

DATE: March 7, 2022

Boothbay Harbor Sewer District Board of Trustees Regular Meeting

Attendees:

Trustees Deryl Kipp, Jim Stormont, Jay Warren, 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.

1. Review and Approve Minutes of February 7, 2022:

Trustee Stormont made motion to approve the minutes of February 7, 2022, as presented. Trustee Warren seconded. Vote to approve was unanimous (3-0).

2. Review and Execute Warrant #1440 & 1441

Trustee Warren made motion to approve Warrants 1440 & 1441 as presented. Trustee Stormont seconded the motion. Vote to execute was unanimous (3-0).

3. Execute 60-Day Late Letters: Curtis House, Frizzell, Nelson, Raymond, Roberts, Splaine, Statewide Bay Landing II Inc. (2), and Whitson.

Trustee Stormont reviewed and executed the late letters.

4. Execute Demand Notices: Barter, Bowden, Engert, Hunt, Reed, and Summers-Giese.

Trustee Stormont reviewed and executed the demand notices.

5. Execute Lien Discharges: None

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 normal operations for the plant since the last meeting.



- 1. Riparian Rights/Seawall Project Work** – The superintendent reported Nick Plumer (Boothbay Land Surveyors) flew the site with a drone last week to gather topography information for the seawall work. Plumer will return to take specific elevation shots of the doors and windows of the plant building/garage/and office.

The superintendent advised he has started work of funding applications for the seawall work. The state SRF application will take the most effort. NOAA and RD funding applications are underway. The superintendent reported the Lincoln County Commissioners announced an ARPA funding program for sewer infrastructure projects benefiting Lincoln County sewer districts. The superintendent reported the goal of the funding is to support Lincoln County sewer districts to undertake needed infrastructure projects that will help continue their level of quality and service, and fund projects that would not otherwise be able to be funded in the short term. The funding program is not competitive, and the application serves as a way to assure projects align with ARPA eligibility and the goal of the program. Funding allocations for each district's application are between \$25,000 – \$200,000. The superintendent advised work will commence on this funding application. The application is due April 15, 2022.

- 2.** The superintendent advised the trustees the #1 sodium hypochlorite tank arrived this past Tuesday. The tank arrived damaged. One of the bolts on the bottom bulkhead fitting got hit and was sheared off. Sullivan and Associates was contacted to look at the tank prior to unloading. They contacted the tank manufacturer and Snyder tank will be sending up a new bulkhead fitting and a tech to install it. They will also extend the warranty on the tank another two years. That work is scheduled for March 9, 2022.
- 3. Fuel Depot Issues** – The superintendent report he spoke with Dan Bryer about the fuel issues at the Depot and the district issues with the new truck from contaminated fuel. Dan advised to forward the invoices to the Town, and they would be taken care of. The invoices were mailed to Bryer.

- 4. MeDOT Projects** – The superintendent advised the paving work on Western Ave, Oak Street, and Townsend Avenue is scheduled for this spring. Start date is unknown at this time. The superintendent advised approximately fifty-three manholes would require adjusting. The superintendent advised the materials are ordered.

The superintendent advised the Atlantic Avenue drainage work will be taking place the same time as the paving work. Hagar Enterprises was awarded that contract. The superintendent advised he has been in contact with Vaughn Stevens of Hagar regarding the work.

All other operations and maintenance at the plant were routine.

B. Collection System Operations

- 1. PS 09 Pumps** – The superintendent advised the new pumps arrived for the pump station earlier this week. One pump is currently installed with the seconded pump slated for installation later this week. The superintendent reported a seamless install for the first pump.

C. Website Traffic – The office manager reports Direct Debit Customers stand at 269, Email Customers at 356, doxo.com users at 133, and direct debit customers stand at 30. To date \$184.80 has been saved in postage.

- 2. Personnel** – The superintendent advised the Collection System Tech position is advertised with no applicants responding. The position is posted throughout New England. The superintendent reported he contacted NMCC and SMCC to advise of the position to see if there were students in the WW program that may be interested.
- 3. Odor Issues** – Nothing to Report
- 4. Blower Evaluation** – The superintendent reported no response from Wright-Pierce regarding the review questions submitted by the district as of this meeting date.
- 5. Manhole Rehabilitation Project** – The superintendent reported the bids for the rehab work were opened on February 15 at 12:00. Apparent low bidder was Green Mountain Technologies \$90,947, Vortex \$94,214, and National Water Works \$182,740. Wright-Pierce is reviewing the bids. The superintendent advised the funding package for relining and manhole work totaled \$988,500, with a loan portion of 650,000 and grant funds of 338,500. The relining work totaled \$549,462, which went against the loan funds. Loan funds must be exhausted before the district can use the grant funds. This leaves a rough balance of \$100,538 left in the loan. The bid less engineering is \$90,947, still not exhausting the loan. The superintendent expects with engineering the district will exhaust the loan funds and will get into the grant funds. The superintendent advised discussions with Green Mountain have taken place and they have agreed to perform more work under the award. USDA has advised the scope of the project can increase 50% without rebidding. A change order will be issued with the bid award allowing for the 50% increase in work. Green Mountain advised with the increased scope; the current May 31 contract date would not be feasible. All agreed to delay the manhole work until this coming fall.
- 7. Fullerton Street/Tupper Road Sewer Project** – The superintendent reported the ledge profile data was placed in the GIS and Wright-Pierce notified. WP will update the estimate for the project and will update the design. A contract for engineering will be submitted for review.
- 8. Investment Documentation – The First** – The superintendent forwarded the first report for the investments (attached).

