

**DATE: June 6, 2022**

**Boothbay Harbor Sewer District Board of Trustees Regular Meeting**

Attendees:

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

**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.

**1. Review and Approve Minutes of May 16, 2022:**

Trustee Stormont made motion to approve the minutes of May 16, 2022, as presented. Trustee Warren seconded. Vote to approve was unanimous (3-0).

**2. Review and Execute Warrant #1446**

Trustee Warren made motion to approve Warrant 1446 as presented. Trustee Stormont seconded the motion. Vote to execute was unanimous (3-0).

**3. Execute 60-Day Late Letters: Brewer, Terry, Chase, Peter, Clayter, Martha J. & Michael M. Brewer, Curtis House, Goldsmith, James, Lincoln Health, Moser, Robert, Nichols, Jeffrey, Peek, Philip, Perkins III, James, Sala, Joseph, Schweppe, Jay, Cagle, Nathan, Welch, Susan**

Trustee Kipp reviewed and executed the letters.

**4. Execute Demand Notices: Barter, Kevin, Page, Neal**

Trustee Kipp reviewed and executed the notices.

**5. Execute Lien Discharges: None**

**6. Execute Lien Certificates: Field III, John E. & Jennifer A.**

Trustee Kipp reviewed and executed the 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** – The superintendent reported representatives from SW Cole were onsite to layout test borings for the seawall project. The borings are scheduled for June 15.

The superintendent reported the MeDOT application was completed and forwarded to the Department of Transportation for review. The superintendent advised the district received the \$200,000 grant from Lincoln County for the sea wall project. The superintendent advised the grant will cover the cost of engineering of the project. The trustees were pleased on the grant receipt.

**2. MeDOT Projects** – The superintendent advised the paving work on Western Ave, Oak Street, and Townsend Avenue is still scheduled during the first couple of weeks of June.

The superintendent reported the district crew added manhole riser rings in anticipation of paving. This completes the district's obligations for this project.

The superintendent reported he received an email from MeDOT advising of a significant project for the 2024 construction season. Starting from the lights at RT 96 extending north to PS-09 (Big Als Station) the DOT will be milling RT 27. This means the District will have to remove thirty manholes to the barrel, plate them, and then raise them to grade after milling. This will be a significant expense and effort on part of the District.

**3. Lakeview Motel Fire** – The superintendent reported that during the fire, CMP cut power to the region. This caused all the stations without generators to go down. That conditions lasted approximately 2 hours. During this time, the plant generator came on, but the transfer switch did not engage causing the plant to go black. The superintendent reported he had to manually isolate the plant and engage the transfer switch manually to bring the plant online. The superintendent advised Power Products will investigate the issue with the switch.

**4. DMR QA 42 Audit** – The superintendent reported the EPA blind lab audit has been completed and the data submitted. The audit closes July 15, so we should hear back sometime in early August as to how well we did on the analyses. The superintendent did advise the results came back for the Quarter 2 in-house QA testing Enterococci. The submitted data was 172 and the actual data was 160. This was a successful test.

All other operations and maintenance at the plant were routine.

**B. Collection System Operations**

1. The superintendent reported normal pump station operations and maintenance since the last meeting.
2. **Factory Cove (PS 13)** – The superintendent reported the district has the explosion proof boxes and is ready to start the project.

**C. Website Traffic** – The Office Manager reports Direct Debit Customers stand at 284 (increase of two since last meeting), Email Customers at 363 (increase of two since the last meeting), Doxo Users at 133 and Auto Pay Customers at 30. Total Postage saved to date is \$425.15.

2. **Personnel** – The superintendent advised the Collection System Tech position ads in the Register have been halted. The superintendent did advise the one candidate that inquired has not responded.
3. **Odor Issues** – Nothing to Report
4. **Blower Evaluation** – The superintendent reported a meeting with Wright-Pierce is still working on the blower information request from Efficiency Maine.
5. **Manhole Rehabilitation Project** – Nothing to Report.
6. **Fullerton Street/Tupper Road Sewer Project** – Nothing to Report.
7. **Water/Sewer District Consolidation** – Trustee Kipp reviewed and signed the invitation letter to Gerry Gamage of the water district.

**New Business**

1. **New Sludge Disposal Fees (Casella)** - The superintendent distributed the sludge disposal contract from Casella. The final pricing came in at \$128.00/ton plus the additional landfill bulking cost of \$39.75/ton, resulting in the final cost per ton of \$167.75/ton. Because the district has no other choice for disposal options at this point, Trustee Stormont made motion to execute the contract. Trustee Warren seconded the motion. Vote to execute was unanimous.
2. **PFAS Sampling** – The superintendent advised he forwarded the lab results and a letter to the Transfer Station manager (See Attached). The Transfer Station has been out of the office and has not had a chance to speak on the matter.

3. **Certificate of Commitment – June 1, 2022, Billing -** Trustee Warren made motion to commit the June 1, 2022, invoices to the treasurer for collection. Trustee Kipp seconded the motion. Vote to commit was unanimous.
4. **May 2022, Financial Reports –** The superintendent distributed the financial reports for year-to-date through May 31. The trustees reviewed the reports with no other action taken.

**Correspondence:** Attached letters to Gamage, Lewis, Anne Carver, MeDOT (2)

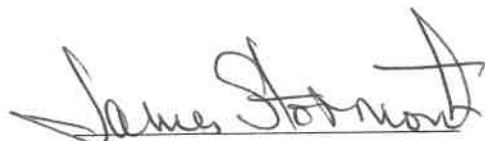
**Public Comment:** None

**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 1810 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