

DATE: August 9, 2021

Boothbay Harbor Sewer District Board of Trustees Regular Meeting

Attendees:

Jim Stormont, Jay Warren, Chris Higgins, Absent: Deryl Kipp

Call to Order:

Trustee Stormont, Pro-Temp Chair, 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.

1. Review and Approve Minutes of July 19, 2021, Meeting:

Trustee Stormont made motion to approve the minutes of July 19, 2021, as presented. Trustee Warren seconded. Vote to approve was unanimous (2-0).

2. Review and Execute Warrant #1429

Trustee Warren made motion to approve Warrant 1429 as presented. Trustee Stormont seconded the motion. Vote to execute was unanimous (2-0).

3. Execute 60-Day Late Letters: Brewer, Marc, Correa, Jr., Robert, Cressey, Leighton, Curtis, Jeffrey D., Darmstadter, David, Glass, Francoise, Kazakos, Takis A. (OM), Kristoff, Lisa, Lefebvre, Joey, Martin, Anne, Nichols, Wendy, Nightingale, Todd, Norton, John, Paquette, Susan, Russo, Jonathan, Smith, Libby, Tholl, Lisa, Vise, Alex

Trustee Stormont reviewed and executed the letters.

4. Execute Demand Notices: Carolin, Dennis, Field III, John, Lloyd, Sara, Murray Hill Properties LLC, Watts, Robert

Trustee Stormont reviewed and executed the demand notices.

5. Execute Lien Discharges: None

6. Execute Lien Certificates: None

7. Execute Notice of Impending Foreclosure: None

8. Sewer Entrance Application(s): Gary Barter – Ocean Point Road (RT 96)

The trustees reviewed and executed the entry permit.

A large, stylized handwritten signature in black ink, likely belonging to Trustee Stormont, is written over the bottom right portion of the page, partially overlapping the page number.

Old Business

1. Plant and Collection System Operations

A. Routine Operations – The superintendent reported normal operations for the plant since the last meeting.

1. The superintendent reported plant flow is up to pre-2008 levels. The busy summer season and increased water district discharges account for the increased flow. The increased flow/load has increased the amount of sludge being produced causing increased dewatering activities.
2. US Cellular has not resolved SMS alarm messaging issue yet but have duplicated the problem. They are working with Red Lion (router vendor) to identify and isolate the issue.
3. The superintendent advised the Board the garage bay odor scrubber is working very well. The new fan box should be arriving soon and will replace the sludge holding tank scrubber blower with a much quieter unit.

4. Cybersecurity Vulnerability Assessment (CVA) and Action Plan (AP)

The superintendent advised the CVA kickoff meeting was held with the Horsley Whitten Group. Horsley Whitten is a third-party contractor hired by EPA Region 1 through a grant to assist utilities in analyzing current infrastructure and developing a CVA and AP for the utility. The superintendent advised AEC Engineering (SCADA) and Burgess Associates (IT) are participating with the district to develop the plan. The superintendent advised there is no cost to the district as all expenses will be covered under the EPA grant.

All other operations and maintenance at the plant were routine.

B. Collection Systems –

1. The superintendent reported the second pump at Massachusetts Road station was replaced with no operational issues.
2. The superintendent reported the crew responded to 4 station alarms since the last meeting. 3 of the alarm calls were due to plugged pumps at Mill Cove (PS 03) and Atlantic Avenue (PS 02). The pumps were pulled, cleared of wipes and rags, then returned to service. The other alarm call was due to a VFD fault at the Meadow (PS 05) station. The fault was cleared, and station returned to normal service.

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3. The superintendent reported station wet wells at Footbridge (PS 07) and Commercial Street (PS 04) were cleaned by Ideal Septic. The crew replaced the pressure transducer at PS 07 and replaced a low float at the DMR (PS 18) pump station.
4. The superintendent advised the materials for the Emery Lane paving project and Roads End paving project have been ordered. The crew will rebuild 7 manholes on Emery Lane and raise 8 manhole covers on Roads End. This work is in conjunction with the Town of Boothbay Harbor.
5. The superintendent advised the Fullerton Street/Tupper Road sewer survey is 95% complete. A meeting with Boothbay Land Surveyors is scheduled later this week to overlay the existing sewer. Once complete, the survey will be forwarded to Wright-Pierce for design and estimating.

