

**DATE: July 5, 2022**

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

Attendees:

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

**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 June 6, 2022:**

Trustee Stormont made motion to approve the minutes of June 6, 2022, as presented. Trustee Warren seconded. Vote to approve was unanimous (3-0).

**2. Review and Execute Warrant #1447**

Trustee Warren made motion to approve Warrant 1447 as presented. Trustee Stormont seconded the motion. Vote to execute was unanimous (3-0).

**3. Execute 60-Day Late Letters: Bean, David A. & Kathryn, Boothbay Region Healthcare, Inc., Field III, John E., Khalsa, Guru Sangat Singh, MacMahan, Terri L., Murray Hill Properties LLC, Ronan, Sean, Snowman, Evelyn L., Win Mitchell**

Trustee Stormont reviewed and executed the letters.

**4. Execute Demand Notices: Chase, Peter W., Curtis House, The, Lincoln Health (70 Western Ave), Lincoln Health (Clinic), Lincoln Health St. Andrews Hos., Nichols, Jeffrey W.**

Trustee Stormont reviewed and executed the demand notices.

**5. Execute Lien Discharges: None**

**6. Execute Lien Certificates: Field III, John E., Page, Neal D. & Lisa M.**

Trustee Stormont 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** – The superintendent reported representatives from various Federal Agencies were part of a Zoom Meeting discussing the permitting requirements for the Project. The superintendent reported the meeting as productive. SW Cole performed the test borings on June 15.

The superintendent reported no word on the Me DOT application as of meeting time.

**2. MeDOT Projects** – The superintendent advised the paving work on Western Ave, Oak Street, and Townsend Avenue is delayed until fall 2022.

The superintendent reported the steel plates have been ordered for the 2024 Me DOT Rt 27 project. Estimated cost is \$9,200.

**3. Lakeview Motel** – The superintendent reported the crew video inspected the motel line to ensure the line was capped. While performing the work, the crew discovered a property that was connected since 1990, but the district had no record of the connection and therefore, the property was not assessed a sewer bill. The superintendent contacted the property owner, and the owner will submit an entry application and the property will now be assessed a sewer bill.

**4. DMR QA 42 Audit** – Nothing to report.

**5. Plant Dedication Plaques** – The superintendent reported he has contacted Marquis Signs in Lewiston to procure the bronze plaques for the plant dedication. The superintendent was able to procure a nice picture of Jolly Arsenault for the bust portion on the plaque.

All other operations and maintenance at the plant were routine.

### **B. Collection System Operations**

**1.** The superintendent reported mostly normal pump station operations and maintenance since the last meeting.

**2. PS 02 and PS 16 Panels Done**– The superintendent reported the new panels for PS 02 and 16 are onsite and ready for install. The superintendent contacted AB Electric (Richmond) and advised the panels are onsite. AB Electric was

onsite to look over the sites for install planning. It is anticipated the panels will be installed by fall.

3. **Meadow Station Pump 2** – The superintendent reported pump two failed on 6/30 due to the pump shearing its bolts on the volute. The pump came apart and destroyed the impeller and volute. It appears the bolts were changed at some point from stainless steel to zinc coated mild steel. The crew installed the new spare pump on 7/1 and a new pump was ordered as a spare at a cost of \$12,200. The spare pump estimated arrival is 3 weeks. This spare is also for Commercial and Union Street stations.
4. **DEP Collection System Inspection** – The superintendent reported DEP was onsite to perform and EPA 3560 Inspection of the collection system. This is a very thorough review of standard operating procedures, maintenance activities, and record keeping. The superintendent reported a very favorable inspection and is awaiting the final report.
- C. **Website Traffic** – The Office Manager reports Direct Debit Customers stand at 284, Email Customers at 364 (increase of one since the last meeting), Doxo Users at 133 and Auto Pay Customers at 30. Total Postage saved to date is \$487.85.
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** – Waiting on Wright-Pierce to respond to 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 the return letter from the water district. The trustees discussed the invitation and agreed on the time and location recommended in the water district letter. Trustee Kipp asked trustee Stormont to head the board during discussions with the water district should they occur. Trustee Stormont agreed to be the lead. Trustee Kipp will respond to the invitation with a July 27 meeting date. Confirmation is pending from the water district.
8. **The First Investment Report for June 2022** – The superintendent distributed the report. The market is not performing well, but the CDs are performing well and is maintaining portfolio value.

**New Business**

1. **Certificate of Commitment – July 1, 2022, Billing** - Trustee Warren made motion to commit the July 1, 2022, invoices to the treasurer for collection. Trustee Kipp seconded the motion. Vote to commit was unanimous.
2. **June 2022, Financial Reports** – The superintendent distributed the financial reports for year-to-date through June 30. The trustees reviewed the reports with no other action taken.
3. **Affordable Housing – Boothbay Harbor, Boothbay** – The superintendent reported he had met with two groups representing projects in Boothbay and Boothbay Harbor. The meeting content was very preliminary and sewer extensions discussed. One parcel is located off of Kenny Field Drive and the other is located off of Butler Road in Boothbay. Hopefully more to come on these projects.
4. **Financial/Rates Model** – The superintendent reported he met with the Wright-Pierce financial arm and discussed the development of a financial model that included rates, equity buy in, impact fees, cost allocation, and capital improvement impacts. The project will establish a working document for the next administration and will consolidate the existing procedures currently in use. The superintendent reported data gathering is underway.
5. **Sewer Jetter Quote** – The superintendent distributed the jetter quote from Chadwick-Baross (attached). The superintendent advised the Trustees should start consideration for replacement of the 1999 unit. District personnel replaced gaskets and O-rings on the high-pressure side of the existing pump but have not operated it yet. The cylinder heads are pitted and corroded due to age. The superintendent advised he was not sure how long the repair will last. The superintendent recommended the trustees consider budgeting for replacement of the unit this fall.

**Correspondence: Attached letters to Gamage – Water District, Brent James – Knickerbocker Group (54 Grandview Development), and the Lincoln County ARPA Award Letter**


**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 1800 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