

DATE: March 19, 2024

Boothbay Harbor Sewer District Board of Trustees Regular Business Meeting

Call to Order:

Trustee Stormont called the regular business meeting to order at 16:57 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/88188538734?pwd=M3hyV1orTXVmZ0JoQXlxYThvSThLZz09>

Attendees:

Trustee Deryl Kipp (via Zoom), Trustee Russell Hoffman, Trustee Jim Stormont, Superintendent Nicholas DeGemmis, Bryanna Denis (Wright-Pierce via Zoom), Maeve Carlson (Wright-Pierce via Zoom). No members of the public were present.

1. Review and Execute Minutes of March 05, 2024, Trustees Meeting:

Trustee Stormont made a motion to accept the minutes of the March 05, 2024, meeting as presented. Trustee Hoffman signed meeting minutes into record. Trustee Kipp will need to sign meeting minutes at the next meeting.

2. Review and Execute Warrant #1485:

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: 8

4. Execute Demand Notices: 11

5. Execute Lien Discharges: None

6. Execute Lien Certificates: None

7. Execute Notice of Impending Foreclosure: None

8. Sewer Entrance Application(s): None

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Old Business

I. Seawall Project, Discussion with Wright-Pierce –

- a. Bryanna Denis summarized earlier conversations and current plan for a phased approach (relocation of overhead electrical lines along southern perimeter of the WWTF underground, relocation of Pump Station 6, hydraulic modifications to the Chlorine Contact Tanks, Effluent Pump Station, and Emergency Generator). Wright-Pierce moving forward with process portion of the design and seeking authorization from Trustees to move forward with electrical design.
- b. Easement response from Signal Point; unclear what will be needed for an easement for Phase I of the project. Wright-Pierce assumes there will be a need for limited easement during construction to tie into their existing electrical. Easement from the boatyard assumed will not be an issue. Trustee Stormont added the relocation of overhead electrical will benefit the residents of Signal Point. Trustee Hoffman stated the Sewer District has not articulated the benefit of Phase I for the residents of Signal Point. Trustee Kipp asked for clarification pertaining to what will be needed for an easement for Phase I. Denis will need to verify with the electrical engineer how much area will be needed. Trustee Hoffman asked what the benefit is for Signal Point. Trustee Stormont explained the relocation of overhead lines to an underground duct bank will make them much less susceptible to power outages. Maeve Carlson of Wright-Pierce commented during previous conversations with residents at Signal Point they have indicated they've experienced outages related to issues with the overhead power feed. Denis to meet with the electrical engineer and provide the Trustees with an anticipated area for easement.
- c. Funding –
 - i. HMGP FEMA Grant Application; Carlson shared Wright-Pierce has submitted updated BCA to FEMA for review and awaiting response (anticipated to hear back within a month). Trustee Kipp noted the HMGP grant of \$2.582million would be an addition to the MIAF grant of \$4.015million. Denis said Wright-Pierce will inquire with FEMA if this \$2.582million grant may be used for a generator if our application is accepted.
 - ii. Wright-Pierce awaiting approval for proposed schedule from MIAF to proceed with Phase I. The intention is to bid the project during the winter of 2025 for award in spring of 2025.
 - iii. USDA Rural Development – Gap funding for Phase I. Carlson requested authorization from the Trustees to proceed with loan/grant application with RD. Trustee Kipp asked if money expended by the District can be recouped if an additional grant is secured. Wright-Pierce noted it may be in the best interest of the District to apply for a larger loan from USDA RD because the grant portion is proportional and, therefore, a larger loan translates into a larger grant. Carlson added Federal funds may need to be separated into distinct projects to prevent overlap. Trustee Hoffman provided a summary of the various grants from FEMA/MIAF and the loan/grant possibility from USDA RD.
- d. Future Permit Limits for Total Nitrogen – The Superintendent summarized the Ambient Water Quality Monitoring Plan scheduled to begin in April and continue

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through October. Denis commented that Wright-Pierce will be able to review the data collected and form a clearer picture of the fate of the WWTF (upgrading the existing plant or relocating the plant to an alternative site). Trustee Kipp commented Phase I of the project for electrical upgrades and the installation of an emergency generator will be needed in the future whether the plant is relocated or remains at 27 Sea Street. Denis referenced the Facility Report submitted by Wright-Pierce and commented the existing facility is at design capacity now and upgrades will need to be considered regardless of the imposition of new nutrient limits.

