

DATE: January 3, 2023

Boothbay Harbor Sewer District Board of Trustees Regular Meeting

Attendees:

Trustees Deryl Kipp, Russell Hoffman, Superintendent Chris Higgins, Trustee Jim Stormont via Zoom

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 Trustee Stormont has logged in, but no members of the public are logged into the meeting.

Meeting URL:

<https://us02web.zoom.us/j/89834634936?pwd=V2N4eG9zbEJiTkcYVkZNVzBXTk5TOU09>

1. Review and Execute Minutes of December 19, 2022:

Trustee Hoffman made motion to accept the minutes of December 19, 2022, as presented. Trustee Kipp seconded the motion. Trustee Stormont executed the minutes electronically. Vote to accept was unanimous (3-0).

2. Review and Execute Warrant #1458:

Trustee Kipp made motion to approve Warrant 1458 as presented. Trustee Hoffman seconded the motion. Trustee Stormont executed the warrant electronically. 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: None

7. Execute Notice of Impending Foreclosure: None

8. Sewer Entrance Application(s): None

Handwritten signatures and initials in blue ink. There are three distinct marks: a large 'V' or 'B' shape at the top, a signature that appears to be 'AKC' in the middle, and a signature that appears to be 'RKH' at the bottom.

Old Business

1. Plant Operations

A. Routine Operations – The superintendent reported mostly normal operations, maintenance, chemical usage for the plant since the last meeting. The superintendent advised the latest storm 12/23 did affect plant operations. The superintendent reported during the high tide effluent did back up into the outfall pipe but still drained. The superintendent reported the tide did come onto the property behind the SBR's. The conditions were documented and forwarded to Wright-Pierce as part of the sea wall justification.

- 1. Riparian Rights/Seawall Project Work** – The superintendent reported findings.

An email was sent to Geoff Smith (Town CEO) again asking for guidance on side yard setback requirements. The District has been waiting for a definitive answer from him. Smith hoped the district would have an answer by the end of this week.

- 2. Plant Evaluation** – The superintendent reported Wright-Pierce was onsite two days this week to commence the plant evaluation. They reviewed the plant equipment and took the O&M manuals with them to scan for the finalized O&M manual for the plant. The superintendent forwarded an email to both town managers asking for a meeting to discuss future expansion, zoning issues, and economic development as part of the evaluation. A January 12, 2023, meeting is scheduled.
- 3. 12/23 Storm – Collection System** – The superintendent advised the storm caused power issues throughout the system. Factory Cove station incurred power issues causing brown out conditions and caused the pumps to fail. The pumps will have to be rewound. The superintendent will get the pumps to AC Electric for evaluation. Commercial street station experienced seawater intrusion and the suspected culprit is under Fisherman's Wharf. The crew will smoke test that area.
- 4. Gilead Street** – The superintendent advised the 40-foot section of the Gilead Street sewer line was replaced on the 20th.
- 5. SBR Steel** – The superintendent advised the steel replacement in the SBR tanks has been postponed until the week of January 9 with one tank being done this week and the other tank the following week.

Yes
AK

PLH

6. **Centrifuge Issues** – The superintendent reported the HMI has failed. This device controls the centrifuge and without it the unit cannot run. A new unit is coming.

All other operations and maintenance at the plant and collection system were routine.

- 2 **Personnel** – The superintendent advised CMA wants to meet on January 9 and discuss to finalize and hit the market.
3. **Manhole Rehabilitation Project** – The superintendent reported Phase A is done for the winter. Green Mountain expects to be back in April 2023 to complete Phase A. Vortex is expected to start Phase B in April 2023 as well.

New Business

1. **Certificate of Commitment January 1, 2023, Billing** - Trustee Kipp made motion to commit the invoices of the January 1, 2023, billing to the treasurer for collection. Trustee Hoffman seconded the motion. Vote to commit the invoices to the treasurer for collection was unanimous (3-0).
2. **2022 Year End Financial Reports** – The superintendent issued the year-end financial reports. The superintendent advised that the reports would change once all the final journal entries are completed and equipment is capitalized. Overall revenues outpaced forecast by \$207,850.70. Most of this amount was due to the district receiving the \$200,000 grant from Lincoln County for the sea wall project. Expenses were under budget by \$42,373.09. The trustees were pleased with the budget performance.
3. **New Accounting Services** – The superintendent advised Hank Farrah, LLC has met with the superintendent and the office manager for a kickoff meeting for the year-end work. Farrah is starting to digitize the depreciation schedules and will be sending list of items needed to get started on the year-end work.
4. **Call for the Election of Trustee** - The superintendent advised pursuant to 30-A M.R.S. § 2528 and P&S L 2019, c. 12, the trustees are required to call for an election to fill the expiring term of the office of Trustee of the District. Trustee Hoffman's seat is up for election. Trustee Kipp made motion to call and schedule an election for Friday, May 5, 2023, at the Boothbay Harbor Town Office from 8:00 a.m. to 6:00 p.m. Trustee Stormont seconded the motion. Vote to call the election was unanimous (3-0).

For this election, Trustee Stormont made motion to appoint Boothbay Harbor Town Clerk and Town Registrar of Voters Michelle Farnham as Registrar of Voters for the District. Trustee Kipp seconded the motion. Vote to appoint was unanimous (3-0).

5. Warrant for the Election of Trustee – Trustee Stormont made motion to issue a warrant for voters residing within the territorial limits of the Boothbay Harbor Sewer District to hold the secret ballot election on May 5, 2023, at the Boothbay Harbor Town Office from 8:00 a.m. to 6:00 p.m. Trustee Kipp seconded the motion. Vote to issue a warrant for the election was unanimous (3-0). The trustees executed two warrants for posting, one for Boothbay Harbor and one for Boothbay.

Correspondence:

1. Maine Rural Water 2022 Salary Survey – The superintendent distributed the 2022 Salary Survey and the 2019 Sewer Rate Survey. Trustee Hoffman had a question on Section 4 of the Rate Survey regarding increase. The superintendent explained the data was from 2018-2019 and the increase in question was from 2018 to 2019.



Public Comment: None

Adjourn Meeting:

Trustee Kipp asked for a motion to adjourn. Trustee Hoffman made that motion. Trustee Kipp seconded. Vote to adjourn was unanimous. The trustees adjourned the meeting at 1742 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