

Yes

**DATE: February 6, 2023**

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

**Attendees:**

Trustees Deryl Kipp, Russell Hoffman, Trustee Jim Stormont, 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.

The superintendent noted the meeting is available on Zoom, but no members of the public are logged into the meeting.

**Meeting URL:**

<https://us02web.zoom.us/j/89834634936?pwd=V2N4eG9zbEJlTkcwVkZNVzBXFlk5TGp1aDZkdz09>

**1. Review and Execute Minutes of January 17, 2023:**

Trustee Stormont made motion to accept the minutes of January 17, 2023, as presented. Trustee Hoffman seconded the motion. Vote to accept was unanimous (3-0).

**2. Review and Execute Warrant #1460:**

Trustee Hoffman made motion to approve Warrant 1460 as presented. Trustee Stormont seconded the motion. Vote to execute was unanimous (3-0).

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**3. Execute 60-Day Late Letters: 71 Campbell St., LLC, Barnard, Barton, Boggs, Bowden, Brewer, Coastal Maine Popcorn Co. Correa, Cressey, Darmstadter, DeCarlo, Dexter, Dow, Footbridge Condominiums, Goldsmith, Jones, Noonan, O'Hara, Page, Pratt, Reed, Russell, Shaffer, Summers-Giese, Townsend, Vacinek, and Welch**

The Board reviewed the letters and Trustee Stormont executed the letters.

**4. Execute Demand Notices: None**

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**5. Execute Lien Discharges: Engert**

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The Board reviewed the discharge and Trustee Stormont executed the discharge.

**6. Execute Lien Certificates: None**

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

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

**Old Business**

**1. Plant Operations**

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

- 1. Riparian Rights/Seawall Project Work** – The superintendent reported the district has not received an answer from Geoff Smith or the town's attorney John Cunningham regarding the 70% coverage area within the wall making the lot non-conforming issue.

The superintendent advised the Board Central Maine Power has requested a third onsite meeting regarding possible relocation of the power lines between the boatyard property and the district's property. That meeting will be held on 2/14.

- 2. Plant Evaluation** – The superintendent reported he met with Wright-Pierce to discuss the plant loading data over the past several years. Some of the Total Suspended Solid's data was of particular concern. The superintendent explained the data in question was skewed due to septage intake on during the period in question. The superintendent advised Wright-Pierce to design around the remaining data and to ignore the questioned data and consider it extraordinary. Wright-pierce will continue on that path and will be onsite February 16 to review the structural issues with he plant.

- 3. SBR Steel** – The superintendent advised the steel replacement in both SBR's is now completed and both units are back online. This replacement should last another 25 years.

- 4. Centrifuge Issues** – The superintendent reported the new HMI is now operational and the unit is now operational.

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- 5. Mill Cove Force Main Road Patch** – The superintendent advised a temporary asphalt patch was installed on the trench. The temporary trench patch will be replaced this spring with a permanent asphalt patch when the hot top plants open.

6. **January 26 Storm** – The superintendent advised the January 26<sup>th</sup> storm caused issues for the plant and collection system. The heavy flow caused the plant to go into storm flow mode and during high tide, had trouble getting water out of the plant. The heavy flow caused water to back up and overflow from MH 2-53 at the head of Mill Cove. The superintendent advised the DEP was notified and a formal written report (attached) submitted.
7. **Weekend Cold Snap** – The superintendent reported the recent cold snap caused freezing issues at Breakwater and Massachusetts Road Stations. The temperature reached -13 degrees and the windchill was recorded at -41 degrees. The breakwater station thawed and is now operational. The Massachusetts Road station discharge piping was destroyed by the frozen wastewater. The crew rebuilt the station piping, thawed the force main and return the station to service. No other issues were observed.
8. **Customer Web Payment Usage** – The office manager reported the 2022 year-end figures were 293 Direct Debit Customers, 392 Email Customers, 133 Doxo customers and 13 auto pay customers for an annual savings of \$940.40 in postage. The 2023 year-to-date figures are 299 Direct Debit Customers, 396 Email Customers, 133 Doxo customers, and 13 auto-pay customers, for a savings of \$172.05 in postage.

All other operations and maintenance at the plant and collection system were routine.

2. **Personnel** – The superintendent's position has been posted nationally, regionally, and locally.
3. **Manhole Rehabilitation Project** – Nothing new to report.

#### **New Business**

1. **January Financial Reports** – The trustees reviewed the reports.
2. **January Investment Report from the First** – The trustees reviewed the report.
3. **Website Terms of Use and Privacy Policies** – The superintendent distributed the previously sent policies for discussion and approval. The superintendent advised, as part of the district's cybersecurity plan and policies, the website terms of use and privacy policies need to be updated and attached to the website for users to read. Both policies were drafted by Dave McConnell, Esq., of Perkins Thompson Law firm in Portland. After review, Trustee Kipp made motion to approve the policies. Trustee Stormont seconded and the vote to approve was unanimous. The board instructed the superintendent to place the policies on the website.

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4. **William Brewer and Associates** – The trustees reviewed the audit engagement letter. After review, trustee Kipp executed the letter for the 2023 audit.
5. **Jeremy Farrar Accounting, LLC** – The superintendent advised Mr. Farrar will be onsite the week of February 6, 2023, to begin the year-end review of the District's financials.

**Correspondence:**

1. **Lafayette Group Letter – Sea Water Intrusion** – The Board reviewed the letter, still photos, and the video clips of the recent smoke testing event.
2. **Water District Email** – The Board reviewed the thank you email sent by the superintendent to the water district regarding the assistance from the water district in locating the force main and trying to correlate the leak location.
3. **Email to Geoff Smith and James Knight – Sea Water Intrusion** – The Board reviewed the email sent to Geoff Smith, CEO, Town of Boothbay Harbor, and James Knight, Department of Environmental Protection. The email is a cover that included a copy of the letter sent to Lafayette Group regarding sea water intrusion.

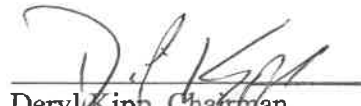
**Public Comment: None**

**Adjourn Meeting:**

Trustee Kipp asked for a motion to adjourn. Trustee Hoffman made that motion. Trustee Kipp seconded. Vote to adjourn was unanimous. The trustees adjourned the meeting at 1738 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

  
RHH

*Boothbay Harbor Sewer District Trustee Minutes of February 6, 2023*

*RHoffman*

RHoffman (Feb 20, 2023 15:25 EST)

Russell Hoffman, Clerk

*James Stormont*

James Stormont, Treasurer