

DATE: July 17, 2023

Boothbay Harbor Sewer District Board of Trustees Regular Meeting

Attendees:

Trustee Deryl Kipp, Trustee Russell Hoffman, Superintendent Chris Higgins, New Superintendent Nicolas DeGemmis, Trustee Stormont - Absent

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=V2N4eG9zbEJiTkcVVKZNVzBX Tk5TQT09>

1. Review and Execute Minutes of June 19, 2023:

Trustee Hoffman made a motion to accept the minutes of the June 19, 2023, meeting as presented. Trustee Kipp seconded the motion. Trustee Hoffman noted the date of the minutes was typed as June 17, 2023, and should be corrected to read June 19, 2023. The vote to accept the amended minutes with correction was unanimous (2-0). It was noted that the July 3, 2023, meeting was cancelled due to the July 4 holiday.

2. Review and Execute Warrant #1469:

Trustee Hoffman made a motion to approve Warrant 1469 as presented. Trustee Kipp seconded the motion. The vote to execute was unanimous (2-0).

3. Execute 60-Day Late Letters: Abbe, Bazaiac, Court (2), Sangat, Lloyd, MacMahan, Snowman

The letters were reviewed but not executed. Trustee Stormont will execute at a later date.

4. Execute Demand Notices: Chase, Moser, Roberts

The notices were reviewed but not executed. Trustee Stormont will execute at a later date.

5. Execute Lien Discharges: None

6. **Execute Lien Certificates: None**
7. **Execute Notice of Impending Foreclosure: None**
8. **Sewer Entrance Application(s): Houston Riverview Properties, 66 Nahanada Road**
The superintendent noted this connection will be via the Crooked Pine Sewer Association's sewer system in Sprucewold.

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 of the Spruce Point power outage issue this past Saturday night. There were some issues with getting the station onto emergency power and getting notification to the foreman and superintendent. The issue was critiqued and hopefully lessons were learned.

1. **Riparian Rights/Seawall Project Work** – The superintendent reported the June 28 meeting with the Signal Point Homeowner Association Board and the July 11 with Bristol Marine took place and both meetings were productive. The superintendent reported Mr. Hennessy has not responded with a time to meet. The trustees discussed the need for alternative construction means and methods should temporary easements not be granted by Signal Point and Hennessy. The board discussed the need for pricing of the selected façade choice. The superintendent will follow up with Wright Pierce. The board discussed the electrical relocation work and issues surrounding lead time for the new emergency generator and the potential impact on the sea wall project.
2. **Plant Evaluation** – The superintendent advised he contacted Vortex, Inc. to video inspect the outfall pipe interior. This work is scheduled to occur in the next couple of weeks.
3. **CIP and Rates** – Nothing to report.
4. **Sea Water Intrusion** – The superintendent advised he has not heard if DHHS has approved use of the rooms over the water. The superintendent advised Lafayette to be on the Town's Selectmen's meeting agenda for July 24 meeting for the issuance of their victualer's license.

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- 5. Butler Road Workforce Housing and CMBG Sewer Updates** – The superintendent advised he forwarded Sebago's draft drawings for the sewer system for review. Wright-Pierce has formally reviewed the drawing set and station data and has submitted their peer review. The superintendent has forwarded that review to Sebago, and they are currently reviewing that review.

The superintendent reported he attended a meeting with CMBG, Water District, the YMCA, Town of Boothbay, and Jim Lord of Dirigo Engineering on July 12. Strategies were discussed for running water and sewer to CMBG and the Barter's Island Road YMCA facilities. After the brief meeting, Dirigo toured the site to develop a preliminary cost estimate for grant funding purposes.

- 6. Kenny Field Drive/Park Street Affordable Housing Project** – The superintendent advised blasting activities are ongoing. The superintendent advised Sue Aleman called and expressed her concern with blasting in proximity of her well and sewer line. The crew video inspected the sewer lines and found no issues from the blasting activities.

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

- 2 Personnel** – The Board welcomed the new superintendent, Nick DeGemmis. Nick thanked the Board for the opportunity and said he had settled in and was ready to get started.

