

SOUTHWEST HARBOR WATER & SEWER DISTRICT

September 3, 2026

Special Meeting Minutes

Town Hall

4:00 PM

Trustees Present: Ralph Dunbar, Ken Minnier, Lee Worcester, and Karen Reddersen

Staff Present: District Manager Bennett Liscomb and Assistant District Manager Aaron Zurek

Guests: Annaleis Hafford, Olver Associates, Inc.; Camden Clarke, Maine Department of Environmental Protection

Convene Meeting

Meeting called to order at 4:00 PM by Chair Lee Worcester.

Guests to Be Heard

Annaleis Hafford of Olver Associates, Inc., introduced Camden Clarke of the Maine Department of Environmental Protection.

WWTP Upgrade Discussion

Hafford reviewed the issues and concerns raised by the Trustees during the August 20 meeting. Her presentation followed the written materials provided to the Board, including the updated WWTP Upgrade Discussion and the Memo Regarding Pay Requisition Process and Retainage. Hafford explained that the contractor's Schedule of Values and construction contract govern the pay-requisition process. During construction, five percent retainage was withheld from each monthly construction invoice. Each pay requisition and its supporting documentation were reviewed by Olver Associates and the participating funding agencies before being submitted to the District. Once a pay requisition was signed by the Engineer, the contract generally required payment within ten days, after which the contractor could charge interest. Hafford noted that Apex Construction had been patient with the timing of its payments.

Hafford further explained that, following substantial completion, the contract required release of retainage except for an amount equal to 200 percent of the estimated value of remaining original-contract punch-list work. The remaining punch-list work was valued at \$12,150, allowing \$24,300 to be withheld. Together with an additional \$800, the remaining retainage after Payment No. 28 was \$25,100. The materials showed approximately \$63,519.84 in previously approved but unpaid change-order work, resulting in a total amount due to Apex of approximately \$88,619.84.

The Board reviewed the project's overall financial status. The current construction contract cost was reported as \$24,692,064.28, or \$386,845.72 below the original construction contract amount of \$25,078,910. The presentation also identified approximately \$480,000 in unused unit-price quantities, \$715,308.03 in current CWSRF contingency, and \$562,919.98 in remaining Rural Development grant funds for the pump-station work. The projected total of unspent construction funds was approximately \$1,758,228.01. Hafford stated that the District was in a good financial position and that the project was coming in under budget.

There was discussion of Apex's remaining timeline and Jordan Hafford's work as Olver Associates' project inspector. Bennett stated that Jordan had been especially helpful throughout the project and had recently assisted with the difficult task of pumping down and cleaning the chlorine contact tank.

Odor and Noise Mitigation

Because odor complaints remained the District's largest concern, the Board discussed the proposed activated-charcoal filtration system for the process-area exhaust fans. Hafford estimated that installation would occur in the fall. She explained that the proposed odor-control method was not experimental and had been used at other treatment plants, although it had seen little or no use at plants in Maine. She also described the sequencing batch reactor process and explained that the plant had not previously been vented to outside air in the same manner. Karen asked whether replacement filters for the charcoal system could be purchased in advance using contingency funds. Clarke responded that grant funding generally could not be used for ongoing maintenance. The Board also reviewed the filtration-system plans, discussed the need to increase the size of one HVAC motor, and confirmed that activated charcoal would be the filtration medium.

Karen asked about continuing noise complaints. Hafford stated that the blower drives had been reprogrammed and that at least one nearby resident with whom she had spoken believed conditions had improved. The Board also discussed the new pump-station generators and whether they could create additional noise.

Remaining Project Work and Funding

Bennett asked when the remaining contingency funding would expire. Hafford said she was unsure of the specific expiration date, noted that the funding had already been extended once, and stated that such funding was typically not extended more than three times.

Ken asked whether the pump stations would be completely rebuilt. Hafford explained that the pump stations would be retrofitted rather than fully rebuilt. The Board also discussed the Operations and Maintenance Manual, which was tentatively expected in October.

Karen reviewed the circumstances that led to the special meeting, including the Board's questions about the project's financial status and the persistent odor and noise complaints. Clarke stated that he believed the project had gone very well and noted that some level of noise and odor is to be expected at an activated-sludge treatment plant. Lee responded that, although noise and odor might be expected, they remained problematic for the District and nearby residents.

Clarke stated that he had expected a substantially higher change-order percentage for a project of this size. The written presentation reported recommended construction change orders totaling \$196,572.67, or 0.78 percent of the original contract. Clarke said he was very impressed by the comparatively small amount of change-order work, which he viewed as evidence of the project's overall success.

The Board thanked Hafford and Clarke for their time and explanations. Hafford and Clarke then departed the meeting.

Warrant 126A

Ken moved to approve Warrant 126A as presented. Ralph seconded the motion. The motion passed 4-0.

Adjournment

Karen moved to adjourn the meeting shortly after 4:30 PM. Ken seconded the motion. The motion passed 4-0, and the meeting was adjourned.