

# Lincolnville Sewer District – Lincolnville, Maine

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## MEETING MINUTES

### LINCOLNVILLE SEWER DISTRICT BOARD OF TRUSTEES

Tuesday 4-26-22

5:30 pm

Zoom

- Call to Order: Paul Lippman
- Note Taker: Chris Nickerson
- In Attendance: Paul & Catherine Lippman, Chris Nickerson, Trustee, Chris Strazzulla, Trustee Mike Harris, Supervisor, Bob West, Jennifer Temple
- Chairman's Opening Remarks
- Open invitation to guests/residents
- Approve minutes of 12-13-21– Chris N. motion to approve minutes, Chris S. second, minutes approved
- Superintendent's report, Mike Harris
  - Plant working very well
  - Good flow – for Lab sampling
  - Wi-fi up and running with the exception of Remote Access – Apex to resolve.
  - W&C is recommending the man-hole cover be sealed across from the Spouter Inn– Mike to look at it and make recommendation
  - Pump station #1 and #3 –Mike Harris will be installing new pumps in Stations 1 and 3. The pumps don't match the bases. Catherine will call Brian to ensure we have the right equipment. The flange on the base looks to be 3-4" and the discharge coming off pump which pumps up, not sideways like it should it 2".
- Treasurer's report, Chris Nickerson
  - Financial Report. We are managing two parallel books:
    - Book 1 The First: is being used to manage the funds from the USDA Grant (\$2,949,538), as well as the loan from Rural Development (\$2,050,000). We have an outstanding balance of \$258,718. We have budgeted these funds to go towards the remaining contracts with-Apex and Woodard & Curran, along with Interim Financing and First Year O&M costs, and finally Contingency monies of \$122,091

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for the likes of Engineering Amendments, Demolition of the Old Plant, any O&M overages and potential system extensions.

- **Book 2 Camden National:** is being used to manage income and expenses in the ongoing operation of the LSD. **Financial Report: From July, 2021 to March, 2022, we report:**
  - **Income:**
    - o **\$74,255.48, comprised of application, connection (50% of \$635 x EDU's) & inspection fees (\$50), as well as sewer service charges (\$635 x EDUs), annually.**
    - o **We have a current total potential system user population of 53, and we are happy to report that 24 have hooked up, or 45% of the total. 29 potential users remain to hook-up.**
  - **Expense: \$177.31, comprised of bank charges and QuickBooks**
  - **Net Income: \$74,087 for loan debt service (only for two years), and future expenses for maintenance**
- o **Our Fiscal Year is January 1 – December 31. We are a tax-exempt entity so we do not have to file taxes; however, we are obligated to complete an audit given we are using USDA Grant funds. We have engaged a CPA from HVM, LLC by the name of Nick Henry to help us complete an audit for Years 2020 and 2021, and then a second one for full-year 2022.**
- o **The Lincolnvile Sewer District will re-evaluate EDU's charges each fiscal year. Currently EDU allocations that were fractional were rounded down. For example, let's say a conventional restaurant serving two meals per day has 85 seats. They are allocated 1 EDU per 10 seats of capacity, or 8.5 EDUs. The restaurant currently is charged 8 EDUs. We would like to propose rounding up to cover our operating expenses – in this case to 9 EDUs (make a motion) – Motion – Chris N. Chris S. seconded.**
- o **Paul mentioned we need help evaluating EDUs and to therefore raise the inspection fee to pay for someone to do this work, from \$50 to \$150 to perform On-site, Connection Inspection. This was mentioned but left for further discussion. A motion was made to hire an inspector. Motion – Chris N., Chris S seconded. All in favor - yes**

