

**DATE: September 6, 2022**

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

Attendees:

Trustees Deryl Kipp, Jim Stormont, Russell Hoffman, Superintendent Chris Higgins

**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 advised the board return to their two per month meeting schedule.

**1. Accept Resignation of Jay Warren:**

Trustee Kipp made motion to accept former trustee Jay Warren's resignation effective immediately. Trustee Stormont seconded the motion. Vote to accept was unanimous 2-0.

**2. Appointment of Russell Hoffman as Trustee.**

Trustee Stormont made motion to appoint Russell Hoffman as trustee to serve the unexpired term of Jay Warren to end in May 2023. Trustee Kipp seconded the motion. Vote to appoint was unanimous 2-0. Welcome Russell Hoffman to the Board of Trustees and serve as Clerk.

**3. Review and Execute Minutes of August 8, 2022:**

Trustee Stormont made motion to accept the minutes of August 8, 2022, as presented. Trustee Kipp seconded the motion. Vote to accept was unanimous 2-0.

**4. Review and Execute Warrant #1450:**

Trustee Kipp made motion to approve Warrant 1450 as presented. Trustee Stormont seconded the motion. Vote to execute was unanimous (3-0).

**5. Execute 60-Day Late Letters: Chase, Colby, Crane, Curtis House, Durfee, Freeman, Gagne, Nichols, Raymond, and Roberts**

Trustee Stormont reviewed and signed the letters. The superintendent explained the lien process to Trustee Hoffman.

*Handwritten signatures and initials in blue ink, including "VCS" and "RKH".*

**6. Execute Demand Notices: Dexter, Engert, and Vise**

Trustee Stormont reviewed and signed the notices.

**7. Execute Lien Discharges: None**

**8. Execute Lien Certificates: Field**

Trustee Stormont reviewed and executed the lien certificate.

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

**10. Sewer Entrance Application(s): Susan Foss – 39 Montgomery Road**

The trustees reviewed and executed the entry permit.

**Old Business**

**1. Plant Operations**

**A. Routine Operations** – The superintendent reported normal operations, maintenance, and chemical usage for the plant since the last meeting.

- 1. Riparian Rights/Seawall Project Work** – The superintendent reported Wright-Pierce was onsite to perform the final survey work. Permitting is ongoing. The superintendent advised he has reached out to Geoff Smith and Julia Latter, Town of Boothbay Harbor, to schedule a meeting to discuss local permitting. No date is set yet.

The superintendent reported he met with Wright-Pierce and Me DOT for the parameters of the 4.015 million dollar grant for the sea wall work. Me DOT is expecting the grant agreement language to be ready in the near future and a draft agreement will be forthcoming.

- 2. MeDOT Projects** – The superintendent advised no change to the paving work status on Western Ave, Oak Street, and Townsend Avenue.

- 3. DMR QA 42 Audit** – The superintendent reported acceptable test results for the Total Residual Chlorine retest. That information was forwarded to DEP.

- 4. Blower Evaluation** – The superintendent advised the draft report had been received from Wright-Pierce. The trustees advised they did not receive the report. The superintendent will resend the report. The superintendent reported he had visited the Epping and Concord NH wastewater plants where each of the types of blowers the District is considering are in use. The superintendent reported the plants are typical activated sludge plants with static water levels. The District SBR plant has differing water levels. The superintendent

VCP  
DHS  
MK

explained the district's varying water levels within the SBR's may dictate which technology is selected due to backpressure concerns. The superintendent advised two more site visits are scheduled in Portsmouth, NH and in Old Orchard Beach.

All other operations and maintenance at the plant were routine.

## **B. Collection System Operations**

The superintendent reported:

1. The crew commenced jetting work. All of Emery Lane was cleaned. Ideal Septic cleaned the Footbridge and Commercial Street pump stations.
2. The crew installed a new manhole on the Gully Line. This manhole gives the district maintenance access to the upper part of this line.
3. The crew pulled pump two at PS 18. The pump was found to have a failed seal and the motor chamber filled with wastewater. The pump is at AC Electric in Auburn to have the stator baked and cleaned.
4. On 8/24 the district received a call from DEP regarding a leaking sewer line under Mine Oyster Restaurant that was leaking into the harbor. The Coast Guard was notified by some party first. David Pratt responded and inspected the line and found it to be leaking. Pratt notified the property owner, and they were aware of the leak as they had been notified previously. Pratt also notified the town code enforcement officer of the issue. DEP asked Pratt to inspect the line after it was repaired and to report back to DEP on the status. As of this writing, the line has not been repaired. All other operations were routine.
5. The crew responded to 16 Dig Safe requests and eleven alarms.

All other operations and maintenance were routine.

2. **Personnel** – The superintendent advised no movement on filling the position. Trustee Stormont reminded the Board that he would like to see the process of securing a recruiter for searching for a new superintendent begin sooner than later. All agreed. The superintendent will provide a list of firms for the next meeting.