All other operations were routine.

C. Website Traffic –

The office manager reports 3,890 new user hits on the website with 245 returning users. The office manager reports, since the last meeting, direct debit customers stand at 258 (increase of 3), email customers at 329 (increase of 7), DOXO users at 49, and direct debit at 19.

2. **Personnel** – The superintendent advised the collection system tech is progressing through the University of California at Sacramento wastewater course. The tech is scheduled to take the level 2 operator exam on August 18, 2021.
3. **Odor Issues – 191 McKown Point Road.**

See the attached email traffic.
4. **Blower Evaluation – Nothing to Report**
5. **Relining 2 Project Update** – The superintendent advised Insituform is still waiting on Inland Grouting on the status of the 14-inch packer. No date was issued for the work.
6. **Manhole Rehabilitation Project – Nothing to Report**

New Business

1. Riparian Rights – 27 Sea Street

The superintendent advised, as instructed, he spoke with Boothbay Region Land Surveyors regarding the estimate for the work. Nick Plumer advised the estimate included all research required to determine boundaries in the intertidal zone. Plumer advised if the survey is contested, that this would be billed additionally at a time and material basis.

After discussion, Trustee Warren made motion to proceed with the work. Trustee Stormont seconded the motion. Vote (2-0) in favor. Estimate is attached.

2. Financial Reports

The Board reviewed the financial reports. The superintendent advised the budget is line for this period. The superintendent advised the checking account contained \$272,700 and all reserve accounts are fully funded.

Trustee Warren inquired about line 5730 (Service Contracts). That line is \$14,171 over budget. The superintendent advised \$7,800 of the overage was due to a delayed billing by Walker Industrial for three years of SCADA licensing, \$2,200 was for work on the fire alarm system, \$4,800 was due for the retainer of AEC.

The superintendent reminded the trustees Line 7066 is over due to the bond being paid off early from reserves, and some of the payroll lines are over due to the way the weeks are included. The lines will balance by year's end.

There was no other discussion.

3. Certificate of Commitment August 1, 2021, Billing –

Trustee Warren made motion to commit the August 1, 2021, billing/invoices to the treasurer for collection. Trustee Stormont seconded the motion. Vote to commit was unanimous (2-0).

4. Remote Participation Policy –

The superintendent advised due to recent legislation (1 M.R.S § 403-B) a remote participation policy should be enacted. The superintendent distributed a draft copy of the policy (attached). The superintendent advised the policy required advertising and a public hearing. The superintendent noted the public hearing could be held in conjunction with a regular business meeting. After review of the policy, Trustee Stormont made motion to proceed with the advertising and

scheduling of the public hearing for September 13, 2021. Trustee Warren seconded the motion. Vote was in favor (2-0).

5. MMA Workers Compensation/Property & Casualty Refund

The district received a check in the amount of \$1,484.00 from the MMA. The superintendent asked if the funds could be split amongst the employees as a safety stipend. The Board agreed to distribute the funds at \$300.00 each with the remainder to be placed in the regular checking account.

6. September 6, 2021, Meeting –

The superintendent advised the September 6, 2021, meeting is Labor Day. Trustee Warren advised the meeting to be held on the 13th. The trustees agreed to hold the meeting on the 13th.

Correspondence :

1. None

Public Comment: None

Adjourn Meeting:

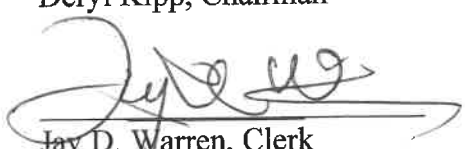
Trustee Warren made a motion to adjourn. Trustee Stormont seconded the motion. Vote unanimous. The trustees adjourned the regular meeting at 1804 hours.


James Stormont, Pro-Temp 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.

ABSENT

Deryl Kipp, Chairman


Jay D. Warren, Clerk


James Stormont, Treasurer