

DATE: January 16, 2024

Boothbay Harbor Sewer District Board of Trustees Regular Business Meeting

Call to Order:

Trustee Kipp called the regular business meeting to order at 16:52 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.

Meeting URL:

<https://us01.l.antigena.com/j/ExjJacZ4g4zVnD79V7Ca3gEKp0d4LpRaZvSL0Mi1GhNti1H2ihDyVmDsb~VkdFFQiEXbQWjmNl6HSXVKGoBHDDtn2a~b4IUSCPdzMEgZWG0GIZvzz24vzUD4gWJAtqiz3OSjyDxyWzu9GKwA6y2fO8qs>

Attendees:

Trustee Deryl Kipp, Trustee Russell Hoffman, Trustee Jim Stormont, Superintendent Nicholas DeGemmis, Bryanna Denis (Wright-Pierce), Maeve Carlson (Wright-Pierce). No members of the public present.

1. Review and Execute Minutes of January 02, 2024 Trustees Meeting:

Trustee Kipp made a motion to accept the minutes of the January 02, 2024 meeting as presented. Trustees Stormont and Hoffman signed meeting minutes into record.

2. Review and Execute Warrant #1481:

Trustee Kipp made a motion to approve Warrant 1481 as presented. Trustee Stormont seconded the motion. The vote to execute was unanimous (3-0).

3. Execute 60-Day Late Letters: None

4. Execute Demand Notices: None

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 and Collection System Operations

A. Sea Wall Project – Updates with Bryanna Denis and Maeve Carlson (Wright – Pierce) – Ms. Denis provided updates for current status of the Sea Wall Project and hydraulic modeling for upgrades to the Chlorine Contact Tanks, Scum Well, and Effluent Manhole #1. Design work related to existing facility upgrades for nitrogen removal tabled until further notice, pending Ambient Water Quality Monitoring (to occur May to October 2024). Ms. Denis emphasized the need for a decision regarding authorization to continue working on the design for the Sea Wall Project and Electrical Upgrades with consideration for the Maine Infrastructure Adaptation Fund (MIAF) Grant deadline. Wright-Pierce to meet with Taylor LaBrecque at MIAF (Maine Infrastructure Adaptation Fund) and provide updates pertaining to MIAF's approval for a phased approach to resiliency upgrades. Ms. Carlson added Wright-Pierce needs to determine what MIAF will allow the District to use currently secured grant funding for, as they relate to resiliency projects (i.e. water tight doors at the Process Building to prevent flooding of the Lower Level). Wright-Pierce to work with the District to reapply for available Congressional Discretionary Funding for 2024. Ms. Carlson shared insights from a recent FEMA BCA training, highlighting the addition of even a conservatively small value for sea level rise significantly impacts the damages on the site for 10- year storm impacts (impacts may be as damaging as 50 and 100-year storms). Trustee Hoffman made a motion to authorize Wright-Pierce to continue with design work of Phase I of the Sea Wall and Electrical Upgrades. Trustee Stormont seconded the motion. The vote to authorize continued design work was unanimous (3-0).

B. Operations Updates

- 1) Storm Summaries – Superintendent shared photographic documentation of storms from January 10th and January 13th. Trustee Hoffman asked the superintendent to discuss pursuing any opportunities for funding available related to the recent rounds of storms with Wright-Pierce.
- 2) Permit Excursions for (Biochemical Oxygen Demand) *BOD*/(Total Suspended Solids) *TSS* for December – Superintendent reported permit excursions for December 2023 for (Biochemical Oxygen Demand) *BOD* and (Total Suspended Solids) *TSS*. Permit requirements are for 85% removal for both (Biochemical Oxygen Demand) *BOD* and (Total Suspended Solids) *TSS* and the BBHSD had 84% removals for both parameters, attributable to diluted influent due to increased



hydraulic loadings from storms at the beginning of the month of December.

