

DATE: December 6, 2021

Boothbay Harbor Sewer District Board of Trustees Regular Meeting

Attendees:

Trustees Deryl Kipp, Jim Stormont, Jay Warren, Superintendent Chris Higgins, William Logan (via Zoom), Bryanna Denis – Wright-Pierce

Call to Order:

Trustee Kipp, called the regular business meeting to order at 16:52 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 November 15, 2021, Meeting:

Trustee Stormont made motion to approve the minutes of November 15, 2021, as presented. Trustee Warren seconded. Vote to approve was unanimous (3-0).

2. Review and Execute Warrant #1435

Trustee Warren made motion to approve Warrant 1435 as presented. Trustee Stormont seconded the motion. Vote to execute was unanimous (3-0).

3. Execute 60-Day Late Letters: Blois, Brown, Chase, Clayter, USCG, Cusumano, Gagne, Geddry, Howe, Luke's Lobster, Nichols, Roberts, Rodgers, Smith, Splaine, Statewide Bay Landing II Inc.

After review Trustee Stormont executed the letters.

4. Execute Demand Notices: None

5. Execute Lien Discharges: None

6. Execute Lien Certificates: Chase

After review Trustee Stormont executed the Lien Certificate

7. Execute Notice of Impending Foreclosure: None

8. Sewer Entrance Application(s): None

Old Business

1. Plant Operations

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

1. The superintendent advised the Trustees the new discharge permit was issued on November 4, 2021. The permit now requires year-round disinfection, fecal monitoring, and Enterococcus monitoring from April 15 through October 31 annually.
2. The superintendent advised the new oil tanks and fill lines are operational.
3. The superintendent advised the trustees the #1 sodium hypochlorite tank discharge flange is not repairable, and the tank needs to be replaced. Snyder Tank was contacted, and the cost of the new tank is \$5,300. The trustees advised the superintendent to order the new tank.
4. The superintendent advised the sodium hypochlorite line is now winterized with heat tape and insulation. In addition, a ¼-inch bypass line and valve were installed to provide continuous flow through the line to prevent freezing.
5. The centrifuge is now operational. The primary drive VFD had a stop permissive on one of the unused digital inputs. Per Allan Bradley, the input was disabled.

All other operations and maintenance at the plant were routine.

B. Collection System Operations

1. The superintendent reported the crew responded to 8 DigSafe requests since the last meeting.
2. The superintendent advised the Juniper Point Road station is winterized and the force main evacuated.
3. The crew responded to six pump station alarm calls.
4. The crew repaired two sink holes and applied an asphalt patch on Route 96. It appears the sink holes were due to poor compaction in the new sewer line trench.

All other operations were routine.

C. Website Traffic –

The office manager reports since the last meeting, direct debit customers stand at 265, email customers at 345 (increase of 6), DOXO users remain at 49, and direct debit auto pay at 19. This has provided a savings of \$825.77 in postage costs.

2. **Personnel** – The superintendent advised the Collection System Tech 2 has started the MWUA Leadership Program.
3. **Odor Issues** – Nothing to Report

4. **Blower Evaluation** – Bryanna Denis – Wright-Pierce distributed copies of the draft blower evaluation report. The report was briefly discussed, and the superintendent will review and supply comments on the draft.
5. **Relining 2 Project Update** – The superintendent reported Pay Requisition 2 is executed by RD-USDA. Payment is enclosed in Warrant 1435. This will close out the Relining Project.
6. **Manhole Rehabilitation Project** – Bryanna Denis updated the Board regarding the Project. The specifications are done, and the Project should be out to bid in January 2022, with completion set for May 2022.
7. **Riparian Rights & Plant Coastal Resiliency Upgrades – 27 Sea Street –**

The superintendent distributed the preliminary Boothbay Region Land Surveyor drawing of the intertidal zone with riparian lines. Bill Logan discussed the drawing and some potential issues. There are two boundary lines identified, 1) the Colonial Method line, and 2) the Upland Boundary Extension line. Logan advised there needs to be some more information from BRLS regarding the assumptions made for the lines and the following questions required responses from BRLS:

1. Did BRLS locate the stake on the shore near the large spruce tree described in the 1948 deed from Martha to Florence Stone recorded in Book 477, Page 21?
2. Did BRLS locate the pipe at the southwest corner of Davis described in the 1957 deed from Farleigh and Norman Stone to Leavitt and Greenleaf recorded in Book 536, Page 161?
3. Does the deed in Book 536, Page 161 create a new intertidal boundary since the grantors reserved part of their land that they eventually conveyed to Davis but excluded the shore?
4. What are the assumptions referenced in Note 8 as “some assumptions?”

