

DATE: October 17, 2022

Boothbay Harbor Sewer District Board of Trustees Regular Meeting/2023 Budget Workshop #2

Attendees:

Trustees Deryl Kipp, Jim Stormont, Russell Hoffman, Superintendent Chris Higgins, Steve Malcom – Knickerbocker Group, Erin Cooperider, Greg Pomerleau – Boothbay Housing Group, Dan Bryer – Town Manager - Boothbay

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 October 3, 2022:

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

2. Review and Execute Warrant #1453:

Trustee Kipp made motion to approve Warrant 1453 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: None

6. Execute Lien Certificates: Bruce Engert and Luis Brigida Dexter

Trustee Stormont reviewed and executed the liens.

7. Execute Notice of Impending Foreclosure: None

8. Sewer Entrance Application(s): John Rasanen – 93 Western Avenue, BBH

The trustees reviewed and executed the entry application.

Old Business

1. Plant Operations

A. Routine Operations – The superintendent reported normal operations, maintenance, chemical usage for the plant since the last meeting. The superintendent did note flows were starting to decline, which is typical for this time of year.

1. Riparian Rights/Seawall Project Work – The superintendent reported a meeting is rescheduled for October 20, 2022, at 11:00 at the district office with the Town of Boothbay Harbor regarding local permitting needs for the Project.

The superintendent advised questions were submitted to Taylor Labreque, Me DOT regarding Appendix A of the revised draft agreement for the 4.015 million dollar grant for the sea wall work. Comments have not yet been received from Me DOT.

The superintendent advised the advertised Requests for Proposals for engineering for the Project are in. The district received only one proposal from Wright-Pierce – Topsham ME. The Board reviewed the proposal. After review, trustee Stormont made motion to accept the proposal submitted by WP for engineering services for the sea wall project. Trustee Hoffman seconded. Vote to accept was unanimous.

2. **Mc DOT Projects** – The superintendent advised the LCP paving project was completed on October 12 and 13. The project went well and all fifty-seven of the district's manholes were adjusted to final grade.
3. **Blower Evaluation** – The superintendent advised two more site visits were scheduled for Old Orchard Beach and the Pierce Island WWTP in Portsmouth NH for Aerzen blower installations on October 18, 2022.

The superintendent distributed the peer review memo of WP's blower evaluation draft memo. The review was done by MCD Engineering, Kennebunk, ME. Although MCD did find inaccuracies in the draft report, they did validate WP's recommendations for the technology selection.

All other operations and maintenance at the plant were routine.

B. Collection System Operations

The superintendent reported:

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

3. **Personnel** – Trustee Kipp started the discussion regarding recruiting firm selection for the upcoming job search for the superintendent's position. The board reviewed the service contracts, proposals, and interviews from/with KMA HR Associates, Recruiter in Motion, and CMA Associates, all of whom were interviewed by members of the Board. The Board noted CMA and Recruiter in Motion service proposals are similar and are based on a percentage of the first-year salary of the new candidate. KMA was based on a scaled rate hourly rate ranging from \$175.00-\$150.00/hr. After discussion, Trustee Stormont made motion to accept the proposal of CMA Associates. Trustee Kipp seconded the motion. Vote to accept the CMA proposal pending counsel approval was unanimous. Trustee Kipp instructed the superintendent to contact KMA and Recruiting in Motion to thank them for their time with this process.
3. **Manhole Rehabilitation Project** – The superintendent reported the Phase B documentation is being reviewed by Rural Development and the district's counsel, William Logan. Once approved by each, the contract will be executed and a notice to proceed issued for work to begin. Work should begin in early November. Phase A of the project will be starting in the last week of October or the first week in November. Green Mountain expects to be done by mid-December. The superintendent asked the Board to authorize him to execute documents/contracts for Phase B on the district's behalf. Trustee Kipp made motion to authorize the

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superintendent to execute documents/contracts on the district's behalf for the Phase B work. Trustee Stormont seconded. Vote was unanimous

- 4. Fullerton Street/Tupper Road Sewer Project – Nothing to Report.**
- 5. East Boothbay Sewer Discussions - Nothing to Report.**
- 6. Website** – The Office Manager reported Direct Debit Customers stand at 289, Email Customers at 384 and Doxo.com users at 133, and Auto Pay customers at 13 for a total postage savings of \$731.00.

