

**DATE: September 13, 2021**

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

Attendees:

Deryl Kipp, Jim Stormont, Jay Warren, Chris Higgins, Cory Lewis – Wright-Pierce Engineers – via Zoom

**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.

**1. Review and Approve Minutes of August 9, 2021, Meeting:**

Trustee Stormont made motion to approve the minutes of August 9, 2021, as presented. Trustee Warren seconded. Vote to approve was unanimous (3-0).

**2. Review and Execute Warrant #1430**

Trustee Warren made motion to approve Warrant 1430 as presented. Trustee Stormont seconded the motion. Vote to execute was unanimous (3-0).

**3. Execute 60-Day Late Letters: Brown, Chase, Freeman, Kankas, LLC, Nichols, Raymond, Roberts, Scattergood, Splaine, Trask**

Trustee Stormont reviewed and executed the letters.

**4. Execute Demand Notices: Nightingale, Norton, Paquette**

Trustee Stormont reviewed and executed the demand notices.

**5. Execute Lien Discharges: None**

**6. Execute Lien Certificates: Carolin, Field, Nichols (3), Trask (3), Norton, Brown**

Trustee Stormont reviewed and executed the lien certificates.

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

**8. Sewer Entrance Application(s): None**

**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 the new draft discharge permit finally arrived. As expected, new requirements for year-round disinfection are included along with new bacteria limits for Fecal Coliform and Enterococci. The superintendent reported some minor issues in the permit and will supply comments to DEP. A final draft is expected on or around 9/22/21.
2. The superintendent reported a successful DMR QA 41 Study. The study is required by EPA and requires the district to analyze blind laboratory samples, supplied by a third-party vendor, for each parameter included in the district's discharge permit. All parameters were acceptable. A report will be forwarded to DEP.
3. The superintendent advised the new fan box for the sludge holding tank scrubber arrived but was damaged upon arrival. The vendor and the trucking company was notified, and a claim was filed. The vendor will forward the required replacement parts for installation.

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

The superintendent advised the CVAP is ongoing and progressing.

5. The superintendent reported the Southern Maine Sludge Disposal Group met on August 24 to discuss the upcoming RFP for sludge disposal. The group added several other members. The RFPs should be in hand by mid-October. It is expected that significant increases in tipping fees will be realized due to PFAS requirements and the loss of Soil Prep, Inc. There are three realistic options for disposal for the District, Hawk Ridge Compost Facility (Unity), Juniper Ridge Landfill (Old Town), and Crossroads Landfill in Norridgewock.
6. The superintendent reported he attended the Boothbay/Boothbay Harbor Route 27 Sidewalk Pre-Construction/Utility Meeting on August 26, 2021. Ranger Construction will be the general contractor in charge. Sebago Technics is the engineer in charge. The work is supposed to start after Labor Day. The project has not started as of this meeting date.
7. The superintendent reported the grit pump was rebuilt by district personnel, District personnel responded to 6 alarms at the plant, during a delivery of

sodium hypochlorite, the storage tank flange started to leak. The contents of the tank were transferred to two tote containers. The tank was cleaned, and the flange will be disassembled and checked to see if it can be repaired. If repair is not possible, a new tank will have to be purchased. All of the emergency generators had their 6-month service.

All other operations and maintenance at the plant were routine.

**B. Collection Systems –**

1. The superintendent reported the responded to 12 DigSafe requests since the last meeting.
2. The superintendent reported the crew responded to 6 station alarms since the last meeting. 1 of the alarm calls was due to a faulty float switch at MH 2-53. Two alarms were at Mill Cove Station (PS 03). The pumps were pulled, cleared of wipes and rags, then returned to service. One alarm call (Lobster Cove Road Station) was due to tangled floats. The float was cleared, and station returned to normal service. The crew repaired 4 noisy manhole covers.
3. The superintendent reported the crew responded to two public assist calls regarding plugged sewers. The sewers were private service laterals. One was on Park Street and the other was on Townsend Avenue. Both lines were video inspected and one was found to be obstructed with wipes and debris and the other was blocked with roots.
4. The superintendent advised the materials for the Emery Lane paving project and Roads End paving project have arrived. The crew and along with BBH Public Works rebuilt 7 manholes on Emery Lane in preparation of paving. The frames and covers will be installed after Crooker places the underlayment down. Brett Plossay (Crooker) was on site and discussed the paving plan for Emery Lane and Roads End. Plossay anticipates paving to occur the end of October or early November.
5. The superintendent advised the Fullerton Street/Tupper Road sewer survey is complete and forwarded to Wright-Pierce for design. The superintendent advised he had spoken with Jon Ziegler (BBRWD) about participating with water replacement at the same time. Ziegler indicated he was interested in participating as the water lines on Fullerton and Tupper required replacement. The superintendent advised he is waiting to hear back from the Town of Boothbay Harbor regarding participation on the stormwater side.

All other operations were routine.

**C. Website Traffic –**

The office manager reports 4,007 user hits on the website with 3,981 new users and 249 returning users. The office manager reports, since the last meeting, direct debit customers stand at 260 (increase of 2), email customers at 331 (increase of 2), DOXO users at 49, and direct debit auto pay at 19. This has provided a savings of \$575.21 in postage costs.

2. **Personnel** – The superintendent advised the new collection system tech took the level 2 operator exam on August 18, 2021. The CST passed the exam and is now a licensed Class 2 operator. The trustees expressed their pleasure and extended their congratulations.

