Northport Village Corporation
Utilities Committee
February Meeting Minutes
January 31, 2020 2:30 pm
NVC Community Hall

The Utilities Committee meeting for February 2020 convened on January 31 in order to be able to discuss revised plans for the new wastewater treatment building plans with Tim Sawtelle, Engineer for Dirigo Engineers.

Present: Supt. McElhaney, Chairman Crofoot, Judy Metcalf, Gordon Fuller, Bill Paige, Tim Sawtelle
Absent: Michael Lannan, Richard Brockway

The first two hours of the meeting were spent discussing details of the current engineering design for the new wastewater treatment building and desired modifications. Detailed plans were available for review. Many concerns that had been voiced by Michael Lannan in an e-mail were addressed and discussed although Mr. Lannan was not in attendance to personally present them. In broad categories, the following areas were discussed:

Building location: orientation, truck access,
Building access for operator
Building shape: roof, door, stairs, loading dock
Generator: type, location, noise
Structural comments
Mechanical comments
Electrical Comments
Access for bulk chemical delivery

Building location: It was the general consensus that the building orientation should remain as designed but moving the site 4-6 feet westward toward the Park would be desirable. This raises issues when excavating the foundation footings to avoid not only the drainage pipe from Train 3 of the septic tanks but also from Train 2. But the move is feasible. The move toward the park will help facilitate bulk deliveries of chemicals.

Access for the operator will be to the west (toward the park). There is no need for a loading dock as designed. Stairs should descend toward the south, again to allow a closer approach of the truck for bulk chemical deliveries..

Building shape: The general consensus was that the shape of the building is fine as designed with no need to add a front porch or change the roofline. The footprint will be 9'4" by 12'4" with an 8 foot ceiling. The floor is raised to above the flood plane on its cement foundation. The maximal roof height is 14'6". Siding will be cedar shingles.

Generator: This is a thorny problem. It will be sited next to the building and attached on a shelf at floor height rather than on a free-standing pedestal. The north side would mitigate generator noise but is very exposed to salt water and wind in storms. The south side is the most sheltered but has the most noise impact; cosmetic impact can be mitigated. The east side is possible if the building is moved 4-6 feet toward the park and would hide the generator from site and mitigate noise somewhat. The generator will be a 13KW machine capable of running pumps, heat and light; it will run 10-15 minutes a week and during any power outage. Mr. Sawtelle says that it is not very noisy. The consensus of the committee was to place it on the south side facing the yacht club or at the rear of the building.
Propane tank: Options are a tank affixed to the building or a remote buried tank. The committee was strongly against having a propane line running under traveled roadways. Mr. Sawtelle will investigate codes and the possibility of a buried tank between the Yacht Club and Maple Street. This question remains unanswered. The Dead River propane dealer will also be consulted about codes and safety.

Mechanical and plumbing: Two conduits will lead from the building to the metering manhole and two more to the chlorination and dechlorination tanks. These will be sealed in such a way as to prevent odor emanations. Trenches must be dug for water service and the existing water mains will be relocated during the seawall project. In the metering manhole, our current measuring weir will be replaced by a 30º stainless steel V-notch weir. The height of pumps within the building was discussed; Tim Sawtelle has discussed this with Fernie Barton who was happy with the designed location.

Concern was raised about the ability of a semi-truck to navigate close enough to the building to offload bulk deliveries of 275 gallons of hypochlorite. There is still some uncertainty about the final locations of the traffic circle after the Seawall project and whether curbing or boulders would impede a truck's ability to maneuver. Dick McElhaney will further discuss this with the chemical vendor.

Following these discussions with Mr. Sawtelle, it was agreed that he will finalize his designs by the 17th of February with a draft RFP so that we can advertise for bids in March with hopes of a bid opening by April 1st. Final plans will be available for review and it would be possible for the Utilities Committee to have a special meeting on February 21 for final discussions.