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- **Old Business**
  - Old sidewalk repair by Chef Michel – Chris N. to ask Lillian to send photos
  - DOT hit cleanout in front of Dot's. Brian from Apex looked at it. DOT usually funds repairs, Maggie to follow-up on that. Who put it in: JBI or Apex. Must be ¼ inch below grade to prevent damage. Who put it in and is it below grade? Apex is saying they followed specs. It's located to the left of the left exit driveway.
  - We need 1 more grinder pump swap out, 7 control panels are available.
  - On Friday – have a meeting with W&C on demo of plant and landscaping, Gate on order – being installed late June/early July
  - Sign dropped off by Brian – sitting inside plant – looks good. Location: to left of door
  - At site of new plant – some drainage issues – hoping to address when we have landscapers there.
  - Concern from resident – landscaping too close to their property. We can't sell piece of land – into a set back issue. The district will work with the property owner and landscaper
  - When weather gets nicer – we would like to invite select board and planning board to the treatment plant. Give them a tour. Take opportunity to discuss how town and sewer district can better cooperate. Right now, there is no procedure for the property owners in the district to obtain a building or change of use permit from the LSD.
- **Website Update**
  - It needs to be updated. There is information is very out dated and needs better information (connection procedure, etc.), contact information.
  - Bob West recommendation to post all prior agenda's / minutes

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- o Request has been made to list all EDUs as public knowledge. Mike Harris – recommend against – electrical company, water bill – don't get to see these bills. It's none of their business how much EDUs I use. Some privacy concerns – the only utility = taxes. Sewer, water, electricity bills. This is a required fee – just like tax bill. Jennifer – do it for licensed entities (commercial) vs. homeowners. We can post the EDU allocations for property types. Yes. Very few of the houses in LV beach are 1 EDU. We are not at liberty to discuss how much each property owner pays
- **New Business**
  - o We own a portable generator – its mission is to fire up pump station 2 if power goes out – next to beach store. It needs to be protected in some way. Need a generator shed. Needs to be ventilated for heat and exhaust. Permanently based. Motion to build or purchase a generator shed. We have an easement on the beach store side. The owner of the other property is willing to work with the district. Need to know dimensions. Need a sketch. Generator will run 1 of 2 pumps concurrently. Pre-fab slab, level it, put cover over it. Boarded blue board Styrofoam (noise), then structure with exhaust through roof. 5x5x5. 3-4' square. 5x5 slab with structure about 5x5x5. Cube. Lever to help exhaust escape
  - o Hiring a plumbing inspector-type person to go around and evaluate property owner EDU's and make sure sewer connections are up to code. Lincolnvile's Code Enforcement Officer is not going to inspect. Part-time person. Charge by the piece. We have the authority to enforce our ordinance. We can only inspect sewer – limited scope of just sewer. Motion to hire an inspector. Not the job of the Trustees to do this. Motion (Chris N). second Chris S. All in favor.
  - o As part of contingency money – explored adding some more lateral to pick up lot 67 , M1 and Windsor Chair. Our responsibility to ensure no polluting in our district. State plumbing inspector and site evaluator – need to put cameras down there \$400 for cameras and report. 2 leach fields.
  - o Bob West – can't do a dye test? Only real way is to do camera. Motion – Chris W., seconded \$400. Seconded – Chris S. All in favor.
- **Subcommittee**
  - o Paul to make a motion to form a sub-committee – Managerial Sub-Committee – Catherine to head that subcommittee. She has been filling that role. Chris N. seconded. Open to all

## Lincolnton Sewer District – Lincolnton, Maine

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volunteers – Chris S. Bob West – functions of sub-committee? Jennifer – suggestion – come up with Job Description.

- Amend Ordinance – never will use pages of industrial description, throw a lot out and add stuff in we think are necessary. We have a running list of what to add, and sections to take off. Another meeting in two weeks to vote on what to add and subtract. Mike Harris to be included. Can post on LV Bulletin Board and on new Website. Post before and after we change it.
- Chris N motion to adjourn – all in favor.
- Meeting scheduled 5-10-22 5:30pm Zoom
- Adjournment
- Executive session

Respectfully Submitted,

Chris W. Nickerson, Trustee, 973-214-0939

Paul Lippman, Chair, Lincolnton Sewer District,  
207-789-5464