

DATE: October 16, 2023

**Boothbay Harbor Sewer District Board of Trustees Regular Business Meeting/2024
Budget Workshop #1**

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, but no members from the public were in attendance.

Meeting URL:

<https://us02web.zoom.us/j/89487491201?pwd=Zk1GODFmRTZhSjNLT29EdS0VM0NwZz09>

Attendees:

Trustee Deryl Kipp, Trustee Jim Stormont, Trustee Russell Hoffman, Superintendent Chris Higgins, New Superintendent Nicholas DeGemmis

1. Review and Execute Minutes of October 2, 2023:

Trustee Hoffman made a motion to accept the minutes of the October 2, 2023, meeting as presented. Trustee Stormont seconded the motion. The vote to accept the minutes was unanimous (3-0).

2. Review and Execute Warrant #1475:

Trustee Kipp made a motion to approve Warrant 1475 as presented. Trustee Hoffman seconded the motion. The vote to execute was unanimous (3-0).

3. Execute 60-Day Late Letters: None

4. Execute Demand Notices: Katama Acquisitions, LLC c/o Shawn Chapps property located at 1 West Street, Boothbay Harbor

Trustee Stormont reviewed and executed the demand notice.

5. Execute Lien Discharges: None

6. Execute Lien Certificates: None

7. Execute Notice of Impending Foreclosure: None

8. Sewer Entrance Application(s): PGC, LLC 3 and 5 Bay Street

The trustees reviewed and executed the entry permit for both locations.

Old Business

1. Plant Operations

A. Plant/Collection System Operations – The superintendent reported mostly normal operations, maintenance, chemical usage for the plant and collection system since the last meeting. The superintendent advised the Board that the crew is 95% completed with jetting activities.

- 1. Riparian Rights/Seawall Project Work** – The superintendent advised Black Dog Divers; Portsmouth NH were onsite October 13 to inspect the outfall pipe. They found the diffusers intact but compromised. They advised the diffusers should be replaced. The divers were able to remove the 24” end flange and tried to inspect inside the pipe. The divers advised they entered the pipe about 12’ and their camera screen went dark due to debris. The superintendent advised the district is awaiting the inspection report.

The superintendent advised a meeting with Wright-Pierce was held on October 12 to discuss the seawall project. See the attached minutes of the meeting.

The Board reviewed the questions/answers from Wright-Pierce regarding Signal Point’s letter dated September 5, 2023. Trustee Hoffman forwarded edits he had made for inclusion to the prepared responses. After discussion, the Board directed the superintendent to finalize the responses to both Signal Point and John Hennessy’s attorneys after review from district counsel.

- 2. Butler Road/Kenny field Drive Workforce Housing Update** – The superintendent advised a meeting was held on Thursday October 5 with the developer and their engineer to discuss PS 09 capacity issues. During the meeting the non-profit advised the project will be done in phases. The district will monitor flows to the station. If upgrading is required, the district will require at the time of planning board review for each project phase. The superintendent advised the project pipework along Country Club Road will be bid out in early November.

The superintendent reported the non-profit has advised they have 13 applicants for 7 lots and a lottery will be held. EM Wood is progressing on landscaping and foundation work. The sewer line still requires extension to the north.

3. **NEXAMP** – The superintendent reported the cancellation notice was submitted as directed.

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

2. Personnel – Nothing to Report

New Business

1. The First Investment Report as of September 30, 2023

The Board reviewed the September report. No other action was taken.

2. **2024 Budget Workshop #1** – The superintendent distributed the 1st draft of the 2024 Budget. The superintendent advised the draft would represent a 6% increase. Prior to the meeting the trustees asked to look at the current loan status and to see if any of the bonds could be paid off. The board focused on the maintenance bonds 3, 4, and 5. After review, the Board instructed the superintendent to pay off Bonds 3 and 5. The Board instructed the superintendent to pay the bonds from the district sinking fund reserve. The superintendent advised the Board that no capital projects were included in the first draft. The capital projects will be presented in the 2nd draft and will be funded through reserve if approved. The superintendent advised the current rate of inflation is 2.6%. The superintendent advised no salary increases are included other than current COLA. The superintendent reminded the Board of last year's most generous 8% COLA and up to 5% merit increase. Trustee Hoffman concurred those increases were generous. The superintendent advised only one person received 5% merit last year and that was the CSO due to his agreeance to the reclassification of the prior approved job description to Foreman. Trustee Kipp asked how that was working out. As recommended by CMA Associates, the new responsibilities for the CSO was a good idea and was providing the intended buffer between the crew and the new superintendent. It is also giving the new superintendent some good experience to rely on and will allow the Foreman to fill in as principle in charge in the superintendent's absence due to his Class 3 license. The superintendent noted there has been some disdain regarding the district's selection. No other actions was taken.

Correspondence:

1. None

Public Comment: None


Adjourn Meeting:

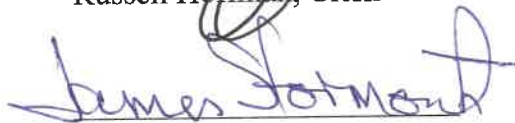
Trustee Kipp asked for a motion to adjourn. Trustee Stormont made that motion. Trustee Hoffman seconded. The vote to adjourn was unanimous. The trustees adjourned the meeting at 1820 hours.


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