

DATE: December 5, 2022

Boothbay Harbor Sewer District Board of Trustees Regular Meeting

Attendees:

Trustees Deryl Kipp, Jim Stormont, via Zoom, 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: +13092053325,,89644379680#,,, *420219# or

+13126266799,,89644379680#,,, *420219#

Meeting URL:

<https://us02web.zoom.us/j/89644379680?pwd=dnNTQWJLVzloZndBRE9PaUhSS2p0UT09>

Meeting ID: 896 4437 9680

Passcode: 420219

Join by Telephone

Dial:

US: +1 309 205 3325 or +1 312 626 6799 or +1 646 558 8656 or +1 646 931 3860 or +1 301 715 8592 or +1 305 224 1968 or +1 346 248 7799 or +1 360 209 5623 or +1 386 347 5053 or +1 507 473 4847 or +1 564 217 2000 or +1 669 444 9171 or +1 669 900 9128 or +1 689 278 1000 or +1 719 359 4580 or +1 253 205 0468 or +1 253 215 8782

Meeting ID: 896 4437 9680

Passcode: 420219

1. Review and Execute Minutes of November 21, 2022:

Trustee Hoffman made motion to accept the minutes of November 21, 2022, as presented. Trustee Kipp seconded the motion. Vote to accept was unanimous (3-0).

2. Review and Execute Warrant #1456:

Trustee Kipp made motion to approve Warrant 1456 as presented. Trustee Hoffman 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: 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. The superintendent advised the latest rainstorms did not affect plant operations.

1. Riparian Rights/Seawall Project Work – The superintendent reported no updates.

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 the Atlantic Avenue Pump Station and Lobster Cove Road pump station is scheduled for panel installation by AB Electric/AEC Engineering on December 13 and 14. All new conduits are installed and ready.

Gilead Street – The superintendent reported a blockage occurred in this line. The blockage was removed with the district jetting unit and then video inspected. The

blockage occurred in an old clay section and was caused by root intrusion. The superintendent advised about 40 feet of line will be excavated and replaced with 6-inch SDR 35. That is scheduled for December 15 or 16.

The superintendent reported the Juniper Point Station and lines and the Pooler Road force main have been winterized and isolated until next spring.

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

2. **Personnel** – The superintendent noted the Board met with CMA, via Zoom, for the kickoff meeting on November 28, 2022, at 4:00 p.m. The meeting was productive, and CMA will start the background information gathering for the new superintendent search.
3. **Manhole Rehabilitation Project** – The superintendent reported Phase A of the project is well underway and the crew is making great headway. The first construction meeting was held on November 29, 2022. Green Mountain expects to have Phase A completed within a couple of weeks.
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 293, Email Customers at 387, Doxo Users at 133 with 13 on auto-pay. To date, this has saved \$939.80 in postage.

New Business

1. **Certificate of Commitment** – Trustee Kipp made motion to commit the rates for the December 1, 2022, billing to the treasurer for collection. Trustee Hoffman seconded the motion. Vote to commit and collect was unanimous (3-0).
2. **November Financial Reports** – The superintendent distributed the financial reports for the months ending November 30, 2022. The Board reviewed the reports and were pleased with the financial position of the district as the budget is in line with assumptions. The superintendent commented on the balance sheet and noted there will be monies available in January to transfer to the equipment reserve account and pay down on one or two maintenance bonds.
3. **November 2022 Investment Report** – The superintendent distributed the November 2022 investment report. The investment strategy is starting to pay dividends in the tough investment market. The Board was pleased with the results. No other action was taken.

- 4. 2023 Budget and Rates Certification** – The superintendent distributed the revised 2023 Budget and 2023 Rates sheets. The sheets were revised from the changes made by the Trustees at the November 21, 2022, public hearing. The Board reviewed the sheets and Trustee Hoffman made motion to execute the 2023 Budget and Rates sheets as presented. Trustee Stormont seconded the motion. Vote to execute was unanimous (3-0). The 2023 Budget and the 2023 Rates are now official.
- 5. Entrance Application Amendments** - The superintendent distributed the updated Entrance Applications. The amendments made concerned the fee calculations. The minimum existing fee amounts are based on 3 bedrooms and were not changed. The change occurred on the calculation for buildings over 3 bedrooms. The calculation was amended to a cost per bedroom calculation. The second building option is eliminated. The trustees reviewed the amendments. After review Trustee Hoffman made motion to amend the permit applications as presented. Trustee Kipp seconded the motion and vote to amend was unanimous (3-0).
- 6. Abatement Request – Cheryl Nelson, 6 Tilton Lane, Capital Island, Southport:**
The superintendent distributed the abatement request. The request was for watering a newly seeded (April 22) common meeting area on property. Ms. Nelson came to the District on July 20/22 at 10:33 hrs. to advise that she had to water the outside meeting area created due to Covid-19 on Capitol Island. She advised she had already received a one-time abatement and was concerned about not getting another one. During this visit Ms. Nelson inquired about an outside meter, but felt it was too late to purchase one for this season as water had already been used, so an accurate credit would not be available for her at season's end. Ms. Nelson advised she would submit another request at the end of the season. This abatement request is presented for consideration. Ms. Nelson had previously received a one-time credit on December 14, 2020, due to sand in her water line. The superintendent advised Ms. Nelson is aware and has received a copy of the abatement policy in 2020. After discussion, Trustee Kipp advised he was not in favor of granting an abatement for this occurrence due to the opportunity for Ms. Nelson to have purchased a meter to quantify outside usage, even if it was only partially quantified. Trustee Stormont concurred and further advised Ms. Nelson had an opportunity to get a meter in 2020 and was fully aware of the District's abatement policy. There was further discussion. After discussion, Trustee Kipp made motion to deny the request. Trustee Stormont seconded the motion. Vote to deny the request was unanimous (3-0).