The regular business of the Utilities Committee were then discussed.

The minutes of the January 10, 2020 Utilities Committee meeting were reviewed and approved.

Superintendants Report was reviewed. (Report is appended) There were no license violations and no untoward events. A 7 gallons per minute water leak was detected and then located and repaired. Fernie Barton is back at work and has had no

trouble so far performing his duties. Discussion included the need for contingency plans in case of illness or disability of Fernie, a licensed wastewater operator, or Bill Paige who wears many hats for both water and sewer utilities and for the Village. Judy Metcalf stressed the need for Fernie to accurately fill out time sheets to reflect the hours he works so that he can be fairly paid.

Utilities Billing Recap Outstanding unpaid balances fell from $13,979 on January 6 to $6385 on January 27. The number of past-due customers has fallen from 29 to 11, three of whom are year-round and have received disconnect notification. The remaining 9 seasonal homes have received letters notifying them that water will not be connected in the spring until bills are paid.

The next Utility Billing will be in March. This will reflect increased wastewater rates of $165/year or $55 per trimester that are necessary to cover the costs of year-round testing and chemical treatment.

2020 Wastewater Budget: The Board of Overseers rejected the Utilities Committee's budget that proposed eliminating the $3000 rent charge for the use of Village Facilities. The Committee voted to resubmit the 2020 budget increasing line 6205 from 0 to $3000 and decreasing line 8218 from $16958 to $13,958. Moved by Metcalf. Passed unanimously. Finalized proposed budget is appended.

It became evident in discussion t that the Minutes Book for the last six months is empty of minutes due to lack of secretarial input. Chairman Crofoot will try to repopulate these files with copies of the minutes from files.

A generic Agenda for upcoming meetings will be created and final agenda will be published by Dick McElhaney and Bill Paige to reflect any special agenda items after the Superintendant's report is available.

The next scheduled meeting of the Utilities Committee is on March 13, 2020.

A possible special meeting may be convened on February 21, 2020 to review the RFP for the wastewater treatment building.

Meeting adjourned at 5:15 pm.

Respectfully submitted,

David Crofoot, Chairman

Northport Village Corporation
Established 1915

January 31, 2020

Utility Superintendent's Report

Sewer Department

December 2019 Effluent Monitoring Data

The NVC Wastewater Treatment Plant (WTP) was in full compliance with its wastewater discharge license for the month. There were no license exceedances.

Flow averaged 19,016 gpd compared to 18,558 gpd for the same month in 2018. Daily flow ranged from a low of 5,500 gpd to a high of 159,200 gpd during an extremely heavy rain event. Precipitation for the month was 4.53" versus 3.76" in 2018.

TSS and BOD^5 averaged 2.2 lbs/day (12.8 mg/l) and 2.8 lbs/day (30.3 mg/l), respectively compared to 1.0 lbs. /day (12.9 mg/l) and 2.2 lbs. /day (29.0 mg/l) for the same month in 2018.

See performance table below for this month's comparisons, averages, year-to-date highs and lows, permit limits, and year-to-date (YTD) exceedances. Testing frequency is continuous for flow; weekly for TSS, BOD^5, Settleable Solids (S. S.) and Fecal Coliform (April 15 – October 31, 5 days/week for pH; daily for total residual chlorine (April 15 – October 31) and annually for low level mercury. **TSS and BOD percent removal rates are based on assumed influent concentrations of 290 mg/l.**

