

DATE: October 18, 2021

Boothbay Harbor Sewer District Board of Trustees Regular Meeting/2022 Budget Workshop #2

Attendees:

Deryl Kipp, Jim Stormont, Chris Higgins, Gary Stone and Alyssa Allen – The First Advisors, Don Willet – Community Solar – via Zoom, Jay Warren, Trustee, Absent

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. Trustee Kipp welcomed Gary Stone and Alyssa Allen from the First Advisors.

1. Review and Approve Minutes of October 4, 2021, Meeting:

Trustee Stormont made motion to approve the minutes of October 4, 2021, as presented. Trustee Kipp seconded. Vote to approve was unanimous (2-0).

2. Review and Execute Warrant #1432

Trustee Kipp made motion to approve Warrant 1432 as presented. Trustee Stormont seconded the motion. Vote to execute was unanimous (2-0).

3. Execute 60-Day Late Letters: None

4. Execute Demand Notices: Brown, Chase, Nichols, Raymond, and Roberts

Trustee Stormont reviewed and executed the demand notices.

5. Execute Lien Discharges: Trask (3)

Trustee Stormont reviewed and executed the lien discharges.

6. Execute Lien Certificates: Nightingale

Trustee Stormont reviewed and executed the lien certificate.

7. Execute Notice of Impending Foreclosure: None

8. Sewer Entrance Application(s): 137 Lobster Cove Road – Campbell

The trustees reviewed and executed the sewer entrance application.

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 district personnel responded to 4 alarms at the plant. The alarms were due to blower start exceedances and the fire alarm system. Simplex Grinnell was onsite to inspect the fire alarm system. Zone 2 was the culprit and the tech advised to replace the sensors as they were 1994 vintage.
2. The superintendent reported he had received the DEP 3560 Inspection Report for the district. The inspection of the plant, lab, procedures, records, and collection system were found to be satisfactory. The DEP inspector recommended the district install safety netting under the hatches at all pump stations.
3. **Covid-19 Vaccination Policy** – The trustees discussed the draft policy submitted by Perkins-Thompson. The trustees took no action on instituting the formal policy at this time. Trustee Stormont and Kipp were satisfied with the current procedures to mask indoors and practice social distancing regardless of vaccination status for the foreseeable future.

All other operations and maintenance at the plant were routine.

B. Collection Systems –

1. The superintendent reported the crew responded to 5 DigSafe requests since the last meeting.
2. The superintendent reported the crew responded to 1 station alarm since the last meeting. The alarm call was due to a plugged pump at PS 12 (Roads End) The pump was pulled, cleared, and placed back into service.
3. The superintendent reported the crew has been jetting sewer lines and are 80% complete. The remainder of the lines will be done this coming week.
4. The superintendent advised no word on paving Emery Lane/Roads End from the Town. The superintendent reported the State DOT placed a shim coat on Route 27 and did not impact any manhole covers.

All other operations were routine.

C. Website Traffic –

The office manager reports since the last meeting, direct debit customers stand at 261 (increase of 1), email customers at 337 (increase of 6), DOXO users at 49, and direct debit auto pay at 19. This has provided a savings of \$645.39 in postage costs.

2. **Personnel** – Nothing to Report
3. **Odor Issues** – Nothing to Report
4. **Blower Evaluation** – The superintendent reported he submitted additional nutrient and operations data for 2020 and 2021 to date. The additional data will provide updated and more accurate loading rates for blower sizing.
5. **Relining 2 Project Update** – The superintendent reported Inland Grouting was scheduled to be onsite today but had to reschedule due to the lack of flaggers. The crew has rescheduled for October 25 and 26. The superintendent advised this time will be better for flow management as seasonal water will be turned off by then.
6. **Manhole Rehabilitation Project** – Nothing to Report
7. **Riparian Rights & Plant Coastal Resiliency Upgrades – 27 Sea Street –**

