

DATE: April 02, 2024

Boothbay Harbor Sewer District Board of Trustees Regular Business Meeting

Call to Order:

Trustee Kipp called the regular business meeting to order at 16:58 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://us02web.zoom.us/j/83378154091?pwd=UmlnQThFU3JCRVV4ZzVQM3BIUDBndz02>

Attendees:

Trustee Deryl Kipp, Trustee Russell Hoffman, Trustee Jim Stormont, Superintendent Nick DeGemmis, Bryanna Denis (Wright-Pierce), Maeve Carlson (Wright-Pierce), Jon Zieggra (Boothbay Region Water District). No members of the public were present.

1. Review and Execute Minutes of March 19, 2024, Trustees Meeting:

Trustee Stormont made a motion to accept the minutes of the March 19, 2024, meeting as presented. Trustees Hoffman and Kipp signed meeting minutes into record.

2. Review and Execute Warrant #1486:

Trustee Kipp made a motion to approve Warrant 1486 as presented. Trustee Stormont seconded the motion. The vote to execute was unanimous (3-0).

3. Execute 60-Day Late Letters: 6

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): Request

Old Business

I. Seawall Project, Discussion with Wright-Pierce –

- a. Bryanna Denis began the meeting by reviewing the Basis of Design Memorandum and Drawing C-101 detailing existing conditions and demolition plan.
 - i. Pump Station #6 relocation during Phase I of the Seawall Project and possibility of modifications to Pump Station #6 to alleviate SSOs upstream at Dixons Manhole.
 - ii. Solids deposition in influent siphon to the WWTF. Wright-Pierce proposing relief sewer/dual siphon as a possible addition to Phase I as a bid alternative. An additional siphon would allow for cleaning and inspection of existing line. If the WWTF was to be relocated, this redundant siphon would still be useful to bring flow to the pump station that would replace the plant. Trustee Stormont inquired as to whether Wright-Pierce has any estimate of cost for this addition to Phase I. Denis talked through the requirements and assigned speculative costs, totaling \$500k-\$750k for materials, construction, and associated bypass pumping. Trustees Stormont and Kipp noted this addition needs to be seriously considered to prevent the frequency and occurrence of SSOs. Trustee Hoffman asked if a pump station could be utilized to convey the incoming wastestream in lieu of an additional siphon line. Denis stated an additional pump station is feasible, however not any more cost effective. Drawing C-5 was referenced to illustrate proposed improvements. Trustee Kipp inquired about additional funding sources for this addition to Phase I of the Seawall Project. Carlson noted possible sources are FEMA, CDS, or USDA Rural Development. Trustee Kipp asked if this could be classified as a separate project and allow the District to pursue additional grants. The Superintendent asked if there was funding available directly related to the elimination of SSOs. Carlson noted it helps improve the scoring on funding applications but was not aware of funding specifically related to SSOs.
 - iii. Wright-Pierce proposing upsizing pumps for Pump Station #6 from 200gpm to 300gpm to accommodate the additional flow from the “relief sewer”. Trustee Hoffman asked for clarification of the location of the relief sewer. Carlson clarified with the Trustees that increasing the capacity of Pump Station #6 should be included in the design for Phase I. Trustees Stormont and Kipp concurred. Trustees Stormont and Kipp wanted to proceed with the relief sewer but want a clearer direction for funding. Denis will proceed with conceptual design and revisit this topic at a date soon.
 - iv. Drawing C-102: Effluent Pumping modifications to existing Chlorine Contact Tanks. Denis explained the proposed modifications to allow for pumping to an upper chamber to increase the hydraulic grade during higher flow and high tidal conditions to allow for unimpeded effluent flow from the plant. Denis and Carlson noted the highest water surface elevation recorded in the state was during the storm on January 13, 2024. Denis also noted Wright-Pierce is researching modulating the effluent valves in the SBRs to slow the flow of water during the decant cycle to provide greater detention time through the Chlorine Contact Tanks for improved disinfection.
 - v. Carlson noted the Northern Long-Eared Bat has been elevated to an endangered status, which impacts removal of the maple trees on the west side

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of the Process Building. This will require special permitting, even for Phase I of the Seawall, as some of these trees will likely need to be removed to allow CMP access to the utility poles for relocating the power lines underground. The trees on Signal Point's property will be included and, therefore, permitting will be required for removal. CMP will have an easement around their poles and Wright-Pierce will confirm what this easement is and if they can remove the trees within their easement when they meet on 04/18.