The superintendent advised the Board of the need for the adoption of a policy to allow for health benefit coverage for domestic partners. The district's current health plan (medical and dental) does not allow this. As advised by Maine Municipal Employees Heath Trust, any participating employer in the MMEHT wishing to adopt domestic partner coverage must do so via a vote of the Board.

Trustee Kipp made motion, effective September 1, 2023, the Boothbay Harbor Sewer District hereby amends its personnel benefits policy to allow any employee who is eligible to enroll in the employer benefits the option of enrolling a domestic partner.

Therefore, any employee who wishes to add a domestic partner will be advised of the requirements set forth in the Domestic Partner Affidavit to add said partner. Furthermore, the said employee has been advised there could be tax implications for adding a domestic partner.

The Domestic Partner of an Employee shall be:

- A "life partner of either the same sex or opposite sex of the employee.
- Not legally married or separated, to either the employee or anyone else.

- At least 18 years of age and mentally competent to consent to contract.
- Are each other's Domestic Partners and intend to remain so indefinitely.
- Have been each other's Domestic Partner for at least 12 months prior to the date of the signed Affidavit.
- Are not related by blood to a degree of closeness that would prohibit marriage in the State of Maine.
- Are jointly responsible for each other's common welfare; share financial obligations and share their primary residence.

Trustee Hoffman seconded the motion. The vote to offer domestic partner coverage in the district's health benefit coverage was unanimous (2-0).

3. **Manhole Rehabilitation Project** – The superintendent reported Pay Requisition 5 has been submitted for review from Vortex. After review, the Pay Requisition will be forwarded to Rural Development for approval. Vortex plans to finish the testing of the linings during the week of July 24 and if all passes, this will complete their work and the Project can be closed out.

New Business

1. **Relining/Manhole Rehabilitation Project Bond Closing** – The superintendent reported the bond closing for the Relining/Manhole Rehab Project was completed as of June 22, 2023. The first bond payment will be due in June 2024.
2. **Certificate of Commitment – July 1, 2023, Billing** - Trustee Kipp made the motion to commit the July 1, 2023, billing to the Treasurer for collection. Trustee Hoffman seconded the motion. The vote to commit the July 1, 2023, billing to the treasurer for collection was unanimous (2-0).
3. **2nd Quarter 2023, Financial Reports** – The superintendent submitted the 2nd Quarter 2023 financial reports for review. The Board reviewed the reports. The engineering line was discussed. The superintendent reminded the Board the bond closing of \$650,000 would offset the engineering line and additional pay requisitions would result in grant funds being applied to the engineering line, thus bringing it back in line with the expected budget line amount. There was no other discussion or action taken.
4. **Second Quarter and June Investment Reports** - The superintendent distributed the reports for First Advisors. The investment performance is typical for the current market and the district's funds are slowly growing. No other action was taken.
5. **Sunset Terrace Transfer Update** – The superintendent reported most of the transfer documents have been received. However, the Subordination Agreement that was received contains errors in it. The superintendent pointed out the POA signed the document in lieu of the owner and therefore voided the agreement. The superintendent advised their attorney to get the correct signatures on the document.

VCS
JHC
D.H.

Correspondence:

1. Wright-Pierce Sea Wall Permitting Schedule

The Board reviewed the schedule and the superintendent advised all is ready to go.

2. Geoff Smith Sea Wall Roadside Clarification

The Board reviewed the email.

3. Casella Organics July 5, 2023, LD 1639 Surcharge Update & CPIU Adjustment

The Board reviewed the letters and were pleased the LD 1639 surcharge has been removed.

4. Aaron Hunter Sebago Technics – 47 & 49 Atlantic Avenue

The Board reviewed the superintendent's response with no other action taken.

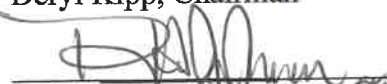
Public Comment: None

Adjourn Meeting:

Trustee Kipp asked for a motion to adjourn. Trustee Hoffman made that motion. Trustee Kipp seconded. The vote to adjourn was unanimous. The trustees adjourned the meeting at 1810 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