

**DATE: December 19, 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:

**Attendees:**

Trustee Deryl Kipp, Trustee Russell Hoffman, Trustee Jim Stormont, Superintendent Chris Higgins, New Superintendent Nicholas DeGemmis. No members of the public present.

**1. Review and Execute Minutes of December 5, 2023:**

Trustee Hoffman made a motion to accept the minutes of the December 5, 2023, meeting as presented. Trustee Stormont seconded the motion. The vote to accept the minutes was unanimous (3-0).

**2. Review and Execute Warrant #1479:**

Trustee Stormont made a motion to approve Warrant 1479 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: None**

**5. Execute Lien Discharges: None**

**6. Execute Lien Certificates: None**

**7. Execute Notice of Impending Foreclosure: None**

**8. Sewer Entrance Application(s): None**

AC

VP

## **Old Business**

### **1. Plant Operations**

**A. Plant/Collection System Operations** – The new superintendent reported modified operations due to the storm of last Monday and processed over a million gallons during the storm, the Atlantic Avenue Extension pump was returned and installed, the influent composite sampler parts have been ordered, chemical usage was elevated due to the storm, for the plant and the crew video inspected 976 Wiscasset Road and found significant water entering the collection system.

**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. Vortex is scheduled to be back on December 20 to try to clean the outfall again.

**2. Manhole Rehabilitation** – The superintendent advised the district is waiting for Vortex to come back and finish the final two manholes.

**3. 2022 Audit Update** – The superintendent reported the audit is in hand and the audit was distributed.

**4. 2024 Meeting Dates** – Trustee Kipp asked the board if there was still interest in changing the meeting dates in 2024 to the first and third Tuesdays of the month. Trustee Stormont and Hoffman had no issue in changing the meeting dates. The superintendent reminded the Board the changing of the meeting dates would require advertisement because of the required change to the By-Laws. The superintendent advised the change to be made during the new year to allow for advertising of the meeting for the changes to the By-Laws. The Board agreed to advertise in the new year for the proposed change to the meeting date.

**B. Coastal Maine Botanical Gardens/YMCA Sewer Extension** – The superintendent advised the Board a meeting with the YMCA and CMBG should be held after the holidays to allow the two groups to discuss their sewer and water project and to determine the assistance required by the District. The Board agreed and the superintendent will reach out to the two organizations to set up a meeting.

**C. Personnel Policy Review** - The superintendent advised he received a comment for consideration Mike Hills two days after the deadline regarding time off requests. The comments were forwarded to the Board prior to the meeting. The Board approved the request with caveats and included them in the Policy. The Board reviewed their other changes to the Policy from their previous meeting. After review, Trustee Kipp made motion to forward the

Policy to HR counsel for their review and amendments. Trustee Hoffman seconded the motion. Vote was unanimous in favor (3-0).

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

### **New Business**

#### **1. 2024 Rates, Budget, Rate Calculations Document Execution.**

After review, the trustees executed the documents as approved at the December 5, 2023, Public Hearing

- 2. Debra Synder, 4 Hahn Cove Road, Abatement Request.** – The trustees reviewed the abatement request. The request was for water used due to a leaking hot water heater. After review of the submitted documentation, Trustee Hoffman made motion to approve the abatement request per the district's calculations. Trustee Stormont seconded the motion, and the vote was unanimous in favor. (3-0).

### **Correspondence:**

- 1. None**

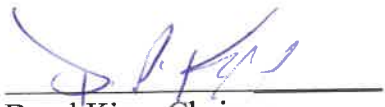
**Public Comment: None**

### **Adjourn Meeting:**

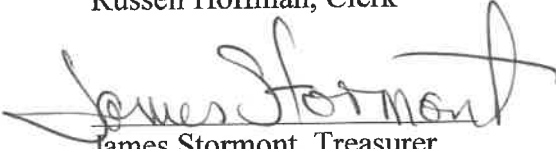
Trustee Kipp asked for a motion to adjourn. Trustee Hoffman made that motion. Trustee Kipp seconded. The vote to adjourn was unanimous. The trustees adjourned the meeting at 1735 hours.

