

DATE: March 05, 2024

Boothbay Harbor Sewer District Board of Trustees Regular Business Meeting

Call to Order:

Trustee Hoffman called the regular business meeting to order at 16:58 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://us02web.zoom.us/j/89598895332?pwd=aUpvZUI1ZUxtWE9pRW04UTZtQ1ZnUT09>

Attendees:

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

1. Review and Execute Minutes of February 20, 2024, Trustees Meeting:

Trustee Hoffman made a motion to accept the minutes of the February 20, 2024, meeting as presented. Trustee Stormont signed meeting minutes into record. Trustee Kipp will need to sign meeting minutes at next meeting.

2. Review and Execute Warrant #1484:

Trustee Hoffman made a motion to approve Warrant 1484 as presented. Trustee Stormont seconded the motion. The vote to execute was unanimous (3-0). Trustee Kipp 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): None

Old Business

- I. Aquaduct Software Trial** – BBHSD’s Adam Macy presented this web-based software and discussed capabilities of this program for creating and managing work orders, capturing operational data, and recording sample analyses data. Trustee Stormont inquired about the process for interfacing with this software. Adam explained there are several options for accessing this software (cellphone, tablet, PC) because it is web-based. Adam spoke positively of the support he’s received during the trial process. Trustee Hoffman inquired about the capability of interfacing with the District’s pump stations using this software. Trustee Stormont inquired about cost and how the contract is structured. Trustees asked the Superintendent to obtain a contract with terms and conditions for review by the Trustees. Trustee Hoffman asked about initial training for this software for the BBHSD staff. Trustee Stormont asked about access to the data we’ve entered if we decide to discontinue our subscription in the future. Adam had asked the same question of the software engineers, and they assured him we would have access to our data.
- II. Seawall Project** – The Superintendent shared notes from the February 20th meeting with Wright-Pierce and USDA Rural Development, highlighting the District’s financial obligation for Phase I of the seawall project. The purchase of an emergency standby generator, ATS, and ancillary equipment would require additional spending upfront but could be recoverable if we’re awarded funding through FEMA. Trustee Kipp asked if additional applications for funding have been submitted. The Superintendent noted Wright-Pierce will be submitting RFI responses to FEMA Region I for Climate Resiliency Upgrades HMGP (Hazard Mitigation Grant Program) for the cost of the concrete grade beams and piles for the seawall’s construction and is pursuing options through FEMA for an emergency generator. Trustee Hoffman clarified the total estimated cost for the District of roughly \$1.5million. Trustee Stormont added the emergency generator is an important component of resiliency upgrades. Trustee Kipp asked if the District were to purchase an emergency generator if we would be eligible for reimbursement if grant money were to be awarded. Trustees Hoffman and Stormont asked the Superintendent to schedule a discussion with Wright-Pierce at the next regularly scheduled Trustees Meeting for further explanation of the funding requirements.
- III. Butler Road Utility Extensions** – Superintendent reported installation of sewer and water mains ongoing.
- IV. Pump Station Upgrades** –
 - a. SCADA Upgrades for Pump Stations** – AEC Engineering continuing 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.
- V. Personnel Manual** –Trustee Hoffman stated he is in the process of reviewing the updates but would like additional time before voting to authorize this as final. This topic will remain on the agenda.

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New Business

- I. **Personnel – Collection System Technician Open Position** – Superintendent reported one application has been received and an email was sent to the applicant to schedule an informational discussion and possible interview. Trustee Hoffman asked how this open position is being advertised. The Superintendent shared the position is being advertised through social media, Maine Water/Wastewater associations, and the Boothbay Register.
- II. **Plant and Collection System Operations -**
 - a. *Septage Pump Repair* – Superintendent reported the pump was disassembled and it was learned a drive rod and connecting rod had snapped. Replacement parts have been ordered and BBHSD staff will finalize repairs once parts are received.
 - b. The Superintendent reported all other operations and maintenance at the plant and collection system were routine but seeing higher flows than usual due to rain.
- III. **Microplastics Removal Pilot, Bigelow Laboratory for Ocean Sciences** – The Superintendent shared scientists from Bigelow Laboratory in East Boothbay had approached BBHSD staff to collaborate on a potential NOAA grant to pilot an algal treatment process to remove microplastics from the waste stream.
- IV. **Profit & Loss VS. Budget, YTD** – The Superintendent did not transcribe information correctly when importing from Quickbooks and some of the data was not listed in the appropriate rows. Trustee Kipp asked that current YTD revenues and expenses be listed in comparison to what was budgeted for the period and the fiscal year.
- V. **First National Wealth Management, Fund Allocation Report, February 29, 2024**

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Correspondence

- I. **Letter to Geoff Smith regarding 32 McKown Street** – The Superintendent shared a letter written to Geoff Smith detailing the Boothbay Harbor Sewer District's requirements for the installation of a grease interceptor for the wastewater service at 32 McKown Street, as outlined in District's Rules and Regulations.

*Trustee Stormont made a motion to enter Executive Session at 17:55 in accordance with M.R.S.A. Title 1 Section 405.6.A to discuss Personnel Matters. Trustee Kipp seconded the motion. Executive Session concluded at 18:02.

Adjourn Meeting:

Trustee Stormont made a motion to adjourn at 18:06. Trustee Kipp seconded. The vote to adjourn was unanimous. The trustees adjourned the meeting at 18:06 hours.

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.

Deryl Kipp, Chairman



Russell Hoffman, Clerk



James Stormont, Treasurer