

DATE: April 4, 2022

Boothbay Harbor Sewer District Board of Trustees Regular Meeting

Attendees:

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

Call to Order:

Trustee Kipp, called the regular business meeting to order at 17:04 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 March 7, 2022:

Trustee Warren made motion to approve the minutes of March 7, 2022, as presented. Trustee Kipp seconded. Vote to approve was unanimous (3-0). It was noted there was no meeting on March 21, 2022.

2. Review and Execute Warrant #1442

Trustee Warren made motion to approve Warrant 1442 as presented. Trustee Stormont seconded the motion. Vote to execute was unanimous (3-0).

3. Execute 60-Day Late Letters: Ardiah Services, Carolin, Dolloff, Field, Lloyd, Murry Hill Properties.

Trustee Kipp reviewed and executed the late letters.

4. Execute Demand Notices: Raymond

Trustee Kipp reviewed and executed the demand notices.

5. Execute Lien Discharges: None

6. Execute Lien Certificates: Barter, Carolin, Lloyd

Trustee Kipp reviewed and executed the lien certificates.

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 – Boothbay Region Surveyors were here last week finishing up their spot survey work on elevations of the plant openings. Their data will be forwarded to Wright-Pierce for inclusion in design efforts. The superintendent advised an application for ARPA funds has been submitted to Lincoln County.

2. The superintendent advised the trustees the #1 sodium hypochlorite tank was repaired by Snyder tank under the supervision of Sullivan and Associates. BBHSD crew will be installing and piping the tank next week.

3. Fuel Depot Issues – Nothing to Report

4. MeDOT Projects – The superintendent advised the paving work on Western Ave, Oak Street, and Townsend Avenue will begin sometime after April 18. This is when the Pike plant will open.

The superintendent reported an onsite meeting was held with Hagar Enterprises for the Atlantic Avenue drainage work. Potential conflicts were addressed and confirmed.

All other operations and maintenance at the plant were routine.

B. Collection System Operations

1. PS 09 Pumps – The superintendent advised the seconded pump is installed.

2. PS 15 Pumps – The superintendent reported the new pumps were installed and the electrical updated in the panel by BBHSD personnel.

3. Footbridge/Mill Cove Station Panel Upgrade – The superintendent reported the new control panels will be installed on April 20 and 27. District personnel will install a new conduit for the new floats and level control at Mill Cove. The existing conduits will be used at Footbridge.

4. Factory Cove (PS 13) – The superintendent advised materials have arrived for the new electrical upgrade. The new pumps will be installed after district personnel install the new conduits, explosion proof boxes, and pull new wire.

5. PS 03 Impellers – The superintendent reported the new wear rings have been installed on pump 1. However, the wear ring gaps are too large. The impeller was too worn thus providing too much gap. A new impeller was ordered and will cost 8K. This cost was not anticipated.

C. Website Traffic – The office manager reports Direct Debit Customers stand at 275 (an increase of 6 since the last meeting), Email Customers at 361 (an increase of 5 since the last meeting), doxo.com users at 133, and direct debit customers stand at 30. To date \$308.55 has been saved in postage.

2. Personnel – The superintendent advised the Collection System Tech position is still advertised with no applicants responding. The position continues to be posted on job sites throughout New England.

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 Green Mountain was officially awarded the bid and the scope of the project increased 50% on the submitted unit prices. The change order was issued. Green Mountain advised they will start their work at the end of September.

7. Fullerton Street/Tupper Road Sewer Project – The superintendent reported Wright-Pierce is updating the estimate for the project.

8. Investment Documentation – The First – The superintendent forwarded the second report for the investments (attached). The Trustees are happy with the performance.

9. Covid Policy Review – The trustees reviewed the policy and agreed to relax the masking policy at this time. The trustees agreed to revisit the policy during the first meeting in May.

10. Water/Sewer District Consolidation – The superintendent reported he had not heard anything back from the water district and does not know if the subject was discussed by the water district manager to his board of trustees. The superintendent reported the water district meeting minutes have not been posted since the November 23, 2021, meeting.

New Business

1. Certificate of Commitment for 4/1/2022 Billing

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

2. March 2022/1st Quarter Financial Reports

The Board reviewed the Budget and Balance Sheets. The superintendent advised the payoff of the 2015 and 2016 Maintenance notes showed payoff and were the reasons for the line overruns. The remaining line items are in line for the time of year. No action was taken.

3. LD 1911

The superintendent reported the Bill has not gone to the full Legislature for vote yet. Casella is waiting to see the results of the vote prior to setting their tipping fees. This Bill will cause all wastewater sludge to be landfilled thus causing higher tipping fees.

4. Execute Warrant for May 6, 2022, trustee election

The trustees reviewed and executed the election warrant for the May 6, 2022, vote.

5. East Boothbay and Barter's Island Road Sewer

The superintendent reported he attended a meeting called by the Boothbay Town Manager that included the Water District Manager and the Water District Watershed Protection Manager. The topic of discussion was the possibility of extending sewer to Camp Knickerbocker and extending sewer from Bigelow to Eastern Avenue in conjunction with the offshore wind project. Possible funding sources were discussed. The Water District Manager was going to contact CEI in Wiscasset on behalf of the Town of Boothbay.

6. Small Mall Roof Issues

The superintendent reported Ellis Property Management, Bangor, had installed water bladders to collect rainwater from the leaking roof in several locations within the building. The bladders had garden hoses connected from the bladder to plumbing in bathrooms. The connections are illegal pursuant to both the district's rules and regulations and Maine Plumbing Code. Geoff Smith is aware of the issues. The superintendent advised Ellis will be contacted about the situation.

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

7. Water District Preliminary Engineering Report for Wastewater Disposal

The superintendent advised the trustees he had received a copy of the preliminary engineering report from the water district regarding options for their wastewater disposal in lieu of sending their wastewater to the district for treatment. No other action was taken.

Correspondence: None

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 1756 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