

20220824 DRAFT Kingfield Utility Advisory Committee Meeting Notes

Meeting Details

Date	08/24/2022	Time	5:30 PM - 7:00 PM
Reference / Resources	Meetings to be held at Webster Hall, 38 School Street.		

Attendance

Name	Present	Absent	Name	Present	Absent
Bobby Brown	X		Suzanne Dunham	X	
Peter Manning	X		Niki Woodhouse (notes)	X	
Dan Davis		X			

Agenda / Discussion Items

Topics
<p><u>Last Meeting(s) Notes</u> The July meeting notes were reviewed. Peter motioned to accept meeting notes with four edits, Suzanne 2nd, all in favor.</p> <p><u>UM Capstone Project</u></p> <ul style="list-style-type: none"> ● Bobby verbally reviewed the scope of the project submitted to Professor Nagy and shared that Professor Nagy has accepted it. (Committee members have a copy of this information.) <p><u>Grant Funding</u></p> <ul style="list-style-type: none"> ● Bobby contacted Leanna to ask about this article - Gov. Mills announces \$22 million in grants to improve 20 wastewater treatment facilities - Lewiston Sun Journal and if the town submitted any proposals for funds. <ul style="list-style-type: none"> ○ From Leanna - “We were not eligible to submit for any funds as we still had an active grant that had not been spent. This DEP grant for the Keenan beds has been expended now. Grants are usually pretty specific in which engineered plans are necessary to submit applications and there must be a defined purpose. This is something that needs further discussion because we all know dealing with emergency type situations should be avoided. We started discussing a game plan for future maintenance/replacements and grants but then everything was halted to discuss rates which is where the UAC came into play a year later.” ○ Committee agrees that Capstone work should be helpful in terms of getting ready for the next opportunity for funding. <p><u>Billing related</u></p> <ul style="list-style-type: none"> ● Bobby proposed that Peter share an electronic sheet for us to model different billing scenarios etc. ● Peter is almost ready to do this, he still needs to nail down 2 customers (out of 190 sewer and 404 water). They are there, he just needs to track them down, clear up some data discrepancies. ● Peter will run a few different scenarios to share with us at the next meeting. He will black out customer names, they are not relevant. <ul style="list-style-type: none"> ○ We are curious if and how different residential properties are billed elsewhere. (Are vacation homes billed at a different rate than homesteads...) <ul style="list-style-type: none"> ■ Peter does not think we can charge that way. Peter did note for information purposes that as a water district if the customer is commercial then they have to charge the customer sales tax.

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- As we are considering different scenarios we also need to think about future expense increases, costs are going up everywhere.
- Also in the operating expenses data provided are predictive maintenance costs in there? The known and expected pump parts maintenance or replacement for example?
- Niki asked if the UM Stonework included review of the administrative and or billing processes and tools to provide recommendations.
 - Peter didn't think that would be within an engineer's scope.
- Maine Rural Water could also be a resource for us. We could use them to learn about other similar sized systems, how much they are charging, what their set up is like... Peter will reach out to them to start the conversation.
- PUC website has a lot of information, including things like what other systems and districts charge but the site is tough to navigate.

Understanding TIF Funds

- Leanna has offered to share a TIF related information packet that she gave to VEC, and to also talk to us at a future meeting if requested.
- Suzanne will coordinate getting these for us.
- Niki asked when the TIF money expires, someone thought 2039.

Electronic Records for UAC (re: paper binders)

- Leanna shared that they have had some computer changes in the office (server, networking, new computers) and she's struggling to find some items. She'll try to send the operating cost sheet as soon as she can find it.

Poland Spring Bed Money- Leanna's responses to Pete's Questions

- Beds were installed in 2006/2007
- Reserves
 - FY14 through FY21, \$5,000.00 of the fees PS paid to the town was put into a Wastewater Reserve account.
 - FY22 Also decided to put \$50,000.00 from TIF (\$45,000.00) and PS Graywater (\$5,000.00)
 - Total balance now = \$95,000.00

Keenan beds

- Leanna will see about getting some photos printed.
 - We're fine with digital access.
 - We also still need a copy of the contractor/engineers after the fact report.

Grease traps

- Suzanne asked about grease traps.
- Some discussion around how this issue fits into our work, the work of the capstone project, and/or the town in terms of documentation, verifying their status and maintenance, etc
- There's a possible risk to overall system health, we should learn more.
- Niki asked about any other customers that might pose additional risks to the system health based on what they're putting into the sewer system (auto, laundry mat, what else?). Could the capstone work look at this- assess each customer in terms of what they might be sending to the system?

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Customer communications

- Bobby reminded us that another outcome should be to Help with documentation and or training for our users in terms of what's good and what's bad for the system...

Action items

- Suzanne will work with Leanna to:
 - Get the TIF packets for us.
 - Get a report from the contractors/engineers that did the work specific to what they found etc.
 - Get digital copies of the Keenan bed photos, if possible.

Peter moved that the meeting adjourn, Susanne second, all in favor. Meeting ended at 7 PM.

Next Meeting

Next Meeting Date:	9/14/2022 5:00 PM
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