  
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

**Boothbay Harbor Sewer District**  
**Approved Sewer Use Rate Schedule**  
**Effective January 1, 2024**

**1. Wastewater Rates**

**Charges FY 2024**

Basic Facilities Charge per REU (BFC)  $\leq 600 \text{ ft}^3$

\$108.00 per quarter

Volumetric Rates – 600 cubic feet per quarter allowance

Metered Single Family Residential over 600  $\text{ft}^3$

\$15.12/100  $\text{ft}^3$ /quarter

Metered Multi-Family – per REU over 600  $\text{ft}^3$

\$15.12/100  $\text{ft}^3$ /quarter

Unmetered Single Family Residential

\$166.50/quarter

Unmetered Multi-Family – per REU

\$166.50/quarter/REU

Seasonal Residential Rates Basic Charge per REU  $\leq 1200 \text{ ft}^3$

\$216.00 per season

Volumetric Rates – 1200 cubic feet per season allowance

Metered Single Family Residential over 1200  $\text{ft}^3$

\$15.12/100  $\text{ft}^3$ /season

Metered Multi-Family Residential over 1200  $\text{ft}^3$

\$15.12/100  $\text{ft}^3$ /season

Unmetered Single Family Residential

\$333.00/season

Unmetered Multi-Family – per REU

\$333.00/season/REU

Debt Retirement Fee per REU

\$216.00/offseason/REU

Commercial Rates Year-Round Users (BFC)

Volumetric Rates– 600 cubic feet per quarter allowance or highest annual quarterly usage multiplied by \$0.0756 (50% of the residential rate per 100  $\text{ft}^3$ ) whichever is higher.

\$108.00 per quarter

\$15.12/100  $\text{ft}^3$ /quarter

Commercial Rates Seasonal Facilities (BFC)

Volumetric Rates -  $>1200 \text{ cubic feet per season}$

\$15.12/100  $\text{ft}^3$ /season

Minimum Bill per Quarter: \$0.0756 multiplied by the previous Year's highest quarterly usage in  $\text{ft}^3$

Off Season Charges When Closed for Business:

Minimum Bill/season (spring): \$0.0756 multiplied by the previous season's usage in  $\text{ft}^3$

Ready to Serve Customers

\$54.00/quarter

**2. Miscellaneous User Fees**

Late Payment Fee (31 days or older)

\$1.00 (min) or 1.5% Per Month

Water District Water Meter Reading Fee (required all users)

As Assessed by BBRWD

Account Research

\$50.00/hr.

Returned Check Fee

\$35.00/item

Returned Unclaimed Certified Mail Fee

\$25.00/piece

Service Call (not BBHSD responsibility)

\$75.00/hr.

Septage Dumping Fee

\$0.32/ gal.

Bus Dump Fee (During Work Hours)	\$25.00
(After Hours)	\$50.00
Lien Fees	As Allowed Per Law
Water Meters (outside watering)	\$150.00
(Special order at cost plus shipping)	
Grease Trap Inspection Fee (per inspection)	\$75.00/Visit
(follow-up inspection)	\$100.00/Visit

### 3. Account, Connection, and Impact Fees

Wastewater Tap Inspection Fee	\$75.00/hr.
Wastewater Tap Follow-Up Inspection Fee	\$100.00/hr.
Wastewater Tap Fee (Customer Paid)	Actual Cost

Impact Fees Per REU – Minimum Fee based on 3 Bedrooms. Additional bedrooms over 3 per REU listed below.

Town of Boothbay	\$1,000.00 minimum, \$334.00 per Bedroom >3
Roads End	\$1,500.00 minimum, \$500.00 per Bedroom >3
Lobster Cove/Park Street East of Summit Road	
	\$2,000.00 minimum, \$667.00 per Bedroom >3
Eastern Avenue, Kenney Field Drive	
	\$2,500.00 minimum, \$834.00 per Bedroom >3
Route 96/Ocean Point Road	\$3,000.00 minimum, \$1,000.00 per Bedroom >3
Remainder of Boothbay Harbor	\$1,000.00 minimum, \$334.00 per Bedroom >3

### 4. Project Administration/Inspection Fees

Letter of Intent to Develop -	\$200.00
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#### Project Administration


Single Family Residential – 2.0 % of Construction Costs<sup>1</sup>  
Commercial Multi-Family/REU - \$100.00/REU  
Minimum Fee \$200.00


<sup>1</sup>Based upon current construction and engineering rates


12 Month Wastewater Bond – 10% of Actual Construction Cost of wastewater system

By order of the Board of Trustees:

Dated: December 5, 2023

  
Deryl Kipp, Chairman

  
James Stormont, Treasurer

  
Russell Hoffman, Clerk