

DATE: October 2, 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, but no members from the public were in attendance.

Meeting URL:

<https://us02web.zoom.us/j/89834634936?pwd=V2N4eG9zbEJiTkeyVKZNYzBXTk5TQ109>

Attendees:

Trustee Deryl Kipp, Trustee Jim Stormont, Superintendent Chris Higgins, ^{New} Superintendent Nicolas DeGemmis, Trustee Russell Hoffman - Absent 

1. Review and Execute Minutes of September 18, 2023:

Trustee Stormont made a motion to accept the minutes of the September 18, 2023, meeting as presented. Trustee Kipp seconded the motion. The vote to accept the minutes was unanimous (2-0).

2. Review and Execute Warrant #1474:

Trustee Stormont made a motion to approve Warrant 1474 as presented. Trustee Kipp seconded the motion. The vote to execute was unanimous (3-0).

3. Execute 60-Day Late Letters: Bean, Jordan, Boothbay Region Healthcare, Inc., Coast Guard Station, Friant, George D., Khalsa, Guru Sangat Singh, Mitchell, Nathan M., Probert, Christopher M. & Brittany E., ROCK2BBH, LLC, Spruce One, LLC, Vincent, Valerie Ann Snow, and Watts, Robert B. & Monona S.

Trustee Stormont reviewed the letters and executed the same.

4. Execute Demand Notices: None

5. Execute Lien Discharges: Paquette, Susan M. and Roberts, Michael & Caroline

Trustee Stormont reviewed the lien discharge and executed the same.

6. Execute Lien Certificates: None

7. Execute Notice of Impending Foreclosure: None

8. Sewer Entrance Application(s): 117 Lobster Cove Road, Boothbay Harbor

The trustees reviewed and executed the entry permit.

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 well underway with jetting activities.

1. Riparian Rights/Seawall Project Work – The superintendent redistributed the emails from Mr. Hennessey's attorney and asked the board for direction on how to respond. The superintendent also advised he had sent an email to Wright-Pierce asking about the potential to install sheet piling along the northerly and westerly boundaries in lieu of a concrete wall. This method may allow the district to proceed with the wall installation without procuring any temporary construction easements. Trustee Kipp acknowledged he had seen that email. Trustee Stormont stated he still has reservations with the district obtaining easements from the abutters. Trustee Kipp advised the district should wait until Wright-Pierce responds on the sheet piling option before the district responds to the abutters. Trustee Stormont agreed it would be best if all the information was available prior to any negotiations taking place. All agreed to wait for the Wright-Pierce report. The superintendent will reach out to the two attorneys advising them the district will be back in touch once construction information is received. Trustee Kipp asked if the district had received an answer from Wright-Pierce regarding the allowance of a partial wall construction project and what would happen to the existing funding if the district could not do a partial project. The superintendent advised the district has not received a definitive answer to that question.

2. Butler Road/Kenny field Drive Workforce Housing Update – The superintendent advised a meeting is scheduled for Thursday October 5 with the developer and their engineer to discuss PS 09 capacity issues. The superintendent also distributed an email from Jon Ziegler updating the water district's position on their dewatering project. He is predicting a 2025 startup. Trustee Stormont asked about the number of phased houses and the associated flows over time that will impact the station. The superintendent advised if the

water district project is online in 2025, there will be enough capacity at the station. If not, then the developer will need to upgrade the station. At Thursday's meeting these items will be discussed.

The superintendent advised he and the new superintendent attended a meeting on the Kenny Field Development with the Town of Boothbay Harbor and the Water District. The developer was supposed to be in attendance, and they called the meeting. The developer did not go to the meeting. None of the parties present knew what the meeting was about.

3. The Office Manager reported there are currently 301 Direct Debit Customers, 408 email customers, 13 customers with autopay, and 133 users the utilize Doxo.com to pay their bills. This results in year-to-date savings of \$884.52 in postage expenses.

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

3. Personnel – Nothing to Report

New Business

1. **Certificate of Commitment – October 2023 Billing** – Trustee Kipp made motion to commit the billing of October 1, 2023, to the treasurer for collection. Trustee Stormont seconded the motion. Vote to commit was unanimous (2-0).
2. **September 2023 Financial Reports** – The superintendent redistributed the financial reports ending September 30, 2023. Trustee Kipp asked how the expenses aligns with the budget. The superintendent responded that the line items are aligned with budgeted amounts. The superintendent clarified that two maintenances lines are over budget and had been previously documented and will finish the year over budget. Trustee Kipp inquired about the possibility of current loans being able to be retired. The superintendent advised the district accountant advised the district should consider retiring the maintenance bonds with sinking reserve funds. Trustee Stormont asked if terms/rates were available for the notes. The superintendent advised he would have that information for the next meeting, which will be a budget workshop. No other action was taken.
3. **NEXAMP** – Trustee Stormont took the floor and described his findings with two accounts he was associated with. He found the accounting extremely convoluted, and the resulting rates paid for electricity were higher than the standard rate offer. As a result, Trustee Stormont advised he cancelled the accounts with NEXAMP. The superintendent concurred with Trustee Stormont's findings and distributed a spreadsheet showing the district's pump station accounts. All of the accounts showed an increased rate for purchased electricity. After review, trustee Stormont made

motion to cancel the accounts and return to the Constellation contract. Trustee Kipp seconded the motion. Vote to cancel was unanimous (2-0).

Correspondence:

- 1. CMBG Water Sewer Extension** – The superintendent distributed an email from Jim Lord, Dirigo Engineering, regarding first draft of the concept/estimate regarding the sewer side of the project. The superintendent advised a meeting is forth coming with all parties at a later date.
- 2. Waterfront Park Email Response to George Craig** – The superintendent distributed his response to Mr. Craig's email of September 18, 2023. In addition, the superintendent advised the trustees he had received a FOAA request from Kristin Collins, attorney for an abutter. The superintendent advised the requested documents would be mailed by weeks end.
- 3. Jon Ziegler – BBRWD Dewatering Project Update** – Discussed under Old Business section 1.A.2.
- 4. Katz-Leavy Email regarding temporary easement** – discussed under Old Business section 1.A.1.


Public Comment: None

Adjourn Meeting:

Trustee Kipp asked for a motion to adjourn. Trustee Stormont 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

Absent

Russell Hoffman, Clerk

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