

DATE: September 18, 2023

Boothbay Harbor Sewer District Board of Trustees Regular Business Meeting

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 from the public were in attendance.

Meeting URL:

<https://us02web.zoom.us/j/89834634936?pwd=V2N4eG9zbEJiTkeyVkZNVzBXTk5TQT09>

Attendees:

Trustee Deryl Kipp, Trustee Russell Hoffman, Trustee Jim Stormont, Superintendent Chris Higgins, New Superintendent Nicolas DeGemmis

1. Review and Execute Minutes of September 5, 2023:

Trustee Stormont made a motion to accept the minutes of the September 5, 2023, meeting as presented. Trustee Hoffman seconded the motion. The vote to accept the minutes was unanimous (3-0).

2. Review and Execute Warrant #1473:

Trustee Hoffman made a motion to approve Warrant 1473 as presented. Trustee Kipp seconded the motion. The vote to execute was unanimous (3-0).

3. Execute 60-Day Late Letters: 34 Signal Point, LLC, Katama Acquisitions, LLC, Roberts, Michael A. & Caroline G.

Trustee Stormont reviewed the letters and executed the same.

4. Execute Demand Notices: Dexter, Randall & Luis Brigida Dexter, Page, Neal D. & Lisa M., Paquette, Susan M., Russo, Jonathan

Trustee Stormont reviewed the demand notices and executed the same.

5. Execute Lien Discharges: Engert, Bruce C. & Mary-Ellen

Trustee Stormont reviewed the lien discharge and executed the same.

- 6. **Execute Lien Certificates: None**
- 7. **Execute Notice of Impending Foreclosure: None**
- 8. **Sewer Entrance Application(s): None**



Old Business

1. Plant Operations

A. Plant/Collection System Operations – The superintendent reported mostly normal operations, maintenance, chemical usage for the plant and collection system since the last meeting. The superintendent advised the Board the crew is getting ready to commence jetting activities the week of September 25.

- 1. **Riparian Rights/Seawall Project Work** – The superintendent reported he and Nick met with Wright-Pierce and Rural Development on 9/15/23. The essence of the meeting was funding the current 4.6-million-dollar project gap and how the project would proceed. Several scenarios were discussed including a phased approach addressing only the western and northerly boundaries at this time with the 4.013 million the district has in hand. Another scenario is to move the plant. WP is currently reviewing the draft facilities evaluation and the associated costs with the recommended upgrades. Those costs may be close enough to warrant a more serious investigation of plant relocation. Further investigation with FEMA is needed to see if they will allow the district to perform a phased approach with the current funding. WP is going to follow up with FEMA to get an answer. Trustee Stormont had reservations as to financial rate payer impact should the district be unable to secure other funding. The superintendent advised RD indicated they could fund the gap with some mix of loan and grant. The grant amount was in the 20-25% range depending on the income levels of the rate payers. The superintendent noted a possible loan amount, under that scenario, of 3-3.5 million. Currently the district is carrying the old debt retirement from the last upgrade of \$257K (3.3M) that is paying for the evaluation work from WP. That money will be free in 2024 and could go against new debt for the wall with any overage coming from rates. However, if the district decided to go this route, any debt funded upgrades would impact rates. This piece of information is needed from the evaluation to compare the debt and the associated impact on rates. CDBG funding was discussed, and the superintendent advised this funding source would need to come through the Town and that conversation has not taken place yet. Other options discussed were the use of sheet piles to reduce costs along the northerly property boundary WP was going to check with their structural folks to determine if that is viable. Another option discussed was the relocation of the plant to a

more centralized region to accommodate Wiscasset and have a joint facility. Means and methods of a phased approach were discussed, and WP determined via their conversations with contractors, there is not enough room to perform the work from within the district property and easements would be required for a concrete type of wall. Therefore, the district still needs to discuss temporary construction easements with the abutters. In addition, the CMP easement for the power relocation needs to be executed by the district before CMP will start their work. WP advised the contractor could come in from our west boundary and not travel through Signal Point which would make our presence less invasive. This would require the trees to come down on both sides of the fence. Scott Emery of RD advised there could be an issue with a long-eared bat that could use these trees as habitat. The bat has been upgraded to endangered and will require us to perform a survey. WP is addressing this now. WP is addressing the questions posed by Signal Point's counsel regarding the temporary easements. There are still questions the district needs to respond to outside of the WP responses. District counsel should be involved with a review and or development of the district's response to all the abutters. The board discussed the Hennessey email and advised the superintendent to respond.

