

DATE: February 23, 2023

Boothbay Harbor Sewer District Board of Trustees Regular Meeting

Attendees:

Trustees Deryl Kipp, Trustee Jim Stormont, Trustee Hoffman via Zoom, 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, Trustee Hoffman is logged into the meeting. No members of the public are logged into the meeting.

Meeting URL:

<https://us02web.zoom.us/j/89834634936?pwd=V2N4eG9zbEJiTkcYVkZNVzBXTk5TQT09>

1. Review and Execute Minutes of February 6, 2023:

Trustee Stormont made motion to accept the minutes of February 6, 2023, as presented. Trustee Kipp seconded the motion. Vote to accept was unanimous (3-0). It was noted Trustee Hoffman electronically signed the minutes.

2. Review and Execute Warrant #1461:

Trustee Kipp made motion to approve Warrant 1461 as presented. Trustee Stormont seconded the motion. Trustee Hoffman inquired about the invoice from the Boothbay Region Shipyard. The superintendent advised the invoice was for the use of their boom truck and operator for four days for the extraction of the old steel and installation of the new steel in the SBR's. Vote to execute was unanimous (3-0). It was noted Trustee Hoffman electronically signed the Warrant.

3. Execute 60-Day Late Letters: None

4. Execute Demand Notices: Bean, Estate of Evelyn Snowman

The Board reviewed the Notices and Trustee Stormont executed the same.

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 mostly normal operations, maintenance, chemical usage for the plant since the last meeting.

- 1. Riparian Rights/Seawall Project Work** – The superintendent reported the district has not received an answer from Geoff Smith or the town's attorney John Cunningham regarding the 70% coverage area within the wall making the lot non-conforming issue.

The superintendent advised the Board he met with Central Maine Power, Boothbay Region Shipyard, Hodgdon Shipyard, Wright-Pierce, and representatives of Signal Point regarding possible relocation of the power lines between the boatyard property and the district's property and potential temporary easements for construction. The meeting was productive, several scenarios discussed, and all in attendance were amenable to the concept. Wright-Pierce will start work on relocation plans and cost estimates and forward their findings to CMP for review. The superintendent advised once a design is settled upon, the abutters will be notified and discussions on temporary easements will start.

- 2. Plant Evaluation** – The superintendent reported a meeting would be held on site with Wright-Pierce to review the plant infrastructure, instrumentation, and electrical. After this information gathering, the analyses of each will be incorporated into the evaluation.
- 3. January 26 Storm** – The superintendent advised he has not heard from DEP regarding the overflow from MH 2-53 at the head of Mill Cove.
- 4. Sea Water Intrusion** – The superintendent advised he met with Geoff Smith, Town CEO, two representatives of the State Plumbing Office, and representatives of the Lafayette Group at Fisherman's Wharf and McSeagulls (Pier 1) regarding sea water intrusion and the condition of the wastewater plumbing at each location. The State inspectors were not impressed with the condition on the plumbing and are going to require Lafayette to repair and or replace the plumbing. The two inspectors advised the Town CEO that the poor plumbing represents a health hazard and falls under the CEO's purview and instructed the CEO to contact the State Health Officer. In the interim, the

District has plugged the sewer from Fisherman's and disconnected two lines from the Pier 1 area. The superintendent advised the plugs will be removed on a daily basis to allow the lines to drain but would plug them again to prevent sea water intrusion during the upcoming high tides (11+ feet).

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

- 2 Personnel** – The superintendent advised he has not heard from CMA since the position advertisement was posted nationally, regionally, and locally. The trustees asked the superintendent to reach out to CMA for an update.
- 3. Manhole Rehabilitation Project – Nothing new to report.**

New Business

- 1. 2022 Financial Reports** – The superintendent distributed the draft year-end financial report for 2022. The superintendent advised he still needed to draft the Management Discussion & Analysis that will accompany the financial statements. The superintendent advised the MD&A will be completed by week's end.
- 2. Certificate of Commitment for February 1, 2023, Billing-** Trustee Kipp made motion to commit the invoices of the February 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).
- 3. March Meetings** – The next meeting will be March 6. Trustee Stormont advised he would not be present for the March 20 meeting. The superintendent reminded the trustees he would not be available for the meeting as well. The trustees agreed to cancel the March 20 meeting.

Correspondence:

- 1. None**

Public Comment: None

Adjourn Meeting:

Trustee Kipp asked for a motion to adjourn. Trustee Hoffman made that motion. Trustee Stormont seconded. Vote to adjourn was unanimous. The trustees adjourned the meeting at 1727 hours.


Boothbay Harbor Sewer District Trustee Minutes of February 23, 2023


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