

DATE: October 3, 2022

Boothbay Harbor Sewer District Board of Trustees Regular Meeting/2023 Budget Workshop #1

Attendees:

Trustees Deryl Kipp, Jim Stormont, Russell Hoffman, Superintendent Chris Higgins, Jason Breard – KMAHR Associates

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.

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 September 19, 2022:

Trustee Stormont made motion to accept the minutes of September 19, 2022, as presented. Trustee Kipp seconded the motion. Vote to accept was unanimous 3-0.

2. Review and Execute Warrant #1452:

Trustee Hoffman asked about several invoices regarding USA Bluebook and Ideal Septic Service. The superintendent explained their purpose and after discussion,

Trustee Kipp made motion to approve Warrant 1452 as presented. Trustee Stormont seconded the motion. Vote to execute was unanimous (3-0).

3. Execute 60-Day Late Letters: Abbe, Benjamin, Coast Guard Station, EGG Properties, LLC, Field III, John E., Landry, Martha, MacMahan, Terri L.

Trustee Stormont reviewed and executed the letters.

4. Execute Demand Notices: Chase, Peter W., Curtis House, Nichols, Jeffrey, Roberts, Michael A.

Trustee Stormont reviewed and executed the demand notices.

5. Execute Lien Discharges: None

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 a meeting is scheduled for October 7, 2022, at 10:00 at the district office with the Town of Boothbay Harbor regarding local permitting needs for the Project. The superintendent advised the abutter letters were sent last week and are referenced in the Correspondence section of the minutes. The superintendent advised Mr. James Luck, president of the Signal Point Condo Association, stopped in the office to discuss the project. Mr. Luck indicated the Association was in support of the project. The superintendent advised he had not heard from the Boat Yard or Hennessey since the letter was sent.



The superintendent distributed the revised draft Me DOT agreement for the 4.015 million dollar grant for the sea wall work. The draft included amended language to allow for project extension if needed. The December 31, 2026, sunset date could not be changed due to federal funding requirements. The superintendent advised the advertised Requests for Proposals for engineering for the Project are due in the office for the October 17, 2022, meeting.

- 2. MeDOT Projects** – The superintendent advised nothing new to report since the last meeting.



- 3. Blower Evaluation** – The superintendent advised two more site visits were scheduled for September 29 for Old Orchard Beach and the Pierce Island WWTP in Portsmouth NH but need to be rescheduled due to Covid-19. The site visits were rescheduled for October 18, 2022.

The superintendent asked the Board to consider a peer review of the blower evaluation draft memo. The Board agreed that a second opinion would be beneficial and tasked the superintendent to make that arrangement.

4. Maine Power Options Oil and Propane Bid 2023

The Superintendent reported the Maine Power Option bids came in for oil – Dead River Company - \$3.8906/gal and Downeast Energy – Propane – at \$1.7890/gal. The superintendent advised the contract was executed and sent back to Maine Power Options.

All other operations and maintenance at the plant were routine.

B. Collection System Operations

The superintendent reported:

1. The crew replaced the valve pit cover at PS 06 and the effluent flow meter valve pit.
2. The crew responded to 7 Dig Safe requests and seven alarms.
3. The crew assisted the Town of Boothbay Harbor Public Works with their darinaqge project on Park Street. Two private sewers were located near the storm pipes.

All other collection system operations and maintenance were routine.

- 2. Personnel** – The superintendent introduced Jason Breard of KMA HR Associates. KMA is a recruiting firm being considered by the trustees to search for the new superintendent. The superintendent turned the floor over to Mr. Breard and he proceeded to describe his company and outlined the anticipated scope of services, methods to be used, and fees for the superintendent search. Trustee Stormont discussed the possibility of adding relocation assistance. Mr. Breard advised adding relocation could assist in the search. After discussion, Mr. Breard advised he would forward KMA's contract for services and fee schedule to the Board for their review. Trustee Kipp advised Mr. Breard there were two more interviews to conduct and hoped the Board would be able to decide on a recruiting firm some during the week of October 17. The trustees thanked Mr. Breard for his time.

The superintendent advised Adam Macy has accepted the vacant position with the district and will be starting on October 18, 2022.

3. **Manhole Rehabilitation Project** – The superintendent reported the Phase B bids were opened on September 20, 2022. The bidders were Vortex, \$244,700, Green Mountain \$299,999, and National Water Main was at \$356,000. Phase A of the project will be starting in the week of October 14. The superintendent asked the board to award the phase b contract to Vortex, based on the recommendation of Wright-Pierce Engineers. Trustee Hoffman made the motion to award the Phase B contract to Vortex in the amount of \$244,700. Trustee Stormont seconded that motion and vote to award was unanimous (3-0).
4. **Fullerton Street/Tupper Road Sewer Project – Nothing to Report.**
5. **East Boothbay Sewer Discussions** - The superintendent reported the Boothbay Region Offshore Wind Community Benefits Group's moving forward with the survey to the residents of Boothbay and Boothbay Harbor.
6. **Website** – The Office Manager reported Direct Debit Customers stand at 287, Email Customers at 382 and Doxo.com users at 133, and Auto Pay customers at 13 for a total postage savings of \$717.20.

New Business

1. **Budget Workshop #1** – The superintendent distributed the first draft of the 2023 budget. The superintendent reminded the board the presented draft is a maintenance budget due to the increased cost of goods and inflation. The superintendent advised the revenue side projections would be completed once the expense side of the budget was refined and would be presented during the third budget workshop. The superintendent advised an email would be going to Jon Ziegler this week asking what the meter read fee was going to be for 2023. The superintendent advised the current published rate is 8.2%. The superintendent advised inflation data for housing and food should be excluded because they have no relevance in meter data acquisition.

The superintendent reminded the Board the following dates are scheduled for workshops for the 2023 Budget – October 17 and November 7. The Public Hearing for the 2023 Budget and Sewer Rates is scheduled for November 21, 2022. The dates are advertised in the Boothbay Register, the District's website, and the District's Facebook page.

2. Certificate of Commitment – October 1, 2022, Billing

Trustee Kipp made motion to commit the October 1, 2022, invoices to the treasurer for collection. Trustee Hoffman seconded the motion. Vote to commit was unanimous.

3. September Financial Reports

The September 2022 financial reports were distributed for review. The superintendent advised the budget is in line for this time of year. Trustee Hoffman asked why the expenses in the reporting period were different than the values in the annual position side. The superintendent advised the values were reported as of September 30, 2022, and the annual side values were actual year-to-date as of the time of report generation.

- 4. Me DEP PFAS Sampling Program** – The superintendent advised the Board the long-awaited DEP PFAS Effluent Sampling Program is ready to begin. The superintendent reported district personnel attended DEP sponsored training regarding the program. The program will run for 10 months and will be paid for by the State. The first round of sampling is scheduled for October 5, 2022.

Correspondence:

1. **Sea Wall Abutter Letters (Bristol Marine, James Luck – Signal Point, John Hennessey)**
2. **Linda Dow – Account Interest.**

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 1745 hours.


Deryl Kipp, Chair

YES

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.

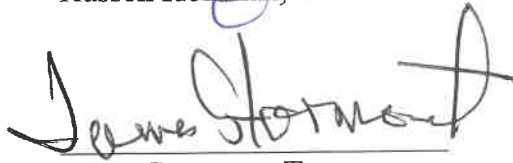

Deryl Kipp, Chairman

RAA

Boothbay Harbor Sewer District Trustee Minutes of October 3, 2022



Russell Hoffman, Clerk



James Stormont, Treasurer