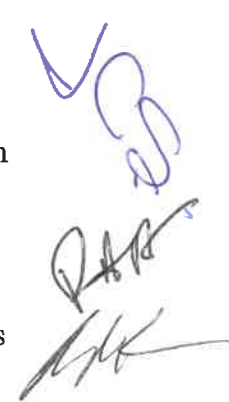
3. **Odor Issues** – The superintendent reported an odor complaint was received from Maurice Healy, 52 McFarland Point Drive, on August 29, 2022, at 07:47 hrs. The email complaint is attached. The superintendent advised David Pratt was dispatched to the location at 08:00 hrs. Pratt did not find any noticeable odors. Pratt knocked on Mr. Healy's door with no response. Pursuant to Mr. Healy's email the odor had been ongoing for past periods of time. The superintendent pointed out that past emails by

Mr. Healy, when he lived closer to the plant, were of the same nature and always after the fact. This is the first complaint received from Mr. Healy since he moved away from the plant. The superintendent provided weather data from the prior 10 days and the predominant wind direction was from the south to northwest. This wind direction would place the treatment plant downwind of Healy's location.

4. **Manhole Rehabilitation Project** – The superintendent reported the Phase B part of the project is out for bid and the bids are due back on September 22, 2022, at 2:00 p.m. for opening. Phase A of the project should be starting in several weeks.
5. **Fullerton Street/Tupper Road Sewer Project – Nothing to Report.**
6. **The First Investment Report for August 2022** – The superintendent distributed the updated report. The market is not performing well, but the CDs are performing well, and the portfolio value increased in August. Report attached.
7. **Cybersecurity Plan** – The superintendent reported work on the plan is ongoing. David McConnell, Perkins Thompson, reviewed the districts contracts with outside vendors regarding exposure responsibility to attacks and provided his thoughts to the District. McConnell's points are under review. The superintendent advised, after review, a meeting will be scheduled to discuss the findings.
8. **East Boothbay Sewer Discussions** - The superintendent reported the Boothbay Region Offshore Wind Community Benefits Group continues to meet twice per month developing a matrix for community benefit regarding the New England Aqua Ventis offshore wind project. Connecting East Boothbay Village to the Boothbay Harbor Sewer District is one of the nuggets of conversation. The superintendent advised the group that significant engineering work was required before any funding could be sought. The superintendent will continue to attend the meetings and report back to the Board.

#### **New Business**

1. **Certificate of Commitment September 1, 2022, Billing** – Trustee Kipp made motion to commit the invoices of the September 1, 2022, billing to the district treasurer for collection. Trustee Stormont seconded the motion. Vote to commit was unanimous in favor 3-0.
2. **August 2022 Financial Reports** – The superintendent distributed the financial reports for the period ending August 31, 2022. The superintendent reported all reserve funds continue to be fully funded with the district fiscally sound. The trustees reviewed the reports with no other action taken.



3. **Water District Minutes of July 12, 2022** – As directed, the superintendent contacted Jon Ziegra, Boothbay Region Water District, on August 11, 2022, regarding a copy of the BRWD July 12, 2022, meeting minutes (below):

*“20. Trustee Anthony led a discussion concerning PFOA/PFAS expressing concern over contaminated areas in the region where sludge has been used citing the BHSD with documented land contamination and the use of “Nutramulch” (a product using contaminated sewer sludge, mixed with a carbon source, to create compost) at the Coastal Maine Botanical Gardens (CMBG). The board informed the manager to publicly post the results of the upcoming state compliance testing for PFOA/PFAS to be performed by the district.”*

The superintendent advised he attached the summary email to Ziegra regarding the conversation surrounding the above. The superintendent advised the trustees the July 12, 2022, BBRWD minutes had been modified by Ziegra outside of a formal BBRWD meeting with references to BHSD removed. Those redacted minutes were printed out on August 12, 2022, at 07:55 hrs., by the superintendent and are attached. The superintendent advised he was not sure if the BBRWD Trustees formally changed the minutes during a board meeting as the minutes of their meetings have not been posted since the July 12, 2002, minutes were posted.

4. **Budget Workshop Dates** – The superintendent advised the following dates are scheduled to be workshops for the 2023 Budget – October 3, 17, and November 7. The Public Hearing for the 2023 Budget and Sewer Rates is scheduled for November 21, 2022. The dates will be advertised in the Boothbay Register, the District’s website, and the District’s Facebook page.

**Correspondence:**

**JD Warren Resignation email, Attached email from Higgins to Ziegra – Water District, Terry Heald – Coastal Carwash Abatement Request Denial**

**Public Comment: None**

**Adjourn Meeting:**


Trustee Kipp asked for a motion to adjourn. Trustee Stormont made that motion. Trustee Kipp seconded. Vote to adjourn was unanimous. The trustees adjourned the meeting at 1825 hours.


  
Deryl Kipp, Chair

*Boothbay Harbor Sewer District Trustee Minutes of September 6, 2022*

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

  
Russell Hoffman, Clerk

  
James Stormont, Treasurer