

DATE: November 21, 2022

Boothbay Harbor Sewer District Board of Trustees Regular Meeting/2023 Budget/Rates Public Hearing

Attendees:

Trustees Deryl Kipp, Jim Stormont, Russell Hoffman, Superintendent Chris Higgins

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.

The superintendent noted the meeting is available on Zoom and no members of the public are logged into the meeting.

One tap mobile: US: +16465588656,,83110364582#,,, *954536# or +16469313860,,83110364582#,,, *954536#

Meeting URL:

<https://us02web.zoom.us/j/83110364582?pwd=YUdOeStFcXlNY0FnTkZYT2lBMlNOQT09&from=addon>

Meeting ID: 831 1036 4582

Passcode: 954536

Join by Telephone

Dial:

US: +1 646 558 8656 or +1 646 931 3860 or +1 301 715 8592 or +1 309 205 3325 or +1 312 626 6799 or +1 253 215 8782 or +1 346 248 7799 or +1 386 347 5053 or +1 564 217 2000 or +1 669 444 9171 or +1 669 900 9128 or +1 719 359 4580

Meeting ID: 831 1036 4582

Passcode: 954536

1. Review and Execute Minutes of November 7, 2022:

Trustee Stormont made motion to accept the minutes of November 7, 2022, as presented. Trustee Kipp seconded the motion. Vote to accept was unanimous 3-0.

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2. Review and Execute Warrant #1455:

Trustee Kipp made motion to approve Warrant 1455 as presented. Trustee Stormont seconded the motion. Vote to execute was unanimous (3-0).

3. Execute 60-Day Late Letters: None

4. Execute Demand Notices: None

5. Execute Lien Discharges: Dexter, Field, and Nichols

Trustee Stormont reviewed and executed the lien discharges.

6. Execute Lien Certificates: None

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, maintenance, chemical usage for the plant since the last meeting.

- 1. Riparian Rights/Seawall Project Work** – The superintendent reported no updates from the town since the October 20, 200, meeting. There were some questions on setbacks and Geoff Smith was going to check with DEP and the Town attorney on this and report back to the group. The superintendent advised he contacted Smith, but Smith had no new information and was going to reach back out to the town attorney.

The superintendent advised MeDOT has executed the agreement and returned it to the district.

- 2. Training** – The superintendent advised the plant operator and the new collections systems tech have been attending several training classes.

All other operations and maintenance at the plant were routine.

B. Collection System Operations

The superintendent reported Factory Cove Road pump station and the Atlantic Avenue Pump Station work is now fully completed. Bruce Fabiano paved in the

trenches at both locations. AB Electric is scheduled to be onsite November 29th to start their work.

The superintendent reported the Lobster Cove Road pump station for the installation of the new panels will begin on November 22.

All other collection system operations and maintenance were routine since the last meeting.

2. **Personnel** – The superintendent reminded the Board that CMA would like to have a kickoff meeting on November 28, 2022, at 4:00 p.m.
3. **Manhole Rehabilitation Project** – The superintendent reported Phase A of the project will be started on November 14, 2022. Green Mountain has been inspecting and prepping the manholes for coating. The superintendent advised the first monthly progress meeting will be held on November 29 at 09:00 hrs. at the district office.
4. **Fullerton Street/Tupper Road Sewer Project** – **Nothing to Report.**
5. **East Boothbay Sewer Discussions** - **Nothing to Report.**
6. **New Height Group – Boothbay Butler Road Affordable Housing** - The superintendent reported the data for pump station 5, 9, and the water district has been assimilated and review has commenced on potential impact of the 160-unit development on the infrastructure.

