

**DATE: May 1, 2023**

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

Attendees:

Trustees Deryl Kipp, Trustee Jim Stormont, Trustee Russell Hoffman, Superintendent Chris Higgins, Bryanna Denis, and Anthony De'Mellio – Wright - Pierce

**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.

Meeting URL:

<https://us02web.zoom.us/j/89834634936?pwd=V2N4eG9zbEJiTkcYVkdZNVzBXTk5TQ109>

**1. Review and Execute Minutes of April 17, 2023:**

Trustee Stormont made a motion to accept the minutes of April 17, 2023, as presented. Trustee Hoffman seconded the motion. The vote to accept was unanimous (3-0).

**2. Review and Execute Warrant #1465:**

Trustee Hoffman made a motion to approve Warrant 1465 as presented. Trustee Stormont seconded the motion. The vote to execute was unanimous (3-0).

**3. Execute 60-Day Late Letters: 71 Campbell St., LLC, Bristol Lobster Sales Inc., Dow, Kimberlee & James Marcotte, Engert, Bruce C., Johnson, Brooks N. & Margaret Drisko-Johnson, O'Sullivan Properties, LLC(Cottage), Paquette, Susan M., Schmidt, James K. & Nancy L., Wright, William.**

The Trustees reviewed the letters and Trustee Stormont executed the same.

**4. Execute Demand Notices: None**

**5. Execute Lien Discharges: None**

**6. Execute Lien Certificates: Welch, Susan Radcliffe**

Trustee Stormont reviewed and executed the lien certificate.

**7. Execute Notice of Impending Foreclosure: None**

- 8. Sewer Entrance Application(s):** The superintendent advised a contractor came in to get two entry applications for new houses in the old Sunset Terrace sub-development. However, no fees were submitted. The superintendent advised the property has been sold to a developer in Portland. The superintendent reported the original contract with Tom Alley has not been fulfilled and the new developer is aware of that. The district has not received easements or title transfer to the infrastructure.

**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 recent rainstorm affected the plant. The first day's flow was 1.03 mgd and the second day was 1.2 mgd. Typical flow this time of the year is around 0.25 mgd. The Big Al's pump station area was very active and smoke testing and other investigations are needed to determine where the water is coming from. The superintendent reported five pumps plugged during the storm. The pumps were returned to service.

- 1. Riparian Rights/Seawall Project Work** – The superintendent advised he had heard from Senator King's office. The district's request for funds had made the approval list. That list will now go to the Appropriations Committee and hopefully approved. The funding will come through EPA at 80% grant with the remaining 20% a district match. The amount requested was \$4,385,000.

Trustee Kipp turned the floor to Bryanna Denis and Anthony De'Millio from Wright-Pierce to discuss the electrical relocation portion for the Sea Wall Project. Two options were discussed. After discussion the Board was still somewhat confused with the options and asked Wright-Pierce to go back and break out the schematics to include only individual options on each sheet with a specific narrative for each option with cost estimates. Wright-Pierce will supply the requested information to be discussed at a later meeting.

Bryanna Denis, Wright-Pierce, distributed renderings of the Sea Wall for discussion. Ms. Denis explained the anticipated methods of construction and the finished product. After that discussion Ms. Denis discussed the need for a temporary easement in order to do the work for the wall. Ms. Denis distributed schematics showing the location of the temporary easements. After reviewing the easement schematics, Ms. Denis advised the need to have a meeting with the abutters to discuss the temporary easements. Ms. Denis advised she would provide some available dates for the meeting. Trustee Stormont was concerned with the easement through Signal Point and asked

for a better depiction for the abutters to review. Ms. Denis will update the Signal Point description and provide an updated copy. The Board instructed the superintendent to start the communication process with all of the abutters now that renderings of the wall are available.

Ms. Denis discussed the new engineering agreement for the final design of the Sea Wall Project. Ms. Denis explained the original agreement was only for the Preliminary Engineering Review, the Environmental Assessment, and Preliminary Design. This agreement adds on final design. After discussion Trustee Hoffman made a motion to execute the agreement and Trustee Kipp seconded the motion. The vote was unanimous. Trustee Kipp executed the agreement.

**2. Plant Evaluation** – Nothing to report.

**3. Sea Water Intrusion** – The superintendent advised Fisherman's is still a work in progress and the plug is still in place at the property. The superintendent advised they are working to isolate the section over the water until the plumbing is secured. Once secured the district will remove the plug so they can operate the land side of the building.

**4. DOT Paving** – The superintendent advised paving is supposed to start on May 9 and 10 on Route 96 from Rt 27 to the Boothbay Town line and on Union from Oak to Atlantic and on Atlantic from Union to Sunset Road. The district will be onsite to adjust manhole covers in advance of the paving.

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

**2. Personnel** – The superintendent reminded the Board of the upcoming interview with the candidate for the superintendent's position on May 4. The board strategized questions and particulars for the interview.

**3. Manhole Rehabilitation Project** – The superintendent reported both crews are moving along. Vortex is doing four or five manholes a day. Green Mountain will be back next week to do the epoxy seals at the top of the manholes on the West side and that will wrap them up. Insituform finally came back and did their one-year video inspections and that all came back fine. The district is now waiting for final documentation and once received, the retainage can be released, and that portion of the contract closed out.

*[Handwritten signatures and initials]*

**New Business**

**1. Certificate of Commitment – May 1, 2023, Billing**

Trustee Kipp asked for a motion to commit the rates of the May 1, 2023, billing to the treasurer for collection. Trustee Hoffman made that motion and Trustee Stormont seconded the motion. The vote to commit was unanimous.

**2. Financial Reports through April 30, 2023**

The superintendent distributed the balance sheet and budget position reports. The Board reviewed the reports with no other action was taken. The superintendent advised the \$124,000K was transferred from the equipment reserve account to the regular checking account and journaled to the appropriate line items.

**3. The First Investments Quarter 1, 2023 Report**

The Board reviewed the report and were pleased with the performance of the investments.

**Correspondence:**

- 1. Fisherman's Wharf email Bonnie Stover** – The Board reviewed the email regarding progress with the piping under Fisherman's Wharf.

**Public Comment: None**

**Adjourn Meeting:**

Trustee Kipp asked for a motion to adjourn. Trustee Stormont made that motion. Trustee Hoffman seconded. The vote to adjourn was unanimous. The trustees adjourned the meeting at 1924 hours.

  
Deryl Kipp, Chair

*Boothbay Harbor Sewer District Trustee Minutes of May 1, 2023*

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