909 PVC main northerly along Ocean Avenue, starting near Walker's Point and extending to 255 Ocean Avenue, commenced last week with preliminary work. Pipe installation started Monday with the temporary shutdown of the existing 12" water main.

Solicitation of bids for the **Phase II** project (larger of the two), which encompasses the neighborhoods around Windemere Drive and Seaview Avenue, resulted in only one contractor bidding on the project, most likely because of the uncertain start date. The quoted price was nearly twice as high as the initial cost estimate. The Technical Services Manager anticipated that bids on this project may be solicited again in the spring, pending the residents' approval.

#### Main Extension – Wallace Woods, Kennebunkport

The Technical Services Manager reported that this nine-lot subdivision on North Street across from the Fire Station is scheduled to start next week.

#### Forestry Update

The Assistant Superintendent reported that another timber harvesting revenue check (\$29,673) was received since the last Trustees meeting, bringing the 2015 revenues to \$54,645 (\$20,000 budgeted). He anticipates another few checks will be submitted before the end of the year. Forestry revenues since 2010 total \$350,000. He noted that the District's consultant estimated (in the Forestry Management Plan he developed in 2010) that the total harvestable timber would be around \$748,000.

#### AMI Project

The Superintendent reported that implementation of the AMI project has encountered a slight delay. It was discovered that the manufacturer of the collectors undertook a communication upgrade (from 3G to 4G) which will reportedly result in a decrease in the number and cost of

collectors that are needed. An organizational meeting with the vendor and staff is scheduled for next week.

#### Used Long Reach Excavator

The Superintendent reported that the District has purchased a used long-reach Volvo excavator for a net cost of \$43,250 (\$46,000 budgeted), which includes the sale of a used long-reach Caterpillar boom attachment that was no longer needed.

#### Main Extension – Alfred Road, Kennebunk

Connecting to the end of the existing 12-inch main along Alfred Road in Kennebunk at the intersection of Alfred Road and Thompson Road, install approximately 4,050 feet of 12-inch main westerly along Alfred Road, ending at point approximately 200 feet easterly of the intersection of Alfred Road and Stonington Place.

Reference is made to sheet #12 of 26 (Grading and Utility Plan) of a plan set entitled *'Terrace Green – Alfred Road, Kennebunk Maine 04043*, prepared by Sebago Technics, Inc., and last revised 02/25/2010.

The applicant, HISSONG PROPERTIES LLC, will be required to deposit \$13,200 plus furnish *all* trench, *all* material and *all* labor to complete the installation in accordance with Water District specifications.

#### NOTES:

This extension along Alfred Road is the off-site portion of the proposed Terrace Green Subdivision. Construction of this subdivision is expected to begin in 2016. The on-site portion of the project will be subject to another vote and deposit prior to that construction.

The extension along Alfred Road will also replace approximately 1,300 feet of existing 6-inch cast iron and transite water main currently in service.

On a motion by Mr. Mr. Oliver, seconded by Mr. Burrows, it was unanimously voted to approve this main extension.

#### Capital Budget Modification Requests

The Superintendent reported that the water supply (a shallow, 9 foot deep dug well) for a homeowner in Arundel has run dry. Being that the District's operation of the Kennebunk River Well may have contributed to lowering the water table in the area of the affected well, he recommended that the District assist the homeowner in remediating the issue by funding 50% (up to \$8,000) of the installation of a new well for this property. The property owner will be signing a release, protecting the District from any liability.

On a motion by Mr. Littlefield, seconded by Mr. Burrows, it was unanimously voted to increase the 2015 Capital budget by up to \$8,000 as proposed by the Superintendent.

### Proposed Revisions to Policy 133

The Superintendent recommended two modifications to the wording in Policy 133. He requested the Board's consideration to revise the language to clarify the Extended Sick Leave benefit rate when an employee returns to work on a part-time, Modified-Duty basis. The second proposed modification was to remove the current 40-hour limit on an employee's use of Vacation Time to care for a sick relative (since Vacation Time can otherwise be utilized by an employee for any reason).

On a motion by Mr. Oliver, seconded by Mr. Burrows, it was unanimously voted to approve the revisions to Policy 133 as proposed.

### Other Business

- Newsletter Kudos – The Superintendent shared an email describing a phone call in which a customer complimented the District's service and its newsletter, saying that it was very informative and well presented.
- The Superintendent reported that the District has recently been named as a responsible party in an insurance claim. The Claimant alleges that in May of 2015 he sustained a foot laceration when he stepped on an exposed section of the 10" cast iron river crossing water pipe while walking barefoot across the Ogunquit River near the Ogunquit Beach footbridge. The District's insurance carrier is working on the case.
- The Superintendent reported that an anonymous written complaint was received regarding the safety and annoyance with traffic that is created when beach visitors use the Moody Beach booster property as a drop off/pick up area point for kayaks, canoes and other water activities. The Facilities Manager reported that he is familiar with an ongoing issue between neighbors in the area relating to such use. He also reviewed surveillance video and didn't see anything that supported the alleged claims.
- The Technical Services Manager reported that he has been approached by the Kennebunk Land Trust with a request to place a (political) support sign for a Town referendum question on the front lawn of the Office complex during a period prior to the November election. After some discussion, although the Board had no issue with the specific topic being supported, they were not in favor of the request, based upon the potential for setting a precedent for future similar requests.

On a motion by Mr. Oliver, seconded by Mr. Littlefield, it was unanimously voted to inform the Kennebunk Land Trust that their request was not approved.

- Marsh Property -- The Facilities Manager reported that the house at 2190 Main Street, Sanford is on the trailer waiting for a State DOT inspection prior to traveling over the road. He added that three-quarters of the foundation has been demolished and backfilled.
- Mr. Littlefield reported that he read an article in the Portland Press Herald regarding the problem across the country in which water utilities are falling far short of upgrading their infrastructure at the desired 1% replacement rate and was pleased to recognize that the District has been consistently close to the 1% replacement rate for many years.

#### Executive Session – Officer Mid-year Performance Review

On a motion by Mr. Oliver, seconded by Mr. Littlefield, it was unanimously voted to go into Executive Session at 4:35 pm to discuss Officer mid-year performance review.

On a motion by Mr. Oliver, seconded by Mr. Littlefield, it was unanimously voted to come out of Executive Session at 5:05 pm with no action taken.

#### Next Meeting

The next regular meeting of the Board of Trustees is scheduled to be held on Wednesday, October 28, 2015 in the Conference Room of the Office Complex, 92 Main Street, Kennebunk.

#### Adjournment

On a motion by Mr. Oliver, seconded by Mr. Littlefield, it was unanimously voted to adjourn the September 30<sup>th</sup> meeting at 5:06.



Wayne A. Brockway, Clerk