The superintendent submitted the Boothbay Region Land Surveyors opinion and survey of the north property line. Nick Plumer advises 4 feet of the new fence installed by Hennessey is on District property near the corner post of the district fence. The superintendent asked for direction of the trustees. Trustee Stormont advised a letter should be drafted advising Hennessey of the issue. Trustee Kipp concurred. The superintendent will draft a letter for the Board's review.
8. **Sharon Wursthorne, 45 Western Avenue** – The superintendent advised Ms. Wursthorne has submitted full payment on the 45 Western Avenue Account. The account is paid in full, and the liens will be released.
9. **Fullerton Street/Tupper Road Sewer Project** – The superintendent advised the survey work is completed and arrangements are being made to perform the ledge profiles in the project area. The superintendent advised a conference call is scheduled on 10/19 at 10:00 a.m. with Wright-Pierce, the water district, and the Town of Boothbay Harbor to discuss partnering on the project. The water district needs to install new lines and the Town has need to improve storm drainage.
10. **Sidewalk Project – Boothbay Harbor to Boothbay** – The superintendent advised the sidewalk project will be starting very soon. Ranger Construction submitted a DigSafe request to mark out utilities from Walgreens to Hackmatack Road. The

district marked out the sewer services, lines, and manholes. Ranger is staged behind Pinkham's Seafood.

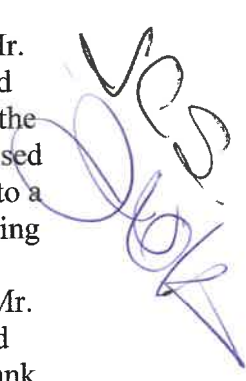
New Business

1. Gary Stone and Alyssa Allen – The First Advisors

The superintendent introduced Mr. Stone and Ms. Allen. Mr. Stone made a presentation regarding the investment of the district's reserve funds. Currently, the district had cd's that matured and are looking to maximize the return on the investment. Mr. Stone explained the current market position and current retail bank-side offerings available to the district. Bank-side offerings are bleak and do not keep pace with inflation. Mr. Stone recommended the district consider a portfolio on 25% equity investments and 75% bond investments. Mr. Stone provided examples of other municipal and quasi-municipal entities investing in such a model with very good results. The Board discussed fee structure with Mr. Stone and Mr. Stone advised the fee would be a percentage based on funds under management. The superintendent raised concern over lumping all funds together and mudding the waters for accounting of specific reserve funds. The trustees advised the superintendent to check with USDA and the district auditor for clarification. Mr. Stone did advise that sub accounting may be possible but would require more management of their part. The trustees thanked Mr. Stone and Ms. Allen for their time and presentation. No other action was taken at this time.

2. Solar Power – Maine Solar Choices

Donald Willet of Community Solar joined the meeting via Zoom. Mr. Willet is the owner of Maine Solar Choices, an independent community solar advisor. Mr. Willet presented the terms of the Community Solar program that was developed and signed into law by the Maine Legislature. The superintendent advised that the district's past electric bills were sent to Mr. Willet for analysis. Mr. Willet advised the district does qualify for the participation in the program and can realize up to a 10-15% discount on electricity costs. The superintendent asked about the existing Constellation Electrical contract in place through Maine Power Options. Mr. Willet advised he did not think the contract would be affected but will verify. Mr. Willet advised the Board, a formal proposal would be forwarded for review and that participation in the program came at no cost to the district. The trustees thank Mr. Willet for his time and will wait for the proposal to review before taking any action.



3. 2022 Budget Workshop #2

The superintendent distributed the second draft of the 2022 Budget. The budget had estimated revenue projections and proposed expense line items. The budget document did include proposed capital expenditures. The superintendent advised

capital expenditures will be further discussed at Workshop #3. The superintendent reminded the trustees that a similar scenario can be used under charter provisions to assess a specific area for improvements. The superintendent recommended the board consider this for the pump replacement at PS 09 and only assess the users of this station to recoup the costs of the upgrade. Trustee Kipp recommended the Board study the document further for the next meeting. No other action was taken.

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 meeting at 1843 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

Absent

Jay D. Warren, Clerk

James Stormont, Treasurer