Correspondence:

Valery Tessier – Knickerbocker Group – 60 Atlantic Avenue

The letter was reviewed by the Trustees. No other action was taken.

William Brewer and Associates – 2021 Audit

The superintendent distributed the audit for the Trustees to read. The superintendent reported no deficiencies were noted within the audit.

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 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

Boothbay Harbor Sewer District
Approved Sewer Use Rate Schedule
Effective January 1, 2023

1. Wastewater Rates

Charges FY 2023

Basic Facilities Charge per REU (BFC) $\leq 700 \text{ ft}^3$

\$100.00 per quarter

Volumetric Rates – 700 cubic feet per quarter allowance

Metered Single Family Residential over 700 ft^3

\$14.00/100 ft^3 /quarter

Metered Multi-Family – per REU over 700 ft^3

\$14.00/100 ft^3 /quarter

Unmetered Single Family Residential

\$166.50/quarter

Unmetered Multi-Family – per REU

\$166.50/quarter/REU

Seasonal Residential Rates Basic Charge per REU $\leq 1400 \text{ ft}^3$

\$200.00 per season

Volumetric Rates – 1400 cubic feet per season allowance

Metered Single Family Residential over 1400 ft^3

\$14.00/100 ft^3 /season

Metered Multi-Family Residential over 1400 ft^3

\$14.00/100 ft^3 /season

Unmetered Single Family Residential

\$333.00/season

Unmetered Multi-Family – per REU

\$333.00/season/REU

Debt Retirement Fee per REU

\$200.00/offseason/REU

Commercial Rates Year-Round Users (BFC)

Volumetric Rates– 700 cubic feet per quarter allowance or highest annual quarterly usage multiplied by \$0.0700 (50% of the residential rate per 100 ft^3) whichever is higher.

\$100.00 per quarter

\$14.00/100 ft^3 /quarter

Commercial Rates Seasonal Facilities (BFC)

Volumetric Rates - $> 1400 \text{ cubic feet per season}$

\$14.00/100 ft^3 /season

Minimum Bill per Quarter: \$0.0700 multiplied by the previous Year's highest quarterly usage in ft^3

Off Season Charges When Closed for Business:

Minimum Bill/season (spring): \$0.0700 multiplied by the previous season's usage in ft^3

Ready to Serve Customers

\$50.00/quarter

2. Miscellaneous User Fees

Late Payment Fee (31 days or older)

\$1.00 (min) or 1.5% Per Month

Water District Water Meter Reading Fee (required all users)

As Assessed by BBRWD

Account Research

\$50.00/hr.

Returned Check Fee

\$35.00/item

Returned Unclaimed Certified Mail Fee

\$25.00/piece

Service Call (not BBHSD responsibility)

\$75.00/hr.

Septage Dumping Fee

\$0.23/ gal.

Bus Dump Fee (During Work Hours)

\$25.00

(After Hours)

\$50.00

Approved Rate Schedule for Fiscal Year 2023

Lien Fees	As Allowed Per Law
Water Meters (outside watering) (Special order at cost plus shipping)	\$125.00
Grease Trap Inspection Fee (per inspection)	\$75.00/Visit
(follow-up inspection)	\$100.00/Visit

3. Account, Connection, and Impact Fees

Wastewater Tap Inspection Fee	\$75.00/hr.
Wastewater Tap Follow-Up Inspection Fee	\$100.00/hr.
Wastewater Tap Fee (Customer Paid)	Actual Cost

Impact Fees Per REU – Minimum Fee based on 3 Bedrooms. Bedrooms over 3 per REU listed below.

Town of Boothbay	\$1,000.00 minimum or \$334.00 per Bedroom
Roads End	\$1,500.00 minimum or \$500.00 per Bedroom
Lobster Cove/Park Street East of Summit Road	\$2,000.00 minimum or \$667.00 per Bedroom
Eastern Avenue, Kenney Field Drive	\$2,500.00 minimum or \$834.00 per Bedroom
Route 96/Ocean Point Road	\$3,000.00 minimum or \$1,000.00 per Bedroom
Remainder of Boothbay Harbor	\$1,000.00 minimum or \$334.00 per Bedroom

4. Project Administration/Inspection Fees

Letter of Intent to Develop - \$200.00

Project Administration

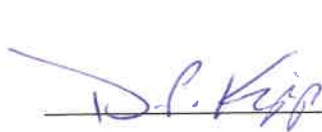
Single Family Residential – 2.0 % of Construction Costs¹
Commercial Multi-Family/REU - \$100.00/REU
Minimum Fee \$200.00

¹Based upon current construction and engineering rates

12 Month Wastewater Bond – 10% of Actual Construction Cost of wastewater system

By order of the Board of Trustees:

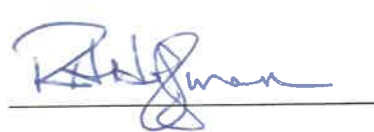
Dated: December 5, 2022



Deryl Kipp, Chairman



James Stormont, Treasurer



Russell Hoffman, Clerk