

**DATE: February 20, 2024**

**Boothbay Harbor Sewer District Board of Trustees Regular Business Meeting**

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**Call to Order:**

Trustee Kipp called the regular business meeting to order at 17:00 hours. All materials were sent to the Trustees prior to the meeting. All materials were available to the public upon request.

The Superintendent noted the meeting is available on Zoom.

Meeting URL:

<https://us05web.zoom.us/j/82655899418?pwd=di3Nkgb50r9UovWk0dUBipFcqendSD.1>

**Attendees:**

Trustee Deryl Kipp, Trustee Russell Hoffman (via Zoom), Trustee Jim Stormont, Superintendent Nicholas DeGemmis. No members of the public were present.

**1. Review and Execute Minutes of February 06, 2024 Trustees Meeting:**

Trustee Kipp made a motion to accept the minutes of the February 06, 2024, meeting as presented. Trustee Stormont signed meeting minutes into record. Trustee Hoffman will need to sign meeting minutes at next meeting.

**2. Review and Execute Warrant #1483:**

Trustee Kipp made a motion to approve Warrant 1483 as presented. Trustee Stormont seconded the motion. The vote to execute was unanimous (3-0). Trustee Hoffman will need to sign at the next scheduled meeting.

**3. Execute 60-Day Late Letters: *None***

**4. Execute Demand Notices: *None***

**5. Execute Lien Discharges: *None***

**6. Execute Lien Certificates: *None***

**7. Execute Notice of Impending Foreclosure: *None***

**8. Sewer Entrance Application(s): Ralph Smith - 16 West Street, Boothbay Harbor**

A. Trustees Kipp and Stormont signed the application. Trustee Hoffman will need to sign at the next meeting.



## Old Business

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- I. **Sea Wall Project** – Superintendent summarized the February 20th meeting with Wright-Pierce and USDA Rural Development, during which Wright-Pierce detailed the phased approach to the project, the District's portion of the funding for Phase I (~\$300,000), funding for the emergency generator and ancillary equipment (~\$500,000), and the need for an easement with Signal Point and the Boatyard for relocation of overhead electrical utilities along the southern boundary of the WWTF property. Trustees Kipp and Stormont suggested a contractor might be capable of completing this work from within the District's property, thereby eliminating the need for an easement. Trustee Stormont added Central Maine Power should have an easement around the utility pole at the southwest corner of the District's property.

*Action Item:* Superintendent to review the audio recording from the meeting with Wright-Pierce and USDA Rural Development and provide a summary of pertinent information to the Trustees for their review.

- II. **Outfall Inspection and Repairs – Black Dog Divers** - Superintendent stated three 8" TideFlex Duckbill Check Valves have been ordered with anticipated delivery of 5 weeks. Superintendent shared an email thread from Mike King of Black Dog Divers affirming the 24" blind flange at the terminus of the Outfall Diffusor will need to be removed to properly clean and video inspect the interior of this line. Trustee Hoffman commented on the videos provided by Black Dog Divers and his observation that the existing valves seem to be stuck in the open position. Trustees authorized Black Dog Divers to proceed with the planned approach for cleaning and inspecting the Outfall Diffusor but asked Superintendent to ensure impacts to the harbor are mitigated, to the extent possible, during this activity. Trustee Kipp added the cleaning of the pipe should be completed with consideration for the tide, so any material liberated from the pipe is diluted and carried out to sea. Superintendent said a written plan will be developed prior to the execution of the work and shared with the Trustees for review and comment.

- III. **Butler Road Utility Extensions** – Superintendent reported installation of sewer and water mains ongoing. Trustee Kipp inquired about the location and projected completion of the pump station that will serve the development.

- IV. **Coastal Maine Botanical Gardens/YMCA Sewer Extension** – Superintendent shared Site Disposal Field Information with future projections for flow and loading for CMBG with Bryanna Denis and team at Wright-Pierce. Superintendent has requested future projections for flow and loading from YMCA, having previously received only HHE forms detailing design capacities for Subsurface Wastewater Disposal Systems. Once all this information has been received, a meeting will be held with Wright-Pierce to determine if the WWTF, as currently configured, is capable of adequately treating the additional loading.

