

**DATE: October 4, 2021**

**Boothbay Harbor Sewer District Board of Trustees Regular Meeting/2022 Budget Workshop #1**

Attendees:

Deryl Kipp, Jim Stormont, Jay Warren, Chris Higgins, Sharon Wursthorne – 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 September 13, 2021, Meeting:**

Trustee Warren made motion to approve the minutes of September 13, 2021, as presented. Trustee Stormont seconded. Vote to approve was unanimous (3-0).

**2. Review and Execute Warrant #1431**

Trustee Warren made motion to approve Warrant 1431 as presented. Trustee Stormont seconded the motion. Vote to execute was unanimous (3-0).

**3. Execute 60-Day Late Letters: Abbe, BRT Properties, LLC-Greenleaf Inn, Carolin, Cox, De Paola, Kankas, LLC, Khalsa, Maddocks, and Watts**

Trustee Stormont reviewed and executed the letters.

**4. Execute Demand Notices: None**

**5. Execute Lien Discharges: Carolin, Field, and Norton**

Trustee Stormont reviewed and executed the demand notices.

**6. Execute Lien Certificates: None**

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

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

**Old Business**

**1. Plant and Collection System Operations**


*Handwritten initials: VCS and BSK*

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

1. The superintendent reported the disinfection system was shut down on October 1, 2021. The superintendent reminded the Board the system will be started up for year-round operation when the new discharge permit is issued.
2. Cybersecurity Vulnerability Assessment (CVA) and Action Plan (AP) - The superintendent advised the CVAP is ongoing and progressing.
3. The superintendent reported the headworks unit heaters were replaced by Mechanical Services. The new units replace the older explosion proof models. During the plant furnace inspection, Mechanical Services noted deficiencies with the 2 330-gallon oil storage tanks. Mechanical Services recommended replacement of the tanks. The tanks are original to the plant upgrade (1994).
4. The superintendent reported final comments were submitted to DEP for the draft discharge permit. The superintendent advised the draft permit should go to public comment on September 22, 2021.

All other operations and maintenance at the plant were routine.

**B. Collection Systems** –

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1. The superintendent reported the crew responded to 9 DigSafe requests since the last meeting.
  2. The superintendent reported the crew responded to 2 station alarms since the last meeting. The alarm calls were due to a faulty float switches at PS 16 (Lobster Cove) and PS 08 (West Harbor Condos). The floats were replaced.
  3. The superintendent reported the 115 Townsend Avenue sewer service issue was repaired by Lewis Construction. The line was full of roots. The roots were removed, pipe section replaced, and returned to service.
  4. The superintendent advised no word on paving Emery Lane.

All other operations were routine.

**C. Website Traffic** –

The office manager reports since the last meeting, direct debit customers stand at 260, email customers at 331 (increase of 2), DOXO users at 49, and direct debit auto pay at 19. This has provided a savings of \$626.83 in postage costs.

2. **Personnel** – Nothing to Report
3. **Odor Issues** – Nothing to Report
4. **Blower Evaluation** – The superintendent reported the district is waiting for the draft report.
5. **Relining 2 Project Update** – Nothing to Report.
6. **Manhole Rehabilitation Project** – Nothing to Report
7. **Riparian Rights & Plant Coastal Resiliency Upgrades – 27 Sea Street –**

The superintendent, as advised, contacted Boothbay Region Land Surveyors to shoot the northerly boundary with Hennessey. The superintendent advised the trustees they should have an answer by the next meeting.

The superintendent advised the trustees he had been in contact with Mary Ellen Barnes, Lincoln County Planning, and discussed the project. Ms. Barnes forwarded a survey from FEMA to get the project on record for possible funding assistance. The superintendent completed the survey and supplied Barnes with the Scope of Services provided by Wright-Pierce for the project.

8. **Southern Maine Sludge Group Agreement –**

The superintendent advised the trustees the Southern Maine Sludge Group voted to retain Wright-Pierce to develop and administer a RFP on behalf of the 13-member Group. The superintendent advised the trustees he executed the district's share of the Agreement. The cost for the district will be \$1,500.00.

**New Business**

1. **Sharon Wursthorne, 45 Western Avenue** – Ms. Wursthorne, via Zoom, addressed the trustees regarding the status of the property at 45 Western Avenue. Ms. Wursthorne asked for consideration for a reduction of the sewer bill on the account. Wursthorne explained the water has been off at the property since March 2021 and the property has not been lived in since late December 2020. The property is in disrepair and is currently unlivable. The superintendent recommended the property be reverted to "ready-to-serve" status and the bill credited back to December 2020. The Board negotiated with Wursthorne and an amount of \$500.00 was settled upon to bring the account current. Wursthorne agreed to that amount and would forward a check to the district. The superintendent advised once the check cleared, the liens would be released at the Lincoln County Registry of Deeds. Wursthorne thanked the Board for their consideration.

VCS  
DPC

**2. Financial Reports**

The Board reviewed the financial reports for the period ending September 30, 2021. The superintendent advised the budget is line for this period. The superintendent advised the checking account contained \$114,168 and all reserve accounts remain fully funded. There were no other comments or actions.

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

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

**4. Maine PERS Amendment -**

Trustee Kipp asked for a motion to approve the resolution to adopt the provisions of 5 M.R.S. 518252-C as enacted via PL 2021, c. 286. The superintendent read the resolution. After the reading, Trustee Warren made motion to adopt the resolution. Trustee Stormont seconded the motion. Vote to adopt was unanimous in favor 3-0.

**5. Covid Vaccination Policy –**

The superintendent, as directed, contacted Perkins Thompson to discuss the possible adoption of a Covid-19 Vaccination policy. Bill Shields of Perkins Thompson forwarded a memo brief describing what an employer can and cannot require of an employee regarding Covid-19 vaccination. In addition, Mr. Shields provided a policy for the trustees to consider and make part of the district's personnel policy. The trustees did not take any action but will discuss the matter further at the next trustee meeting on October 15.

**6. Solar Power – Maine Solar Choices**

The superintendent forwarded an email from Donald Willet regarding the participation in Community Solar, established by the Maine legislature, on a first-come first-serve basis. There is potential to save 10-15% on electrical costs.

The Board took no action but directed the superintendent to research the matter further and report back at a future meeting.

**7. Plant Dedication –** The superintendent asked the trustees to consider dedicating the plant to John “Jolly” Arsenault. Arsenault was a founder of the district and was a long-time trustee. Trustee Warren thought that was a great idea. The other trustees concurred and gave approval for the dedication.

**8. 2022 Budget Workshop #1**

The superintendent distributed the first draft of the 2022 Budget. The budget had estimated revenue projections and proposed expense line items. The budget document did not include any capital expenditures. The superintendent advised capital expenditures will be discussed at Workshop #2. The superintendent explained the presented budget was flat. The superintendent reminded the trustees year-round disinfection will ensue when the new permit is issued and to expect the disinfection lines to double. New PFAS fees will be assessed by DEP based on the tonnage of biosolids disposed of. This new fee could run 5K to 7K depending on volumes produced. Trustee Kipp recommended the Board study the document further for the next meeting. No other action was taken.

**Correspondence :**

1. The superintendent forwarded an email the office manager received from Margaret Huck praising her for her customer service.

**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 1829 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

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Jay D. Warren, Clerk

  
James Stormont, Treasurer

