

DATE: May 2, 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 16:56 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 April 18, 2022:

Trustee Warren made motion to approve the minutes of April 14, 2022, as presented. Trustee Kipp seconded. Vote to approve was unanimous (3-0).

2. Review and Execute Warrant #1444

Trustee Warren made motion to approve Warrant 1444 as presented. Trustee Stormont seconded the motion. Vote to execute was unanimous (3-0).

3. Execute 60-Day Late Letters: Barter, Kevin, Engert, Bruce C., Glass, Francoise, Page, Neal, Paquette, Susan, Profit, David (2), Townsend, Dale.

Trustee Stormont reviewed and executed the letters.

4. Execute Demand Notices: Carolin, Dennis, Dolloff, Ann Elizabeth, Field III, John.

Trustee Stormont reviewed and executed the demand notices.

5. Execute Lien Discharges: Kevin L. Barter (2), Sara A. Lloyd, William Robert Reed Irrevocable Trust U/A dated 09/26/2016

Trustee Stormont reviewed and executed the lien discharges.

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 Wright-Pierce, and Representatives from FEMA and MEMA will be onsite for a project site walk through on May 3.

2. MeDOT Projects – The superintendent advised the paving work on Western Ave, Oak Street, and Townsend Avenue will begin sometime during the first couple of weeks of June. A pre-construction meeting is scheduled for April 22 at 1:00 via Microsoft Teams.

The superintendent reported Hagar Enterprises is about done on the basin and cross lay installation of the drainage on Atlantic Avenue. The Ocean View Condo manhole work should be done during next week.

4. DMR QA 42 - The superintendent reported the laboratory audit samples have been analyzed and the data submitted to the lab. The Audit results will be available mid-July.

5. #1 Hypochlorite Tank – The superintendent advised the tank is now in use. Harcos filled the tank last week and no leaks have been detected.

All other operations and maintenance at the plant were routine.

B. Collection System Operations

1. Mill Cove and Footbridge Control Panel Upgrade – The superintendent reported the Footbridge station panels are installed and live. The panels are upgraded from the 1996 installation and were raised to eliminate flood hazard. The Mill Cove panel upgrade will be completed next Wednesday May 11.

2. Factory Cove (PS 13) – The superintendent reported the Digsafe work is complete, and the underground infrastructure is marked. The superintendent reported the area is busy. Planning is underway for the new conduit runs from the panels to the wet well. It is expected the project will be completed within the next two weeks.

C. Website Traffic – The Office Manager reports Direct Debit Customers stand at 275, Email Customers at 361, Doxo Users at 133 and Auto Pay Customers at 30. Total Postage saved to date is \$367.40.

2. **Personnel** – The superintendent advised the Collection System Tech position is still advertised with no applicants responding. The superintendent asked the Board for direction regarding advertising. Trustee Stormont suggested to stop the advertisement for a period of time. Trustee Kipp and Warren agreed. The superintendent will stop the employment ad in the Register and will revisit later.
3. **Odor Issues** – Nothing to Report
4. **Blower Evaluation** – The superintendent reported a meeting with Wright-Pierce and Efficiency Maine will be held on May 12 regarding the review of the project.
5. **Manhole Rehabilitation Project** – Nothing to Report.
6. **Fullerton Street/Tupper Road Sewer Project** – The superintendent reported influent pump station data was forwarded to Wright-Pierce for review regarding the potential By-Pass project.
7. **Water/Sewer District Consolidation** – See District email response to Ziegler email under Correspondence
8. **Small Mall Roof Issues** - The superintendent reported the issues have been resolved with all of the bladders removed from the ceilings and the discharge lines removed from the plumbing.

New Business

1. May 6 Election

The superintendent reminded the trustees the District trustee election will be held May 6, 2022, commencing at 08:00 hrs. and running through 18:00 hrs. The election will be held at the Boothbay Harbor Fire Station. All warrants have been advertised and posted in Boothbay and Boothbay Harbor.

2. **Certificate of Commitment – May 1, 2022, Billing** - Trustee Warren made motion to commit the invoices from the May 1, 2022, billing to the treasurer for collection. Trustee Kipp seconded the motion. Vote to commit was unanimous (3-0) in favor.

3. **April Financial Reports** – The superintendent distributed the April Financial Reports. The district's financial position is in line with budgeted amounts. The superintendent advised the Pump Station Repair line includes the new pumps for PS 09, 13, and 15. These lines will be offset with funds from reserves and the reserves will be replenished by revenue from the billing of the specific pump station area users. No other action was taken.

4. **ME SRF Funding Package for Sea Wall** - The superintendent advised the DEP

awarded the District 4.45 million loan without forgiveness and a \$50K grant for a fiscal sustainability study which all applicants received. Because there is no principal forgiveness with the funding package, the superintendent recommended to the Board they deny the package and apply next year. The trustees concurred and the superintendent will advise DEP.

5. **Portable 40KW Generator** – The superintendent advised Power Products was onsite to perform major preventive maintenance on all of the generators. They advised the portable 40kw unit was having issues with hertz surging and falling off. Power Products advised not to use the generator. A quote for repair work is forthcoming, but Power Products is not sure if parts will be available as the unit is 33 years old. The Board advised the superintendent to start research on purchasing a new generator pending the quote from Power Products.

Correspondence: District Response to Jon Ziegra – Boothbay Region Water District

The trustees reviewed the superintendent's April 28 response to Jon Ziegra's, Water District Superintendent, April 15 email regarding potential consolidation discussions between Districts. The trustees found the email response appropriate.

Public Comment: None

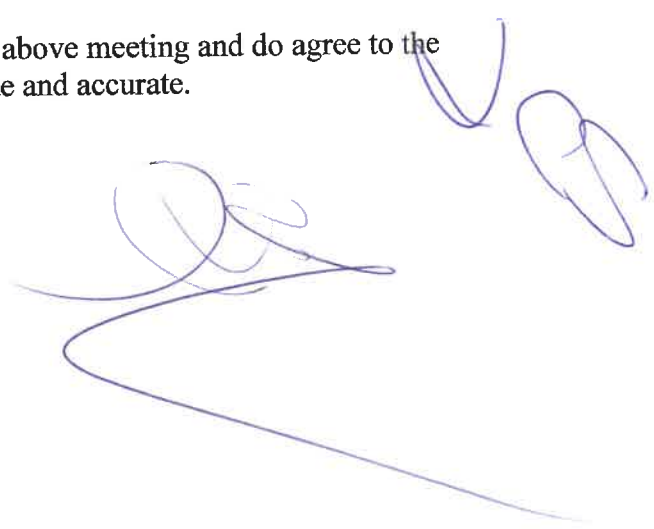
Adjourn Meeting:

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 1753 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