- V. **Pump Station Upgrades** –

- a. *Roads End Pump Station* – The Foreman for the Sewer District conducted a site visit with AC Electric and asked them to assemble a quote for replacement of the

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underground conduit and wires that run under the road from the control and power panels into the wet well. The Superintendent is researching currently established easement and may have the easement surveyed to determine the feasibility of relocating these panels closer to the wet well for better operational control.

- b. **SCADA Upgrades for Pump Stations** – AEC Engineering contracted to program additional features to pump stations to allow for remote access for alarm resets, lead/lag pump designations, amperage monitoring, and pump run time resets. Superintendent shared the staff at the WWTF in collaboration with AEC are working with T-Mobile to determine if a transition to T-Mobile for cellular service will resolve persistent communication loss issues at the pump stations.

**VI. Ambient Water Quality Sampling** – Superintendent reported chlorophyll sensor has been ordered (District purchase) and proposed sampling schedule was sent to Angie Brewer at DEP for review and approval. Trustee Stormont expressed concern about how data will be interpreted and how it will reflect upon the effluent currently being discharged at the WWTF.

**VII. Aqueduct Software Trial** – BBHSD crew continuing to interface with this wastewater software for laboratory, operations, and maintenance data collection and management. The focus has been creating Work Orders.

**VIII. Personnel Manual** – Superintendent reported *Perkins-Thompson* has completed their review and the updated manual with added comments and edits has been received. Trustee Hoffman commented there are several additions and deletions and due to the volume of material contained therein, he would like more time to thoroughly review. Trustee Stormont added he would like additional time for review as well. This topic will be tabled for further discussion later.

\*All other operations and maintenance at the plant and collection system were routine.

## **New Business**

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- I. **2023 Financial Report, Hank Farrah Consulting** – Superintendent shared draft Annual Financial Report for the Fiscal Year Ended December 31, 2023. The Superintendent will need to write the Management Discussion and Analysis section and provide to the District's accountant, Hank Farrah.

\*Trustees entered into Executive Session at 17:30 in accordance with M.R.S.A. Title 1 Section 405.6.A to discuss Personnel Matters and concluded at 17:33.

- II. **Odor Control Media** – Superintendent shared quote totaling \$5,304.00 for Purafil adsorber media replacement to scrub malodorous air at the Sludge Holding Tank. Trustees authorized the Superintendent to move forward with the purchase of this replacement media.

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**III. Plant and Collection System Operations -**

- a. *Septage Pump Repair* – Failed drive rod and damaged trunnion. Pump taken Out-Of-Service. Parts have been ordered and BBHSD Staff to make repairs once parts are received.
- b. *Footbridge Pump Station, Pump #2* – Worn cutter assembly leading to frequent clogging. Replacement cutter assembly ordered and will be installed by BBHSD Staff once received.

- IV. Profit & Loss Statement, YTD** – Superintendent shared up-to-date P&L statement for 2024. Trustee Kipp asked the Superintendent to add a column for comparison to prior for revenues and expenses for FY 2023.

**Correspondence**

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- I. Submerged Lands Lease Application, SL-3024-R** – Trustee Kipp signed both copies of the Standard Lease. Superintendent to send signed copies to Bureau of Parks and Lands.

**Adjourn Meeting:**

Trustee Stormont asked for a motion to adjourn at 17:36. Trustee Hoffman made that motion. Trustee Kipp seconded. The vote to adjourn was unanimous. The trustees adjourned the meeting at 17:36 hours.

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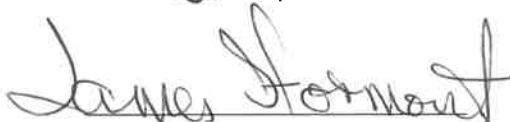
Deryl Kipp, Chair

We, the undersigned, do hereby waive notice of the above meeting and do agree to the business transacted and certify these minutes are true and accurate.

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Deryl Kipp, Chairman

  
Russell Hoffman, Clerk

  
James Stormont, Treasurer