Logan advised once the above questions are answered, he could provide more direction to the Trustees on how to proceed. The superintendent concurred with Logan’s assessment of the information and reminded the Board, riparian rights are critical for the construction of the sea wall for facility protection against sea level rise. It is anticipated the sea wall will be placed in the intertidal zone to expand the District’s footprint between the plant building/SBR tanks and the water. Currently there is not enough room in this area due to existing buried piping that will be difficult to relocate. Bryanna Denis reinforced this issue and advised the construction envelope will be very tight along the north side of the property and the District may want to consider obtaining temporary construction easements for the placement of the wall. The trustees and the superintendent were reluctant to

pursue this due to the already strained relationship with the northerly neighbor. Ms. Denis advised taking by eminent domain could be a possibility. The trustees advised to look at all design and construction options before that bridge is approached. After discussion, Trustee Stormont made motion to move ahead with the sea wall design and procurement of funding. Trustee Warren seconded. Vote to proceed was unanimous (3-0).

8. **Fullerton Street/Tupper Road Sewer Project** – Bryanna Denis updated the Board on the project. Ms. Denis indicated she had finally heard from the Water District and asked if the Sewer District had heard from them. The superintendent advised he had not and that is typical. She expressed concern regarding the three-party arrangement for the project (Sewer, Water, Town). Ms. Denis recommended an agreement be drafted between the three groups to protect the integrity of the project. She advised if one group decided it did not want to participate for some reason after the project started, it could jeopardize the project. She referenced some demands from the Water District regarding prepurchase of pipe. The superintendent advised he is awaiting word from SW Cole on ledge profiling and schedule. He was hoping to hear by Friday this week.
9. **Sidewalk Project – Boothbay Harbor to Boothbay** – The superintendent advised the sidewalk project is done for now and surface paving completed.
10. **Hennessy Fence** – The superintendent advised the trustees Hennessy had the fence company move the fence to his side of the property line. That issue is closed.
11. **Yard project** – The superintendent advised preliminary work is underway in preparation to be sent to Cameron Dufour at DEP about possible permitting requirements in order to rehabilitate the stormwater culvert area behind the garage with additional fill.
12. **Investments** – The superintendent advised he has heard from Mr. Stone regarding the management fee for the investments. The superintendent advised 0.65 basis points will be the start point with evaluation annually. Trustee Stormont made motion to move forward with the investments. Trustee Kipp seconded. Vote to proceed was unanimous (3-0). The Superintendent will contact Gary Stone and start the process.
13. **Community Solar Power** – The trustees reviewed the Nexamp contract for community solar farm pricing. The trustees favored the Nexamp contract due to its shorter span (3 years with auto renewal) and optimum discount rate of 15%. The Trustees agreed to execute the contract. The Board directed the superintendent to execute the contract with Nexamp.

New Business

1. Certificate of Commitment – December 1, 2021, Billing

Trustee Warren made motion to commit the invoices from the December 1, 2021, billing to the treasurer for collection. Trustee Kipp seconded the motion. Vote to commit was unanimous (3-0) in favor.

2. Financial Reports

The superintendent distributed the Balance Sheet and the Budget Year-to-Date reports as of November 30, 2021. The superintendent reported the checking account has a balance of \$303,991.18 after all bills have been paid. All other reserve accounts are fully funded.

The superintendent distributed the 2021 Year-to-Date Budget Report as of November 30, 2021. The superintendent reported revenue outpaced revenue budget projections by 11.91% and expenses are over budget by 17.8%. The superintendent pointed out the overage was caused by the early payoff of the Eastern Avenue Bond of \$316,272 and the Relining Expenses not yet reimbursed by USDA. The superintendent reported all other lines are close to budgeted amounts. The Board took the reports under advisement and took no other action.

3. 12/20/21 Meeting

The trustees discussed the 12/20/21 meeting. Because the meeting is during Christmas Week, the Board decided to cancel the meeting. The superintendent reminded the Board a final warrant will need to be executed on December 31, 2021.

Correspondence :

1. The superintendent presented letters sent to the PS 09 users regarding the special assessment amount for the pump upgrade. The superintendent advised he has not heard from anyone regarding the letter.
2. The superintendent presented letters sent to all of the septage haulers advising on the price increase for septage disposal (\$0.14 to \$0.15/gallon) and a copy of the PFAS letter the District received regarding potential fees for septage disposal to be implemented by the MeDEP. The superintendent advised he has heard nothing from the recipients of the letter.
3. The superintendent distributed an email from Jon Youde from Maine Power Options regarding electrical rate increases for 2022 and the potential bid outlook going forward.

Public Comment: Bryanna Denis thanked the Trustees for the opportunity to speak with them. The Trustees thanked Bryanna for attending.

Adjourn Meeting:

Trustee Kipp asked for a motion to adjourn. Trustee Warren made that motion. Trustee Stormont seconded. Vote to adjourn was unanimous. The trustees adjourned the meeting at 1827 hours.

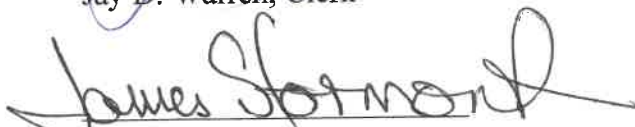
Deryl Kipp, Chair

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