- C. Manhole Rehabilitation** – The superintendent reported Vortex achieved passing grades for the adhesion testing for the remaining two manholes, concluding testing requirements for all 13 manholes for Phase II of the Manhole Rehabilitation Project. The District has received the Certificate of Substantial Completion and Notice Of Acceptability of Work from Wright-Pierce. Wright-Pierce will submit all project closeout documentation to USDA Rural Development once completed.
- D. Outfall Inspection, Black Dog Divers** – Superintendent reported receipt of the Inspection Report from Black Dog Divers detailing the need to replace the Tideflex check valves, but are still awaiting pictures and video footage from their dive. Black Dog Divers to provide a quote for replacement of these check valves and cleaning of the Outfall Diffusors.
- E. Butler Road Utility Extensions** – Superintendent reported Sebago Technics has been sharing submittals for materials for the District to review. Superintendent has requested Tnemec coating be added to ductile iron valves and piping for corrosion protection after learning valves and piping will be delivered for installation with only a primer coating. Trustee Kipp commented the superintendent should confirm all materials being used will meet or exceed District specifications. Trustee Hoffman discussed operation of the pump station to be constructed after it is completed and confirmed the District will assume maintenance and oversight of this pump station at that time.
- F. Coastal Maine Botanical Gardens/YMCA Sewer Extension** – Superintendent advised he has reached out to Mr. Jon Ziegra at the Boothbay Region Water District to discuss the suggested joint meeting of the Water and Sewer Boards with CMBG and YMCA in a public forum regarding the particulars of this project. Trustee Stormont expressed apprehension about applying for grant money on behalf of CMBG/YMCA and what it would mean for the awarding of future grant money for the Sewer District.
- G. Boothbay Harbor Water Park Splash Pad Valve Installation** – Superintendent relayed information from an email received from Mr. John O'Connell stating the Boothbay Harbor Water Park (BBHWP) will be installing a valve to prevent storm water from entering into the sewer system when the splash pad is not in use. Trustees Stormont stated he wants to review a written Standard Operation Procedure prior to granting approval. Superintendent relayed Mr. O'Connell stated the BBHWP has applied for a plumbing permit for splash pad related work.

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



New Business

1. **First National Fund Allocation Report** – Superintendent shared documentation detailing dividends and interest, capital gains, and appreciation of currently invested non-restricted funds. Trustee Kipp suggested the District authorize Trustee Hoffman to sign checks. Trustee Stormont agreed. The decision to authorize Trustee Hoffman to sign checks was unanimous (3-0).
2. **YSI EXO2 Sonde Quotes** – Superintendent advised quotes to purchase the sonde and probes to comply with DEP Ambient Water Quality Sampling requirements were between \$20,842.25 and \$23,062.25. Superintendent will explore rental options to mitigate costs.
3. **Pump Station Upgrades – AEC Quotes** – Superintendent shared quote Q3921 for hardware and programming upgrades to permit amperage and pump runtime monitoring, hardware and programming at Pump Station #6, and spare materials, and quote Q3921 for pump station upgrades at Atlantic Avenue Extension and Roads End Pump Stations. Trustee Stormont stated the need to pursue quote Q3941 to upgrade the technology at Atlantic Avenue Extension and Roads End. Trustee Kipp offered discussion whether these upgrades need to occur this year or if they should be included in the Capital Improvement Plan for 2025. Trustee Stormont suggested we not take immediate action but progress into 2024 to determine what other major expenses we may encounter. Trustee Hoffman commented about financing and the availability for funding from reserves, and how programming will provide improvements to remote monitoring. All Trustees agreed this topic needs to remain relevant and should be included in future discussions.
4. **Application for Submerged Lands Lease** – Superintendent shared Application for Submerged Lands Lease Renewal sent to the Department of Agriculture, Conservation, and Forestry for Outfall 001 piping.
5. **Erosion at Western Ave (State Route 27), DMR Force Main** – Superintendent reported the District's Foreman spoke with a representative at Maine Department of Transportation to determine if the erosion observed at the location where the force main from DMR Pump Station makes landfall is within DOT's easement and, therefore, the State's responsibility for repairs to prevent further erosion. It was noted the force main is not exposed and assumed to have sufficient ground cover in place despite the erosion.

Correspondence:

1. **Account Freeze Request – Valerie Snow Vincent – Greenleaf Avenue** – Trustee Stormont asked for clarification of notes made by the District's Office Manager. Trustee Stormont expressed concerns about the presumption the

property will sell by March and all sewer fees paid at the time of transfer of ownership. Trustee Hoffman asked for clarification about continued use of the sewer system. Trustee Stormont explained Maine Revised Statutes details required time limitations for collection of unpaid rates for filing late notices, demand notices, lien certificates, and impending foreclosure notifications. Trustee Kipp clarified Maine Revised Statutes provides for the arrangement of installment payments. Trustee Hoffman suggested the imposition of a deadline for the account freeze. Trustee Stormont suggested fees associated with the account will be frozen from February 15, 2024 until March 31, 2024, at which time, if the house has not sold, the Trustees will revisit the account freeze. Trustee Hoffman made a motion to freeze the account. Trustee Stormont seconded. Motion passed unanimously (3-0).

Executive Session – M.R.S.A. Title 1 Section 405.6.A – Personnel Matters


1. *Trustees entered into Executive Session at 18:41. Executive Session concluded at 18:45.*

Adjourn Meeting:

Trustee Kipp asked for a motion to adjourn at 18:46. Trustee Hoffman made that motion. Trustee Kipp seconded. The vote to adjourn was unanimous. The trustees adjourned the meeting at 18:46 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