

DATE: November 20, 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/89487491201?pwd=ZktGODFmRlZlZlNTI2Q0E1S09VMT0NwZz09>

Attendees:

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

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

Trustee Hoffman made a motion to accept the minutes of the November 7, 2023, meeting as presented. Trustee Kipp seconded the motion. The vote to accept the minutes was unanimous (2-0).

2. Review and Execute Warrant #1477:

Trustee Kipp made a motion to approve Warrant 1477 as presented. Trustee Hoffman seconded the motion. The vote to execute was unanimous (2-0).

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): None

Old Business

1. Plant Operations

- A. Plant/Collection System Operations** – The new superintendent reported mostly normal operations, maintenance, chemical usage for the plant and collection system since the last meeting.

The new superintendent reported the VFD for the primary bowl of the centrifuge is in and operational. However, there are some tuning issues with the shutdown of the unit. The district is working with AEC Engineering and Andritz to mitigate those issues. The unit is capable of dewatering solids. The new superintendent reported sea water intrusion over the weekend at Footbridge station. The sewer line from Mine Oyster fell and broke. The fall was caused by a failed support beam. The Lafayette Group was notified, and they were very prompt in repairing the pipe. Vortex was onsite to clean the and inspect the outfall. They made three passes and then blew the jetter hose and had to cease operation. They did try to camera the line but were unsuccessful in reaching the concentric reducer within the pipe. They will reschedule for attempt #2.

- 1. Riparian Rights/Seawall Project Work** – The superintendent advised the district has not yet received the inspection report from Black Dog Divers for their inspection work on the outfall pipe.

The superintendent advised he had not heard back from Signal Point regarding the district's responses to their September letter.

The superintendent reported the receipt of the Army Corp permit for the project.

The superintendent distributed the invoice from CMP to remove the overhead electric as part of the seawall project. The invoice is for the future work.

- 2. Butler Road/Kenny Field Drive Workforce Housing Update** – The new superintendent asked the board to consider the waiving of the "Ready-To-Serve" fee for the Butler Road Affordable Housing Project along the force main route. The request came from Dan Bryer, Town of Boothbay Manager, at the direction of his selectboard at a meeting the district had with Bryer and Erin Cooperider on November 16, 2023. The superintendent advised the sewer district will not be assuming any debt in this project. Based on this, Trustee Kipp made motion to waive the "Ready-To-Serve" for the Butler Road Affordable Housing Project, specifically along the force main route on Country Club and Butler Roads. Trustee Hoffman seconded. The vote was unanimous (2-0). The new superintendent reported the bids were received for

the project and are attached to these minutes. McGee Construction (Gardiner, ME) was the apparent low bidder for the project.

The superintendent reported no new updates for the Kenny Field project.

3. **CMBG/YMCA Sewer Extension** – The superintendent reported he met with the CMBG, YMCA, and Jim Lord – Dirigo Engineering on Friday, November 17, 2023. The distributed email included the notes from that meeting. Gretchen Ossier and Andy Hamblett would like to come and discuss the project and how the district may be able to help both in getting water/sewer extended. The superintendent advised a later meeting with both entities was warranted to discuss the district's role in the project.

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

2. **Personnel** – The superintendent asked for authorization to submit the personnel policy to Perkins Thompson for review, updating, and amending. The superintendent advised the State has passed some new legislation that affects employers and the new requirements from that legislation should be included in the Policy. The superintendent advised the last time the Policy was updated was three years ago and that included FMLA updates, but still had sections in it that were original to the 1995 version. Trustee Kipp asked what sections should be reviewed. The superintendent advised there is a section, plus others that need review and updating, regarding the use of the district truck while on call. The section allows the use of the district vehicle while on call but not responding to a call. Trustee Kipp advised the district vehicle should be used for response calls only and not for other use while on call. Trustee Hoffman concurred. The superintendent advised he would forward the policy to the board for review prior to sending to HR counsel.

New Business

1. **Jetter** – The new superintendent reported the jetter is onsite and the price was negotiated lower to \$50,000 from \$59,500. The old jetter is being prepared for sale.
2. **Bank Release Authorizations for 2022 Audit** – The board reviewed the release authorization forms for financial information required by Brewer and Associates for the 2022 Audit. Trustee Kipp executed the forms.

Correspondence:

1. **USDA Reporting Letter**- The board reviewed the reporting requirements. No other action was 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 1745 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