3. **Odor Issues – John Hennessey**

The superintendent updated two trustees on the 8/10/21, call received by Trustee Kipp at his home. Mr. Hennessey contacted Trustee Kipp on August 10, 2021, and complained that he could not reach the superintendent. The superintendent advised he had not heard from Mr. Hennessey since July 5 at 12:59 p.m. and prior to that, on June 26, 2021, at 8:46 a.m. On both occasions, District personnel responded to the odor complaints, documented the odor complaints, forwarded the odor complaints to DEP, and discussed the odor complaints during regular trustee business meetings and recorded in the associated meeting minutes. The superintendent reminded the Board they should advise callers to contact the office directly with complaints of this nature.

4. **Blower Evaluation** – The superintendent reported a meeting was held with Wright-Pierce on August 30, 2021. Four technologies and lifecycle costs were reviewed. Two of the technologies were eliminated from consideration. The superintendent would supply WP with more accurate electricity data for the plant to streamline the O & M costs and then update the spreadsheets and finalize the memo for distribution.
5. **Relining 2 Project Update** – The superintendent advised Insituform was advised by Inland Grouting it has the 14-inch packer. A 10/18/21, date is scheduled for the work. Once done, this will complete the project pending any punch list items.

6. **Manhole Rehabilitation Project – Nothing to Report**

7. **Riparian Rights & Plant Coastal Resiliency Upgrades – 27 Sea Street –**

The superintendent introduced Cory Lewis, Wright-Pierce Engineers. The superintendent, prior to the meeting, issued the draft scope of services to develop the resiliency project. The main parts of the project are the securing of the plant facilities with a sea wall and to reduce water intrusion into the building through doors and openings. The draft is attached.

Mr. Lewis summarized the proposed scope of services. It is estimated the services will around \$177,000. The estimate breaks down to Preliminary Engineering Report - \$22,200 (RD required), Environmental Assessment Report – \$98,700 (RD required), and \$56,400 in preliminary design work.

The Board thanked Mr. Lewis for his time and effort. The Board decided to discuss the matter further during 2022 Budget discussions. No other action was taken.

## **New Business**

- 1. 2022 Budget and Rates Workshop Dates** – The superintendent advised the Board the 2022 Budget/Rates Workshops are scheduled for October 4, 18, and November 1. The 2022 Budget/Rates Public Hearing is scheduled for November 15, 2021. The superintendent reminded the Board, BOD and TSS surcharges will be discussed. The superintendent advised he had notified Jon Ziegra (Water District) of the revisiting and possible adjustment of the filter factor the sewer district uses to calculate their monthly bill. The superintendent advised this “factor” has not been changed since 1996 and the amount of wastewater/solids the water district is sending has increased 2-3 three-fold. The water district is sampling their wastewater for TSS and will forward that data to the sewer district when available. The superintendent advised district personnel were testing the water district discharge at the end of their pipe at PS 09 during their pumping cycles to ensure the data at the end of the pipe is similar to the data the water district will be supplying.

## **2. Financial Reports**

The Board reviewed the financial reports for the period ending August 31, 2021. The superintendent advised the budget is line for this period. The superintendent advised the checking account contained \$328,043 and all reserve accounts remain fully funded.

The superintendent reminded the Board commercial revenue is lagging behind budget and is due to reduced minimum billing due to Covid-19 business reduction in 2020. The superintendent reminded the Board some maintenance was deferred until 2022 to compensate for the shortfall.

The superintendent reminded the trustees the final bond payment for the plant was sent to MMBB on today's warrant. The plant is now paid off (13 years early).

There was no other discussion.

Yes

AK

DeW



**3. Certificate of Commitment September 1, 2021, Billing –**

Trustee Warren made motion to commit the September 1, 2021, billing/invoices to the treasurer for collection. Trustee Stormont seconded the motion. Vote to commit was unanimous (3-0).

**4. Remote Participation Policy/By-Laws Public Hearing –**

Trustee Kipp opened the public hearing for the district's remote participation policy and the amendment of the District's By-Laws to include that policy. The superintendent advised the public hearing was duly advertised in the Boothbay Register, the district's Facebook page and Website. Trustee Kipp advised there were no members of the public present, nor were there any inquiries for information made by the public.

Barring no input from the public, Trustee Stormont made motion to approve the attached remote participation policy pursuant to 1 M.R.S § 403-B. Trustee Warren seconded the motion. Vote to adopt the policy was unanimous in favor 3-0.

Trustee Stormont made motion to amend the district's By-Laws to include the remote participation policy under Article 1, Section 5.0, Subsections A - H. Trustee Warren seconded the motion. Vote in favor was unanimous 3-0.

Trustee Kipp asked for a motion to close the public hearing. Trustee Warren made that motion. Trustee Stormont seconded the motion. Vote to close the public hearing was unanimous 3-0.

**5. Maine PERS Amendment -**

The superintendent distributed the memo from Maine PERS regarding legislative changes to the PLD plan. Essentially, the changes are to allow (PL 2021, c. 286) an exception to the one-time election requirement so it does not conflict with federal law and some reporting requirements for the employee to determine withholding if the contribution is pre or post tax.

The superintendent recommended adoption of the provisions. The Board will take the matter up at the 10/4/21 meeting.

**Correspondence :**

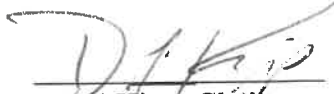
1. None

**Public Comment: None**





**Adjourn Meeting:**

Trustee Kipp asked for a motion to adjourn. Trustee Stormont made that motion. Trustee Warren seconded. Vote to adjourn was unanimous. The trustees adjourned the regular meeting at 1809 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  
\_\_\_\_\_  
Jay D. Warren, Clerk  
\_\_\_\_\_  
James Stormont, Treasurer