

DATE: July 18, 2022

Boothbay Harbor Sewer District Board of Trustees Regular Meeting

Attendees:

Trustees Deryl Kipp, Jay Warren, Superintendent Chris Higgins, Jim Stormont

Call to Order:

Trustee Kipp, called the regular business meeting to order at 17:04 hours. All materials were sent to the Trustees prior to the meeting. All materials were available to the public upon request.

1. Review and Approve Minutes of July 5, 2022:

Trustee Stormont made motion to approve the minutes of July 5, 2022, as presented. Trustee Warren seconded. Vote to approve was unanimous (3-0).

2. Review and Execute Warrant #1448

Trustee Warren made motion to approve Warrant 1448 as presented. Trustee Stormont seconded the motion. 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

Old Business

1. Plant Operations

A. Routine Operations – The superintendent reported normal operations for the plant since the last meeting.

- 1. Riparian Rights/Seawall Project Work** – The superintendent reported the District received word from Me DOT that the District received a grant (see

attached email) in the amount of \$4,015,000 for the project. The District match will be \$355,000. The trustees were pleased with the award.

2. **MeDOT Projects** – The superintendent advised no change to the paving work on Western Ave, Oak Street, and Townsend Avenue.
3. **DMR QA 42 Audit** – Nothing to report.
4. **Plant Dedication Plaques** – The superintendent reported the order for the bronze plaques for the plant dedication has been submitted. Lead time for the plaques is 4-6 weeks.

All other operations and maintenance at the plant were routine.

B. Collection System Operations

1. The superintendent reported mostly normal pump station operations and maintenance since the last meeting.
2. **Meadow Station Pump 2** – The superintendent reported the spare pump for PS 01, 04, and 05 has arrived.
3. **DEP Collection System Inspection** – The superintendent distributed the EPA/DEP 3560 Inspection results of the collection system.
2. **Personnel** – The superintendent advised no movement on filling the position.
3. **Odor Issues** – Nothing to Report
4. **Blower Evaluation** – Waiting on Wright-Pierce to respond to Efficiency Maine.
5. **Manhole Rehabilitation Project** – Nothing to Report.
6. **Fullerton Street/Tupper Road Sewer Project** – Nothing to Report.
7. **Water/Sewer District Consolidation** – Trustee Kipp reviewed the return letter from the water district. A July 26, 2022, meeting has been scheduled at the Southport Town Hall at 5:30 p.m.
8. **The First Investment Report for June 2022** – The superintendent distributed the updated report. The market is not performing well, but the CDs are performing well and is maintaining portfolio value.

New Business

1. **Cybersecurity Plan** – The superintendent advised the trustees the cybersecurity plan is being updated. Jane Carpenter is assisting the District with this work.
2. **Meeting Date Change** – Trustee Kipp and Warren asked if the August 1 meeting date could be changed due to conflicts. The Board agreed to meet on August 8, 2022, at 5:00 p.m.

Correspondence: Attached letters to Gamage – Water District, Me DOT ARPA Award Email

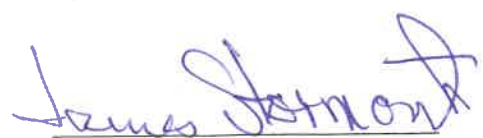
Public Comment: None

Adjourn Meeting:

Trustee Kipp asked for a motion to adjourn. Trustee Warren made that motion. Trustee Stormont seconded. Vote to adjourn was unanimous. The trustees adjourned the meeting at 1800 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
Jay D. Warren, Clerk
James Stormont, Treasurer