

DATE: September 5, 2023

Boothbay Harbor Sewer District Board of Trustees Regular Business Meeting

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=V2N4eG9zbEJiTkcYVkZNVzBXTk5TQT08>

Attendees:

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

1. Review and Execute Minutes of August 7, 2023:

Trustee Hoffman made a motion to accept the minutes of the August 7, 2023, meeting as presented. Trustee Stormont seconded the motion. The vote to accept the minutes was unanimous (3-0). It was noted that the August 21, 2023, meeting was cancelled.

2. Review and Execute Warrant #1471 and 1472:

Trustee Hoffman made a motion to approve Warrant 1471 and 1472 as presented. Trustee Kipp seconded the motion. The vote to execute was unanimous (3-0).

3. Execute 60-Day Late Letters: None

4. Execute Demand Notices: None

5. Execute Lien Discharges: None

6. Execute Lien Certificates: None

7. Execute Notice of Impending Foreclosure: None

8. Sewer Entrance Application(s): 310 Townsend Avenue – High Ledge LLC

The trustees reviewed and executed the entrance application.

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 the crew is getting ready to commence jetting activities the week of September 25.

1. Riparian Rights/Seawall Project Work – The superintendent reported the FEMA grant application for 2.7 million was submitted. The preliminary word back was the District did not qualify. Wright-Pierce has reached back out to FEMA to see if there is a possibility if the project changed somehow would the District, then qualify. The superintendent advised a 9/6 meeting is scheduled with WP to further discuss options, project strategies, RD Funding stop gap, and the superintendent would report back at the next meeting.

2. Plant Evaluation – The superintendent advised Vortex, Inc. was onsite to video inspect the outfall pipe interior. We were able to get 226 feet before the debris in the pipe prevented the crawler camera from going any further. The superintendent advised plans are underway to schedule Vortex to stage clean the pipe and video inspect again. Hopes are the work will be completed by the end of September.

3. CIP and Rates – Nothing to report.

4. Butler Road Workforce Housing and CMBG Sewer Updates – The superintendent reported he had received an updated copy of the plans from Sebago Technics resulting from the first review. The superintendent advised he reviewed the revisions and found some minor issues and forwarded the revisions to Wright-Pierce for their review. Once the district gets those comments back, they will be forwarded to Sebago Technics for discussion.

5. Pump Station 10 Pump 2 Rebuild – The superintendent reported the pump is rebuilt and has been placed back into service.

6. DMRQA 43 Blind Audit Results– The superintendent reported the blind audit results came back favorably for all testing parameters. The audit is required by EPA annually.

7. Potential New Sewer Services – 5 Bay Street, 117 Lobster Cove Road
The superintendent reported two more services will be forthcoming in the coming weeks.

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

3. Personnel – Executive Session pursuant to M.R.S.A. Title 1, Chapter 13, Sub-Chapter 1, §404.6.A.1

Trustee Stormont made motion to enter Executive Session pursuant to M.R.S.A. Title 1, Chapter 13, Sub-Chapter 1, §404.6.A.1. Trustee Hoffman seconded the motion. The vote to enter was unanimous. The Board entered executive session at 17:40 hrs. The Board ended the executive session at 17:58 hrs. and returned to regular business. No action was taken.

New Business

- 1. Certificate of Commitment – September 1, 2023, Billing -** Trustee Hoffman made the motion to commit the September 1, 2023, billing to the Treasurer for collection. Trustee Kipp seconded the motion. The vote to commit the September 1, 2023, billing to the treasurer for collection was unanimous (3-0).
- 2. August 2023, Financial Reports –** The superintendent submitted the August 2023 financial reports for review. The Board reviewed the reports. There was no other discussion or action taken.
- 3. August 2023 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.
- 4. 2023 Auditor Selection –** The superintendent advised the Board, he and the new superintendent met with Jeremy Farrar (District Accountant) regarding a new auditor and to introduce the new superintendent. Farrar recommended Quellette and Associates, Lewiston, Maine. The superintendent reached out to Parker Madden of QA regarding the possibility of performing the district audit services. Madden indicated they would be happy to perform those services and will be forwarding a scope of work with associated estimated fees for that work.
- 5. Atlantic Ark Inn Outside Metering Credit –** Ms. Piggott has requested a full credit of \$877.61. The superintendent advised the credit is for two seasons, 2022 and 2023. The abatement policy clearly states outside water usage is to be called in by November of that season for the credit to be applied. Ms. Piggott did not call-in usage for 2022. This is not the first time Ms. Piggott has done this. Trustee Kipp made a motion to issue a half credit of \$438.81. Trustee Stormont seconded the motion. Vote to allow ½ credit of \$438.81 was approved (3-0).
- 6. By-Laws Revision –** The superintendent distributed a copy of the revised By-Laws. The revision of Article 1 (Meetings) included the newly approved rate of \$70.00 per

meeting as approved by the Boothbay Harbor Board of Selectmen at their August 28, 2023, meeting. Trustees Hoffman made motion to approve the revised By-Laws. Trustee Kipp seconded the motion. The vote to approve was unanimous (3.0).

7. Authorization to Change Principal in Charge for MEPDES and EPA Reporting –

The superintendent asked the Board to authorize a change in principle in charge for MEPDES and EPA reporting to the new superintendent. The Board agreed to the change. Trustee Kipp made the motion to change the principle in charge from Chris Higgins to Nick DeGemmis. Trustee Stormont seconded the motion. The vote to change was unanimous (3-0). The superintendent will get that process started.

Correspondence:


1. West Harbor Pond Association Donation

JCS
The superintendent presented the Board with a card and a \$200.00 donation from the West Harbor Pond Association thanking the District for their assistance throughout the past year. Trustee Kipp made a motion to accept the donation. Trustee Hoffman seconded the motion. The vote to accept was unanimous (3-0).

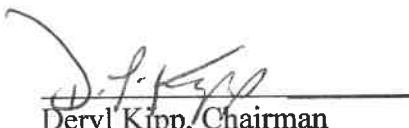
Public Comment: None


Adjourn Meeting:

BLK
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 1815 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

Boothbay Harbor Sewer District Trustee Minutes of September 5, 2023

A handwritten signature in dark ink, appearing to read "James Stormont". The signature is fluid and cursive, with a long horizontal stroke at the end.

James Stormont, Treasurer