2. **Butler Road Workforce Housing Update** – The superintendent distributed a written copy of the previously distributed Wright-Pierce peer review #2 of the Sebago Technics pump station and force main design for the housing project. The superintendent briefly went through the notes on the review. The most concerning items were the impacts on Pump Station 9. It appears from the calculations that the station may not have enough capacity to manage the new flow from the project. In addition, odor concerns may be any issue due to the length of the force main from the project and the lack of enough turnover within the main. Trustee Stormont advised the superintendent to contact Sebago Technics to coordinate a meeting with them and Wright-Pierce to discuss those issues. The superintendent will follow up. 
3. **Atlantic Avenue Pump #1** – The superintendent reported pump 1 from Atlantic Avenue Extension station failed. The mechanical seal failed, allowing water into the seal chamber. However, the motor cavity did take some oil, but water did not make it into the cavity. The unit was taken to AC Electric in Auburn along with a repair kit. The estimated repair cost is \$1,500.00. 
4. The Office Manager reported there are currently 301 Direct Debit Customers, 408 email customers, 13 customers with autopay, and 133 users the utilize Doxo.com to pay their bills. This results in year-to-date savings of \$814.56 in postage expenses.
5. **Budget Workshops/Public Hearing** – The superintendent verified the workshop dates are October 16, November 6, and December 4. The Public

hearing will be December 4, 2023. The superintendent will submit the advertisements to the Register for publication.

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

3. Personnel – Nothing to Report

New Business

1. Authorization to Change Principal in Charge for MEPDES and EPA Reporting –

During the previous meeting, the superintendent asked the Board to authorize a change in principle in charge for MEPDES and EPA reporting duties to the new superintendent. The Board agreed to the change. The superintendent presented the Board a document titled “NPDES e-Reporting Tool Electronic Signature Agreement” for the Board Chair to execute. This document formally transfers the authority to the new superintendent to sign for the Boothbay Harbor Sewer District and to remove the authority for the old superintendent to sign the same. The document will be forwarded to the Maine DEP for authorization once executed. Trustee Stormont made motion for the Board Chair to execute the Agreement. Trustee Hoffman seconded. The vote was unanimous. The Board Chair executed the document.

Correspondence:

1. Waterfront Park Response – Rep. Stover. – Trustee Stormont praised Holly Stover for reading our response and formulating her own retort. The board concurred with the superintendent’s response not to allow the splash pad discharge to enter the district’s system due to the potential of the introduction of stormwater which violates the district’s rules and regulations and could cause operational issues within the collection system.

The superintendent advised George Craig stopped by the office earlier today to discuss the district accepting the pad discharge. The superintendent reminded Mr. Craig, as designed, the district would not allow the pad to be connected to the sewer due to potential stormwater intrusion. Mr. Craig asked if the WP could somehow prevent stormwater from entering the sewer, would the district reconsider. The superintendent advised Mr. Craig the district would consider allowing connection but would require the WP to develop an operations and maintenance plan addressing stormwater and submit to the district for review and consideration prior to any approval given by the district. The submission did not constitute an approval by the district, but only consideration. Trustee Stormont had strong reservations allowing the discharge. He is concerned about the quality of oversight of the operation. The superintendent asked about potential cost to the WP for the operation. Mr. Craig advised their preliminary calculations were in the 15K-17K range for operation of the pad including sewer fees. No action was taken.

2. Ocean Point Homes – 25th Lot – The superintendent advised the owner was inquiring about adding a unit to an empty lot within the park. The superintendent advised that could be done and the superintendent forwarded an entrance application to the owner.

Public Comment: None

Adjourn Meeting:

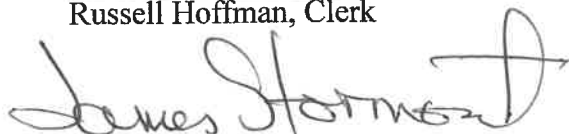
Trustee Kipp asked for a motion to adjourn. Trustee Hoffman made that motion. Trustee Kipp seconded. The vote to adjourn was unanimous. The trustees adjourned the meeting at 1822 hours.


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

Russell Hoffman, Clerk


James Stormont, Treasurer