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New Business

1. Covid Policy Review

Trustee Kipp asked the Board for their thoughts on extending the policy. The superintendent advised an employee has been recently exposed to a positive individual and recommended the policy stay in affect for another month. The Board agreed and will review the policy again at the first meeting in April.

2. Certificate of Commitment for 3/1/2022 Billing

Trustee Stormont made motion to commit the invoices from the March 1, 2022, billing to the treasurer for collection. Trustee Kipp seconded the motion. Vote to commit was unanimous (3-0) in favor.

3. February 2022 Financial Reports

The Board reviewed the Budget and Balance Sheets. The superintendent advised the payoff of the 2015 and 2016 Maintenance notes showed payoff. No action was taken.

4. LD 1911

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The superintendent reported last week the ENR Committee voted to ban the sale and application sludge and biosolids, with a carve out for agricultural sludges, effective July of this year. The vote was 10-3 with all Democrats and Senator Bennett in support and the remaining Republicans opposed. The Republicans are proposing a 12-month delay on the ban and a fund of \$3M to cover the additional trucking and disposal costs for wastewater districts. It does not appear that the Governor's office or the DEP Commissioner will offer much help to preserve a biosolids recycling program in Maine.

The proposal now moves to the full Legislature (first to the House) for consideration. That will not take place for at least a couple of weeks. The Legislature is next in session March 9, but it is unlikely that the bill will be reported out of Committee and onto the floor of the House by that time.

The superintendent reported the septage industry was carved out of the ban when it was initially proposed. However, many septage haulers dispose of their sludge at wastewater treatment plants, and they undoubtedly will have a tough time doing so if the wastewater treatment plants are unwilling to accept it. The capacity challenges in disposing of more sludge at a landfill was not discussed at all by the Committee at their last meeting, and it is an issue that will have to be dealt with.

The superintendent reported Casella has removed their bid for sludge disposal pending on the outcome of this legislation. That proposal represented a significant increase to the district for solids disposal (\$87/ton to \$133/ton). The superintendent advised the disposal costs could go even higher. Because of this issue, the district

should reexamine the acceptance of septage at the plant as septage intake will have a direct cost to sludge disposal. More to come.

6. Charter Update

The superintendent reported the charter amendment passed the legislature and was signed by the Governor on February 17, 2022. The amendment reinstated the three-year term for trustees of the District.

7. Superintendent's Position

Trustee Stormont discussed the upcoming retirement of the superintendent and how to implement a strategy to replacement the superintendent to allow a smooth transition for the district. The superintendent advised he had to consult with Maine State Retirement to verify a retirement date. The superintendent thought the soonest he could retire was August 15, 2023, but indicated if that date is accurate, he would stay on until January 2024.

Trustee Stormont advised, based on the stated dates, the district should start planning now and a review of the position's job description should occur and update as needed. In addition, Trustee Stormont advised the use of a recruiter should be considered to assist in the hiring process. The Board agreed with Trustee Stormont. The superintendent advised he would forward the current job description for the Board's review.

The superintendent reminded the Board he had not heard back from Jon Ziegra regarding the possibility of a meeting to discuss consolidation of the two districts.

8. Maine Municipal Association Insurance Application

The superintendent distributed the Faithful Performance applications for each trustee to execute. After review, the Board members executed the applications for submission to MMA.

9. 2021 Audit

The superintendent advised the 2021 Audit has commenced. The materials were taken to the Brewer and Associates, Bath Maine, office last week. The superintendent distributed copies of the MD&A for review. The MD&A will be included in the 2021 Audit documents.

10. March 21, 2022, Meeting

The superintendent advised he would not be present for the March 21, 2022, meeting. Trustee Stormont advised the meeting to be cancelled due to the absence of the Superintendent. The Board agreed. The March 21, 2022, meeting will be cancelled.

The superintendent will advise the office manager of the cancellation and will have her contact Trustee Stormont if any documents/checks require signature.

Correspondence: Jon Ziegra email

The Board took no action after reading the email (attached).


Public Comment: None

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 1801 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