Monthly Performance Table

Parameters	**December**	November	October	YTD Lo	YTD Hi	**YTD Ave**	2018 Ave	**DEP Limit**	**Exceed-ances**
Flow GPD	**19016**	13323	9258	5210	29783	**13917**	15,146	**<63,000**	0
Precip Inches	**4.53**	3.56	6.67	1.52	**6.67**	**3.76**	4.22	**n/a**	0
TSS lbs/day	**2.2**	1.6	1.5	0.8	5.5	**2.2**	1.97	**<76**	0
TSS mg/l	**12.8**	17.8	23.8	5.9	55.5	**23.4**	21.5	**<145**	0
BOD^5 lbs/day	**2.8**	2.8	4.0	1.5	17.1	**5.3**	5.10	**<107**	0
BOD^5 mg/l	**30.3**	30.3	84	11.8	182.5	**62.7**	60.4	**<203**	0
TSS% Removal	**95.6**	93.9	91.8	80.9	98.0	**92.2**	91.8	**>50**	0
BOD^5 Removal	**89.6**	89.6	71.0	37.1	95.9	**78.4**	77.9	**>30**	0
pH lo	**6.7**	6.6	6.5	6.5	6.7	**6.6**	6.7	**>6.0**	0
pH Hi	**6.9**	6.9	6.8	6.7	7.0	**6.9**	7.0	**<9.0**	0
S.S. ml/l	**<0.1**	<0.1	0.3	<0.1	**0.3**	**0.1**	<0.1	**Report**	0
TRC mg/l	**na**	na	<0.03	<.01	**.03**	**0.02**	0.02	**<.0.3**	0
F Col/100 ml	**na**	na	<10	<1	<10	**3.37**	<1	**<14-ave**	0
F Col/100 ml	**na**	na	<10	<1	<10	**6.81**	<1	**<31-max**	0
Mercury ng/l	**na**	na	na	na	na	**20.7**	4.55	**33.4**	0

Note: *The last exceedance for flow was **164 months ago (2/2006).** The last exceedance for fecal coliform was **87 months ago (8/2012).** The last exceedance for BOD **was 62 months ago (9/2014).** The **r**ecord annual average low for flow was 12,017 gpd in 2017.*

EPA Administrative Order on Consent Timeline Update

1. ~~By June 30, 2019, complete preliminary engineering study to present new physical plant options.~~ **Completed** by Dirigo Engineering on April 12, 2019 – "Disinfection & Dechlorination Options Review".

2. ~~By August 31, 2019, complete preliminary resource assessment/planning to identify potential new locations for a new physical plant.~~ **Completed**. Location options identified by Dirigo Engineering on April 12, 2019 – "Disinfection & Dechlorination Options Review".

3. ~~By **(or before)** October 31, 2019, select location and finalize preliminary design to support the NVC effort to secure funding for the new physical plant (select location by Labor Day 2019)~~. **Completed –** "Preliminary Design Plans for the Chlorination Building"

4. By **(or before)** September 30, 2020, secure approval of funding from the residents of NVC **(at their August 2019 or 2020 Annual Meeting)** for financing the new physical plant.

5. By **(or before)** September 30, 2020 complete final design and resource assessment/planning to support land use permitting and formation of construction contract documents for the new physical plant.

6. By **(or before)** December 31, 2020, complete construction of new physical plant.

The NVC must submit semi-annual progress reports summarizing its compliance with the provisions of this Consent Order on or before June 1st and December 1st of each year. Furthermore, whereas, the Consent Order requires a specific action to be performed within a certain time frame, NVC shall in addition submit a written notice of compliance or non-compliance within 14 days of each deadline. The first six month progress report was submitted to EPA/MEDEP November 30, 2019. Copy of this report was sent to committee members under separate cover.

Drinking Water Department

December 2019 Usage and Water Quality

Purchased water for the month averaged 14,687 gpd compared to 11,968 gpd for the same month in 2018. The weekly free chlorine residual in the drinking water ranged from 0.25 - 0.31 ppm/Cl^2 compared to the recommended goal of >.20 to <1.0 ppm/Cl^2. The EPA maximum concentration level (MCL) not to be exceeded for chlorine residual is 4.0 ppm. The monthly total and e-coli water sample test results were all negative.

Proposed Sewer Budget for 2020

The sewer budget for 2020 is included with this report under separate cover for further review.