

**DATE: January 3, 2022**

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

Attendees:

Trustees Deryl Kipp – via Zoom, Jim Stormont, Jay Warren, Superintendent Chris Higgins

**Call to Order:**

Trustee Kipp, called the regular business meeting to order at 17:03 hours. All materials were sent to the Trustees prior to the meeting. All materials were available to the public upon request.

**1. Election of Officers for 2022**

Trustee Stormont made motion to keep the current slate of offices in place for 2022. Trustee Warren seconded the motion. No discussion. Vote to approve the slate of officers was unanimous 3-0. Officers are Chair – Deryl Kipp, Treasurer – James Stormont, Clerk – Jay Warren.

**2. Review and Approve Minutes of December 6, 2021, Meeting:**

Trustee Stormont made motion to approve the minutes of November 6, 2021, as presented. Trustee Warren seconded. Vote to approve was unanimous (3-0).

**3. Review and Execute Warrant #1436 and #1437**

Trustee Warren made motion to approve Warrants 1436 and 1437 as presented. Trustee Stormont seconded the motion. Vote to execute was unanimous (3-0).

**4. Execute 60-Day Late Letters: None**

**5. Execute Demand Notices: Cusumano, Geddry, and Splaine**

Trustee Stormont reviewed and executed the Demand Notices.

**6. Execute Lien Discharges: Chase and Roberts**

Trustee Stormont reviewed and executed the lien discharges.

**7. Execute Lien Certificates: Carolin**

After review Trustee Stormont executed the Lien Certificate

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

**9. 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. Non Compliance Report – 12/16/21 - The superintendent advised the report was sent to DEP. The Non-Compliance Review Committee will be meeting sometime this month to review all statewide non-compliance issues.
2. The superintendent advised the trustees the #1 sodium hypochlorite tank was ordered and a late February delivery is expected.
3. The superintendent advised the new unit heaters in the headworks are now operational.
4. The superintendent reported sea water intrusion at PS 06 and PS 02. The sea water was found to be entering the Tugboat Inn's sewer line under the 400 Building. Their pump station was isolated and the sea water stopped. At PS 02, it was found that the old Lobsterman's Co-Op station was in high water alarm, but the pumps were not running. It is believed, the pumps either failed or were tripped. The flow at PS 02 ceased.

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 total postage savings of \$838.53 for email billing for the year ending December 31, 2021. Direct Debit Customers stand at 265, email customers at 345, and Doxo users 49, and direct debit customers at 19. In addition, the OM reports a total cash-back of \$2,400.00 by paying bills with the district credit card.

2. **Personnel** – The superintendent advised the Collection System Tech 2 has started cross training in the plant. The superintendent reported the plant operator has resigned

to pursue reopening the day care. The superintendent thanked him for his service to the District and wished him well on his new venture. The position has been advertised in the Register.

**3. Odor Issues – Nothing to Report**

**4. Blower Evaluation –** The superintendent will supply comments to Wright-Pierce on the draft.

**5. Relining 2 Project Update –** The project is now completed. The superintendent is awaiting the final document set along with the lining and grouting video inspections. Once the videos are received the superintendent will enter the videos in the GIS. The videos will be linked to each manhole reach in the GIS.

**6. Manhole Rehabilitation Project –** The superintendent advised the Project will be advertised to bid on January 13 and 20, 2022, with completion set for May 2022.

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

The superintendent advised the EDCJC agreement is executed. The superintendent reported he met with Boothbay Region Land Surveyors to discuss the two boundary lines delineated on their draft drawing. BRLS will discuss with Bill Logan to determine which line to depict on the drawing. The superintendent reported a meeting will be held with Wright-Pierce on January 4 to discuss the sea wall design. The superintendent reported Lincoln County Commissioners will allocate some amount of ARPA funding to the district to assist with the sea wall engineering costs.

**8. Fullerton Street/Tupper Road Sewer Project –** The superintendent advised the SW Cole contract for ledge profiling is executed. We are awaiting the schedule. The superintendent reported the Water District has formally declined participation in the project (see attached email). The superintendent directed Wright-Pierce to rework the estimate showing only the sewer district and Town.

**9. Solar Power Farm –** The superintendent advised the contract with Nexamp is executed and has been returned to them.

**10. Fund Investments – The First Advisors –** The superintendent presented the corporate resolution supplied by the First Advisors to setup the investment program for the reserve fund accounts. After review, Trustee Stormont made motion to approve the corporate resolutions as presented. Trustee Warren seconded the motion. Vote to approve was unanimous 3-0. The trustees executed Authorization Resolution.