New Business

1. **W-4 Form Trustee Hoffman** – The superintendent forwarded a W-4 form to Trustee Hoffman for execution and return. Trustee Hoffman completed and returned the form.
2. **West Harbor Pond Association** – The superintendent asked the trustees for permission to give the District's Hach DR 850 spectrophotometer to the Association for continuance of their field water quality work on the pond. The superintendent explained the unit is no longer supported by Hach but is in perfect working order and the district no longer uses it. The district upgraded from this unit 2 years ago. After discussion, the Board agreed to give the unit to the West Harbor Pond Association.
3. **2023 Budget and Rates Public Hearing** – Trustee Kipp opened the public hearing on the 2023 Budget and the 2023 Sewer Use Rates at 17:13 hrs. The superintendent distributed the final draft of the 2023 budget and a corresponding rate calculation sheet. The superintendent advised the latest inflation data for October 2022 stands at 7.2% for Maine. The superintendent advised the final draft includes year-to-date revenue and expenditures, plus any changes made by the trustees at the last meeting. The superintendent advised the final draft did not include any wage adjustments or

any allowance for any portion of the new superintendent's salary or any funds for recruiting services. Trustee Kipp advised the Board needs to determine the length of time to budget for the new superintendent during 2023, what the salary will be, then determine the recruiter's fee based on the starting salary of the new superintendent. Trustee Stormont opened the discussion on funding level of the new superintendent position during 2023. After discussion, the trustees settled on funding the position for six-months due to the unknown of when the new super would start. Trustee Kipp opened the discussion on potential salary range of the new super. Trustee Hoffman recommended a target of 100K with a funding level of 50K for 2023. Trustee Kipp and Stormont concurred. The amount should be further refined by the recruiting agency. Trustee Kipp opened the discussion on a funding level for recruiting services. Trustee Stormont noted that fee was based on the actual starting salary of the new superintendent which is currently unknown. The recruiting contract notes the fee will be 20% of the first year starting salary. If the starting salary will be 100k then a placeholder amount of 20k is required for recruiting services. All agreed to place 20k into the budget for recruiting services. The superintendent changed the budget spreadsheet to include these amounts. That change reflected an increase of 70k. The superintendent went on to amend the lines for social security, Medicare, retirement, and insurance to reflect 6-months of salary for the new superintendent. Those changes were in excess of 16k for a change of 86k to the budget requirements for 2023 for these three items.

The trustees moved onto cost-of-living (COA) adjustments. The superintendent explained the email survey regarding other COA area facilities are going to give. Trustee Kipp opened the discussion on COA adjustment. The superintendent advised the Board to determine the COA and give the superintendent a range to work in for merit. Trustee Stormont agreed with the concept of giving the superintendent the latitude to determine merit. Trustee Kipp made motion to set the COA at 8%. Trustee Stormont seconded the motion. Vote to set the COA at 8% was unanimous. Trustee Stormont made motion to allow up to 5% for merit increases at the superintendent's discretion. Trustee Kipp seconded the motion. Vote was unanimous in favor.

The superintendent advised, after calculations were updated, the proposed rate of \$13.50 per 100 cubic feet was not adequate to cover the newly added line items. The superintendent advised the new rate to be set at \$14.00 per 100 cubic feet and the depreciation line be reduced to \$100,000 to allow the one-time lines to be funded for 2023 and the depreciation line can be revisited for 2024. The trustees agreed with this concept. Trustee Kipp made motion to set the rate at \$14.00 per 100 cu. ft. of usage. Trustee Stormont seconded the motion. Vote to increase to \$14.00 per 100 cubic feet was unanimous.

The superintendent advised the budget sheets, and the rates sheet will be updated for execution at the next meeting on December 3, 2022. Trustee Kipp asked the superintendent to leave so they could discuss his salary. The superintendent did not return until after the meeting ended.

Correspondence: None

Public Comment: None

Adjourn Meeting:

Trustee Kipp asked for a motion to adjourn. Trustee Stormont made that motion. Trustee Kipp seconded. Vote to adjourn was unanimous. The trustees adjourned the meeting at 1758 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

Russell Hoffman, Clerk

James Stormont, Treasurer