- II. **Personnel Manual** – Trustee Hoffman provided the Superintendent with comments and asked for feedback. Trustee Kipp asked for this topic to be included on the next agenda for further discussion.
- III. **Route 27 Paving Project, MaineDOT** –The Superintendent shared the Utility Receivable Agreement provided by MaineDOT and explained the Sewer District needs to either elect for the Standard Approach or Opt-Out. Trustee Stormont clarified the Sewer District will have the financial obligation whether we elect for the Standard Approach or the Opt-Out Approach and recommends we take the Standard Approach. The Superintendent noted he asked McGee Construction if they'd be interested in completing this work for the District but they are fully booked for the 2024 season and cannot commit. The Trustees agreed the District should elect for the Standard Agreement and authorize the Superintendent to sign the Utility Receivable Agreement.
- IV. **Maine Power Options 2024-2025** – The Superintendent reported the following agreements have been reached for fuel for the 2024/2025 heating season:
 - A. #2 Fuel Oil – C.N. Brown, \$2.989/gallon
 - B. Propane – Superior Plus Energy (Downeast) - \$1.649/gallon mark-up over index

New Business

- I. **Discharge Incident Report, March 24th** – *Storm Mode 3 operation*. The Superintendent reported the on-call Operator responded to a power outage at the plant and three pump stations, two of which required trailering standby generators for power. Due to the multitude of activities requiring attention, the on-call Operator did not realize the breaker for the PLC for SBR controls had tripped and needed to be reset. At 01:45am he received an alarm call and when he arrived onsite, he learned the floating decanter for SBR #1 was not discharging properly. With some assistance, he was able to resume decanting but the side water depth in the SBR had reached a level that caused the program to enter Storm Mode 3. Disinfection and dechlorination activities were not affected. The Superintendent completed a Discharge Incident Report on Monday 03/25 and submitted to Maine DEP for review.
- II. **March 22nd Meeting w/Wiscasset WWTP Supervisor Rob Lalli** - The Superintendent and District Foreman met with Wiscasset WWTP Supervisor Rob Lalli to discuss challenges related to climate change, nutrient removal, and funding shared by both facilities. Superintendent Lalli shared Wiscasset's Climate Adaptation Plan for the Boothbay Harbor staff to review to possibly gain insights into funding mechanisms for climate resiliency.

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Wiscasset has received CDS funding for a full facility design and will be relocating their WWTF outside the 500-year floodplain.

- III. ***Not originally included on the Meeting Agenda*** - Trustees Hoffman asked the Superintendent for an update on the receipt of the TideFlex duckbill check valves. The Superintendent reported they were received the morning of 04/02 and Black Dog Divers is tentatively scheduled for installation, cleaning, and inspection of the Outfall for the week of 04/15.

Correspondence

- I. **Letter from Patrice Connelly, 235 Adams Pond Road, Boothbay** – Jon Ziegra, General Manager of the Boothbay Region Water District, shared that he was approached by Patrice Connelly, who requested permission to tie into the Water District's sewer force main because the existing septic system for the property at 235 Adams Pond Road has failed. Ziegra stated the home at 11 Storage Lane had tied into the Water District's force main in the past without incident and the approach would be similar for the property at 235 Adams Pond Road. Ziegra explained the Water District will be constructing a dewatering facility at the water treatment plant for solids management onsite and to recycle filtrate for treatment, which will eliminate a substantial volume of flow that is sent to the WWTF. Trustee Kipp asked if the pump station at the water treatment plant will be used in the future. Ziegra noted it will still be used to convey domestic wastewater to Big Al's Pump Station but the backwash water from the filters will be recycled internally for treatment. Trustee Hoffman asked where the property at 235 Adams Pond Road will tie into the Water District's force main. The Superintendent clarified the sewer line at the property in question will be private and the responsibility of the homeowner to maintain and repair, and the force main from the Water District will remain the responsibility of the Water District. Trustee Hoffman asked if there will be additional properties that will be interested in tying into the Water District's force main. Ziegra believes there will be others. Trustee Stormont stated he had no objections to the property at 235 Adams Pond Road tying into our system. Trustee Kipp asked for a projection of how many additional houses Mr. Ziegra believes will want to tie in, to which Ziegra responded he believes 2 or 3 additional residences will seek permission. Ziegra noted this has the added benefit of removing a septic system and leach field from within the watershed.
- II. **Letter to the Editor, "Wall for What?"** – The Superintendent was instructed to ignore this letter and not provide any response.
- III. **Alexander Way Easement-** The Superintendent shared the most recent letter detailing a provision for an easement within, along and under the entire length of Alexander Way to the Sewer District for access to install, inspect, maintain, repair, replace and improve said sewer lines.
- IV. **Response to Aga Dixon, Drummond Woodsum, representing Signal Point residents** The Superintendent asked the Trustees if they'd like him to submit a response to the email received from Aga Dixon on March 6th. The Trustees instructed the Superintendent to send a basic reply acknowledging receipt of the March 6th email.

- V. **The Coal Shack, LLC, 32 McKown Street – Grease Trap Requirement** – The Superintendent shared a letter written to Geoff Smith detailing the Boothbay Harbor Sewer District's requirements for the installation of a grease trap, in accordance with the District's Guidelines for the Oil, Grease and Solids Removal Standard Program in the Rules and Regulations.
- VI. **Letter from Valerie Snow Vincent, 11 Greenleaf Ave., Boothbay Harbor** – Trustee Stormont proposed the Sewer District adjust Ms. Vincent's bill to reflect historical usage on the account and not the higher volumes recorded in recent past caused by issues with the internal plumbing. Trustees Hoffman and Kipp agreed.

Adjourn Meeting:


Trustee Stormont made a motion to adjourn at 18:42. Trustee Hoffman seconded. The vote to adjourn was unanimous. The trustees adjourned the meeting at 18:42 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