**11. Enter into Executive Session Pursuant to Title 1, Chapter 13, Section 405.6.A.1, Personnel Matters –** Trustee Stormont made motion to enter into executive session pursuant to Title 1, Chapter 13, Section 405.6.A.1, Personnel Matters and to return to

the regular business meeting. Trustee Warren seconded the motion. Vote to enter into executive session was unanimous. Session entered into at 1725 hrs.

**12. End Executive Session and Return to regular Business Meeting** – Trustees ended the executive session and returned to the regular business meeting at 1800 hrs.

**13. Covid Policy** – Trustee Stormont voiced his concern regarding the current state of Covid-19 spread in the region, protection of district employees, continuity of operations at the District, the need to mask inside District buildings, and the need to practice social distancing. Trustees Kipp and Warren agreed. The superintendent advised he has drafted a Covid-19 policy, which includes provision for non-vaccinated employees, but it does not address testing for asymptomatic and or vaccinated employees. The superintendent recommended the policy include these provisions. The trustees agreed. Trustee Stormont asked the superintendent if there are any issues with all employees wearing masks while inside District buildings/vehicles during working hours. The superintendent advised he was not aware of any reasons why employees could not mask in District buildings/vehicles during working hours. After discussion, Trustee Stormont made motion for all employees to wear masks during working hours while inside district facilities and vehicles until further notice and directed the superintendent to update the draft policy to include testing provisions for all employees for review at the next meeting. Trustee Warren seconded the motion. Vote was unanimous in favor 3-0.

## **New Business**

### **1. Certificate of Commitment – January 1, 2022, Billing**

Trustee Warren made motion to commit the invoices from the January 1, 2022, 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-Ending reports as of December 31, 2021. The superintendent reported the checking account has a balance of \$322,196.80 after all bills have been paid. All other reserve accounts are fully funded.

The superintendent distributed the 2021 Year-Ending Budget Report as of December 31, 2021. The superintendent reported the final revenue 95.7% of budget projections. The 4.3% shortfall resulted from reduced minimum bills for the commercial sector due to loss of business from Covid-19 in 2020. The superintendent pointed out 2021 expenses were 95.5% of budget not including depreciation expenses. In addition, the expense side included \$444,380 for the West Side Relining Project that has yet to be reimbursed by USDA. The Board took the reports under advisement.

The superintendent reminded the Board the checking account should be adjusted to \$150,000. The balance of \$172,197 would typically be transferred to the equipment replacement fund. The superintendent asked if the Board wished to make that transfer or take a portion and pay down debt on some of the maintenance bonds. Trustee Warren advised he would like to see some of the debt be paid down. The remaining Trustees concurred and directed the superintendent to pay off the 2015 and 16 bonds and transfer the remainder to the equipment replacement reserve account.

**3. Southern Maine Sludge Group Disposal Bid Results -**

The superintendent distributed the SMSGD results. BBHSD received two options, a 3-yr and 5-yr contract option. (See attached) The 3-yr deal was for \$128/ton delivered and the 5-yr deal for \$133/ton delivered. This represents a 56% increase in sludge disposal costs for the district. The price of fuel, future unknown PFAS requirements, labor, and inflation were the prime movers for the bid increases. The trustees opted for the 5-year deal.

**4. Order to Call for the Election of Trustee**

Trustee Warren, pursuant to 30-A M.R.S. Section 2528 and P&S L2019, c. 12, made a motion to call for the election of the expiring term of trustee for the District. The election will be scheduled on Friday, May 6, 2022, at the Boothbay Harbor Town Hall from 8 am to 6 pm. Trustee Stormont seconded the motion. Vote was unanimous 3-0 (order attached).

**5. Approve Warrants for the Election of Trustee**

Trustee Stormont made motion to approve the Warrants for the election of trustee for the Towns of Boothbay and Boothbay Harbor. The warrants are directed to the constables for each town. Trustee Warren seconded the motion. Vote to approve was unanimous 3-0.

**Correspondence:**

1. The superintendent presented a letter from Casella Organics regarding the State proposed PFAS fees. The \$10.00 fee will be collected by Casella from the tipping records for the District. Collection will commence in 2023.
2. The superintendent presented an email from Jon Ziegra, BBRWD. The email discussed several issues the two districts are dealing with.

**Public Comment: None**

**Adjourn Meeting:**



*Boothbay Harbor Sewer District Trustee Minutes of January 3, 2022*

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 1826 hours.

*D.P. Kipp*

D.P. Kipp (Jan 17, 2022 13:34 EST)

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.

*D.P. Kipp*

D.P. Kipp (Jan 17, 2022 13:34 EST)

Deryl Kipp, Chairman

*Jay D. Warren*

Jay D. Warren, Clerk

*James Stormont*

James Stormont, Treasurer

**Signature:**

**Email:** bdkipp@hotmail.com