

DATE: January 17, 2022

Boothbay Harbor Sewer District Board of Trustees Regular Meeting

Attendees:

Trustees Deryl Kipp – via Zoom, Jim Stormont, Jay Warren, Superintendent Chris Higgins

Call to Order:

Trustee Kipp, called the regular business meeting to order at 17:01 hours. All materials were sent to the Trustees prior to the meeting. All materials were available to the public upon request.

1. Review and Approve Minutes of January 3, 2022:

Trustee Stormont made motion to approve the minutes of January 3, 2022, as presented. Trustee Warren seconded. Vote to approve was unanimous (3-0).

2. Review and Execute Warrant #1438

Trustee Warren made motion to approve Warrant 1438 as presented. Trustee Stormont seconded the motion. Vote to execute was unanimous (3-0).

3. Execute 60-Day Late Letters: Abbe, Barter, Carolin, USCG, Cox, Field, Lloyd, Osman Page, LLC

Trustee Stormont reviewed and executed the late letters.

4. Execute Demand Notices: None

5. Execute Lien Discharges: Jeff Nichols X6

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 for the plant since the last meeting.



1. Non-Compliance Report – Nothing to Report
2. The superintendent advised the trustees the #1 sodium hypochlorite tank is scheduled for delivery the week of February 7. The old tank has been removed.
3. The superintendent advised the new unit heaters in the headworks are now wired properly and are operational.

All other operations and maintenance at the plant were routine.

B. Collection System Operations

1. The superintendent reported the crew responded to four pump station alarm call and all other work was routine.

C. Website Traffic – Nothing to report

2. **Personnel** – The superintendent advised the Collection System Tech 2 is continuing cross training in the plant and is doing extremely well.
3. **Odor Issues** – Nothing to Report
4. **Blower Evaluation** – Nothing to Report
5. **Manhole Rehabilitation Project** – The superintendent advised the Project is advertised and two companies have taken out plans.
7. **Riparian Rights & Plant Coastal Resiliency Upgrades – 27 Sea Street –**

The superintendent advised Wright-Pierce will be onsite January 26 to start their survey work for the project. The superintendent reported John Hennessey was contacted via email alerting him of the work. In addition, Chief Hasch and Geoff Smith were copied on that email. In that email, the superintendent asked Mr. Hennessey to remove an aluminum runway that he has stored on the district's north shore, as it is in the way of mapping that corner area. As of this meeting Mr. Hennessey has not responded to the request to move the runway.

8. **Fullerton Street/Tupper Road Sewer Project** – The superintendent advised the SW Cole is scheduled for January 31 to perform the ledge profiles in this area.
9. **Covid-19 Masking Policy** – The superintendent circulated the Covid-19 masking memo that advises the employees of the Trustee masking directive. No other action was taken.
10. **Investment Documentation – The First** – The superintendent advised the preliminary documentation was submitted to The First. A subsequent meeting will be



necessary for finalizing the investments. It is expected that should take place during the week of January 31.

New Business

1. **Charter Amendment** – The superintendent reported the public and workshop was held by the Utilities and Energy Committee of the legislature to hear the amendment to the Charter to reinsert the term of trustees for the District. This provision was left out of the last amendment in 2019. The committee approved the amendment and sent it to the full legislature for a vote. That vote will occur later this spring.
2. **DOT Paving** – The superintendent reported the DOT is scheduled to pave (LCP) this spring. The roads to be paved are Western Avenue, McKown Point Road, Townsend Avenue, and Oak Street. This will require the District to adjust forty-seven manhole risers and change covers. It is anticipated that the DOT work may conflict with the district's manhole rehab work.

Correspondence:

1. The superintendent presented a report to the Maine Municipal Bond Bank documenting the District's debt level for the year ending 2021.

Public Comment: None

Adjourn Meeting:

Trustee Kipp asked for a motion to adjourn. Trustee Warren made that motion. Trustee Stormont seconded. Vote to adjourn was unanimous. The trustees adjourned the meeting at 1718 hours.

D.P. Kipp

D.P. Kipp (Feb 5, 2022 09:12 EST)

Deryl Kipp, Chair

Warren

Stormont

Boothbay Harbor Sewer District Trustee Minutes of January 17, 2022

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.

D.P. Kipp

D.P. Kipp (Feb 5, 2022 09:12 EST)

Deryl Kipp, Chairman

Jay D. Warren

Jay D. Warren, Clerk

James Stormont

James Stormont, Treasurer