- e. Outfall Inspection and Repairs – Denis noted that Wright-Pierce is awaiting the installation of the new TideFlex valves and further Outfall pipe inspection before further hydraulic modeling and design modifications can progress to ensure the pipe is intact and no restrictions exist that are causing surcharging and release of treated effluent at Manhole #1 during high tidal conditions. Overflows experienced onsite at Manhole #1 are not agreeing with the hydraulic model and Wright-Pierce wants to verify the pipe is in good operating condition before proceeding with the design of an effluent pump station.
- f. Pump Station #6 Relocation – Trustee Hoffman asked for clarification about relocation of Pump Station 6 and how an upgrade to the pumps at this station affects power requirements for the WWTF. Denis elaborated piping modifications could occur to include installation of a relief sewer to bring flow to Pump Station 6 and eliminate overflows during wet weather conditions at the SSO manhole, but this would require additional pumping capabilities at the station and require a moderate increase in power. Trustee Stormont clarified the new generator is sized to power all equipment at the WWTF.
- g. Proposed Effluent Pumping Station – Modification to hydraulic grade at effluent of Chlorine Contact Tanks to provide increase head to flow water out of the Facility during high tidal conditions.
- h. Clean Water State Revolving Fund/Congressionally Directed Spending – Carlson discussed the potential for CWSRF/CDS money for construction of the seawall and the similarities of challenges for Boothbay Harbor WWTF, Wiscasset WWTF, and Saco WWTF amidst the challenges of climate change. Trustee Hoffman asked the Superintendent to open a dialogue with Wiscasset to perhaps gain insights into how they are progressing in the relocation of their facility outside the floodplain and the possibility of the imposition of nutrient limits.
- i. Trustee Hoffman asked the Superintendent to schedule a Technical Review and discussion of the details of Phase I of the seawall with Wright-Pierce. Trustee Stormont emphasized the need for a technical discussion.
- j. The Superintendent noted in an earlier conversation with Wright-Pierce the option to simply do nothing and forgo the use of the MIAF money. Trustee Hoffman expressed he was not ready to give up on the completion of Phase I despite the current adversities and funding challenges. Trustee Stormont added he was concerned with the potential future permit requirements for Total Nitrogen limits as well as PFAS. Trustee Kipp commented that even if the WWTF was to be relocated, there would be a pump station at 27 Sea Street and if we do nothing to protect this site from sea level rise we are not acting in the best interests of the community.

- II. Black Dog Divers/Outfall Repairs, Cleaning, and Inspection** – Trustee Stormont summarized the District is still awaiting receipt of the TideFlex check valves and no further action will be taken until the valves have arrived onsite.


- III. **Personnel Manual** – Trustee Stormont suggested the possibility of dedicating a special meeting to discuss changes to the manual. Trustee Hoffman discussed the substantive differences between the January 2021 manual and the 2024 updated manual. Trustee Hoffman asked the Superintendent to print a physical copy of the revisions for an easier review.
- IV. **Aquaduct Software** –The Superintendent noted he had sent the Trustees the Terms of Service and the Booking Form detailing costs and service agreement. Adam Macy exploring a lower cost alternative, *Waterly*, that may serve the District better and save money.
- V. **Collection System Technician, Open Position** – The Superintendent noted one interview was hosted on Saturday March 16 with a potential candidate, but no further action was planned. Additional interviews to occur as applications are received.

New Business

- I. **Route 27 Paving Project** – The Superintendent reported a meeting is scheduled for 9am on Thursday March 21st to discuss the Sewer District's involvement in altering existing manholes to match the final grade of the road.
- II. **Maine Power Options** – The Superintendent noted the annual Fuel Bid for the 2024-2025 will occur on Tuesday March 26th. Trustees Stormont and Hoffman asked the Superintendent to verify how long the bids will remain open and if they will have time to review and discuss.
- III. **Plant and Collection System Operations -**
 - a. *Septage Pump Repair* – Superintendent reported the replacement parts have been received and repairs to occur soon.
 - b. The Superintendent reported all other operations and maintenance at the plant and collection system were routine but continuing to experience higher flows than usual due to rain.
- IV. **Profit & Loss vs. Budget, YTD** – The Superintendent shared updated P&L vs. Budget. Trustee Hoffman asked for an additional column to compare prorated revenues and expenditures, YTD. Trustee Stormont added this column should reflect the monthly revenues and expenditures as a percentage of the FY and the review should occur when the previous month's revenues and expenditures have been finalized.
- V. **Establishing a Sewer District Ebay Account** – The Superintendent asked for permission from the Trustees to establish a District Ebay Account to sell stockpiled materials onsite that no longer have use for and would otherwise be discarded. Trustees agreed but wanted to see the requirements from Ebay.

Handwritten initials: JCS, THT, and MC.

Correspondence


- I. FOAA Request, Kristin Collins (Attorney, Preti-Flaherty)** – The Superintendent shared a FOAA request received from Ms. Collins asking for all correspondence pertaining to the Splash Pad after November 1, 2023. Trustee Stormont stated an S.O.P. for operation of the Splash Pad will still need to be reviewed by the Board prior to approval and acceptance of Splash Pad water.
- II. Aga Dixon, Attorney @ Drummond Woodsum** – The Superintendent shared an email received from Aga Dixon regarding the Sewer District's October 27th responses to Signal Point's preliminary questions. Trustee Hoffman stated there remains room for conversation to discuss the proposed easement. Trustee Stormont stated his position is we need an easement for completion of Phase I of the Seawall Project, which is to their benefit as this will improve the reliability of the delivery of power to their homes, and Wright-Pierce is exploring alternatives for the physical seawall (Phase II) that may not require an easement onto their property at all. Trustee Stormont added once the District has specifics regarding the electrical upgrades, another meeting to explain the benefits of this upgrade to the residents of Signal Point will be needed, at which time the District's intention to utilize sheet pilings as a physical barrier in lieu of a concrete wall will need to be conveyed. Trustee Hoffman noted a sheet pile barrier may still require an easement for future maintenance.
- III. Valerie Snow Vincent, Account Freeze, 11 Greenleaf Ave., Boothbay Harbor** – The Superintendent shared account information and payment activity ahead of the April 1st timeline to discuss this account freeze. Trustee Stormont suggested there should be an adjustment (abatement) to Ms. Vincent's account due to the increase in usage stemming from a leaking toilet and directed the Superintendent to determine previous average usage on the account.
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Adjourn Meeting:

Trustee Kipp made a motion to adjourn at 18:40. Trustee Hoffman seconded. The vote to adjourn was unanimous. The trustees adjourned the meeting at 18:40 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