

**DATE: December 19, 2022**

**Boothbay Harbor Sewer District Board of Trustees Regular Meeting**

Attendees:

Trustees Deryl Kipp, Russell Hoffman, Superintendent Chris Higgins, Absent Trustee Stormont

**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 December 5, 2022:**

Trustee Hoffman made motion to accept the minutes of December 5, 2022, as presented. Trustee Kipp seconded the motion. Vote to accept was unanimous (2-0).

**2. Review and Execute Warrant #1457:**

Trustee Kipp made motion to approve Warrant 1457 as presented. Trustee Hoffman seconded the motion. Vote to execute was unanimous (2-0).

**3. Execute 60-Day Late Letters: 55 Oak Street, LLC, Curtis House, Mackie, Jesse, Roberts, Michael A. & Caroline G., Statewide Bay Landing II Inc., Statewide Bay Landing, Inc**

Trustee Stormont executed the letters earlier in the day.

**4. Execute Demand Notices: None**

**5. Execute Lien Discharges: None**

**6. Execute Lien Certificates: Roberts, Michael A. & Caroline G.**

Trustee Stormont executed the lien certificate earlier in the day.

**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 CMP was onsite to look and the power distribution to see if lines could be placed underground. CMP will need to investigate the power runs and get back to the engineers with their 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. It has been two months now since the first request for information. The lack of definitive direction from the Town may delay design and other permitting with federal and state agencies.

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. **Atlantic Avenue Station Upgrade** – The superintendent reported the control panel upgrade is complete for this station and is operational without any issues.
  4. **Lobster Cove Road Station** – The superintendent reported the control panels are installed. However, on start-up, the potential relay in the capacitor start package was set to high and the start windings were compromised in each pump. The pumps were taken to AC Electric in Auburn for evaluation and possible rewinding. AEC Engineering has accepted responsibility for the issue and has offered to pay for the repairs. A pump from Atlantic Avenue Extension was taken and placed in the Lobster Cove Road station and is operating fine.
  5. **Gilead Street** – The superintendent advised that a 40-foot section of the Gilead Street sewer line will be replaced on the 20<sup>th</sup>. This section was video inspected and found to have root intrusion causing back-ups in the line.
  6. **SBR Steel** – The superintendent advised the steel replacement in the SBR tanks will commence the week of January 3 with one tank being done this week and the other tank the following week.
  7. **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 and collection system were routine.
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2. **Personnel** – The superintendent noted all evaluations have been completed. The superintendent distributed the salary analysis and the amended job description for the superintendent's position as forwarded by CMA Associates. CMA would like to meet and discuss after the holidays. CMA will send out some dates for all to review and select.
  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.

**New Business**

1. **New Accounting Services** – The superintendent presented two proposals, one from Hank Farrah, LLC and the other from Maine Bean Counters. Both firms are versed in municipal accounting. After review Trustee Kipp made motion to select HF, LLC at a rate of \$100.00/hr. plus expenses. Trustee Hoffman seconded the motion. Vote to select HF, LLC was unanimous (2-0).

**Correspondence:**

1. **Rural Development Reporting** – The trustees reviewed the November 10, 2022, letter from Rural Development. The superintendent advised that all reporting was complete for 2022. The remaining required piece is the 2022 Audit which will be completed in early March 2023.

**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

ABSENT

James Stormont, Treasurer