New Business

- 1. Budget Workshop #2** – The superintendent distributed the second draft of the 2023 budget. The superintendent reminded the board the presented draft has updated year-to-date expenses and revenues. The superintendent also advised the revenue lines would be completed for the third workshop after the expenses were updated.

Trustee Kipp started the discussion regarding Line 5700 engineering Fees. Trustee Kipp inquired on the increase in the line amount. That line budget was increased from \$20,000 to \$100,000 due to the upcoming Rates/CIP evaluation and model development and the start of the master plan update. These two items were approved as part of the 2022 Budget process. Trustee Kipp inquired about Legal Fees line 5710 and the impact of the of the current sea wall project on that line. The superintendent advised legal fees for sea wall project would be paid with existing grant funds or the district's match to the Me DOT grant funds. The district's match would be borrowed and amortized over time depending on the amount of the match required. Line 5031 was discussed, and the line is now fully funded due to being fully staffed. Lines 5110, 5111, and 5112 were discussed. The superintendent advised the district is contracted through Maine Power Options with Dead River Company to supply oil at \$3.98/gal and an average oil consumption was taken over the past 3 years and multiplied by the cost per gallon. The same was true for the propane lines. Line 5220 was discussed. The superintendent advised the sludge removal cost was based on the new contract price and the average tonnage produced. That cost increased 82% as a result of LD 1911. In addition, an escalator is included for fuel and the annual cpi-u adjustment. Trustee Hoffman inquired about Line 5270 – Outside Labor and for what that was used. The superintendent advised that the line was used for the hiring of trades for needed work that District personnel could not perform. Line 5101, Pump Station Electricity, was discussed. Trustee Kipp asked if the budgeted amount was high enough due to upcoming rate increases. The superintendent advised the line was adjusted to reflect the pending increases and the line could be over or under depending on how busy the season is, and the amount of rain/snow received. Line 5002 was discussed because the line was fully funded now that the position is filled. The CPI-U was discussed and how it will relate to salaries. The superintendent

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advised to wait until the next meeting and hope that the CPI-U is published. No other discussion occurred, and further discussion will take place at the next workshop.

The superintendent reminded the Board the following date is scheduled for workshops for the 2023 Budget – 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. **Investment Report for September 2022** – The superintendent distributed the September 2022 report from The First. The trustees reviewed the report and as expected, the market has impacted the investment balances in a negative position. No other action was taken.
3. **Finance Charge List** – The superintendent distributed a listing of all finance charge assessment for the past 6 years.
4. **Erin Cooperider and the Boothbay Housing Authority Affordable Housing** – Ms. Cooperider, New Height Group, introduced Greg Pomerleau of the New Height Group, Steve Malcom, Knickerbocker Group, and Dan Bryer, Boothbay Town Manager. Ms. Cooperider thanked the board for allowing her to present the proposed concept development for 160 affordable housing units off of Butler Road in Boothbay. Ms. Cooperider described the project administration, ownership details, funding mechanisms, and the anticipated phases of the project. Phase one of the project entails infrastructure design and construction. The superintendent reminded the group to follow the "Guidelines for Developers" published by the district and already sent to Ms. Cooperider. The superintendent discussed the Town of Boothbay did not pay anything for the plant and that an equity buy-in fee and an impact fee would be required. In addition, an engineering review by the District's engineer would be required due to the impact of the additional flow to Pump Stations 9 and 5 from full build-out. The superintendent discussed the district's charter requirements regarding the project. The superintendent described two options for providing sewage collection for the development and urged the Group to have their engineer meet with the District as soon as possible to prevent any delays and to provide a more definitive cost estimate for the project. The trustees advised the group the district will assist in anyway needed and thought the project was needed and very worthwhile and wished the group luck in navigating the approval process. Ms. Cooperider advised their engineer will be in touch in the coming weeks to start that conversation and she thank the Board for the opportunity and their time to present. No other action was taken.

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Correspondence:

1. **Boothbay Region Water District Lack of Fluoridation Letter** – The Board reviewed the letter.

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 1852 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