

**DATE: March 16, 2020**

**Boothbay Harbor Sewer District Board of Trustees Regular Meeting**

Attendees:

Deryl Kipp  
Jim Stormont  
Sam Morris  
Chris Higgins

**Regular Business Meeting to Order:**

Trustee Kipp called the regular business meeting to order at 5:03 PM.

**Review of the Minutes of February 17, 2020**

The minutes of the February 17, 2020, meeting was reviewed. It was noted, the meeting scheduled for March 2, 2020, was cancelled due to conflicts.



**Review of Warrant 1397 & 1398**

Warrant 1397 & 1398 were reviewed. After discussion, Trustee Morris made motion to execute the warrants. Trustee Stormont seconded the motion. Vote to execute the warrant was unanimous.

**Execute 60-Day Late Letters: George Cooper, Robert Correa, Cindy Domenech-Cifuentes, James Goldsmith, Thomas Jolley, Stephen Pitcher, Barbara Racy, William Reed, Charles W. Rittershaus, and William White.**

Trustee Stormont reviewed and executed the letters.

**Execute Notice and Demand for Payment: None.**


**Execute Lien Certificates: Carolin, Court Street Ventures, Murry Hill, Setz, Shields, US National Bank**

After review Trustee Stormont executed the lien certificates.

**Execute Lien Discharges: None**

**Execute Impending Foreclosure Notice(s): None**

**Sewer Entrance Applications: None**



**Old Business:**

1. Plant and Collection System Operations: The superintendent reported normal plant operations since the last meeting.
  - a. St. Andrews Village Pump Station Upgrade – The superintendent reported the VFD and new control panels are installed. Stevens Electric has one more trip to make to install the pumps and piping. AEC will be down to check the panels for operation.
  - b. Plant aeration diffuser replacement – the superintendent reported both SBR tank aeration grids have been changed out. Several other repairs were required to the vent lines and two of the hoists will need replacing. The superintendent reported approximately 20 yards of grit and rag debris was removed and provisions were being made to dispose of it at the Crossroads landfill in Norridgewock. The superintendent also reported the I-beams that hold the aeration grids were quite thin near the bottoms and required replacement. The superintendent will get pricing for the material.
  - c. Centrifuge Odor Scrubber – The superintendent reported the unit is now piped and ready for electrical. The superintendent advised he has contacted the electrician to start his work.
  - d. Giles Place Bypass Survey – The superintendent reported the survey work is completed. Once the drawings are ready, they will be forwarded to Wright-Pierce for design.
  - e. PFAS Update – the superintendent reported he received a letter from the DEP on February 25, 2020 regarding new PFAS testing requirements. Part of the requirement was to amend the analytical work plan to include annual testing. This has been done and the Plan forwarded to the DEP for approval. We have not heard back yet. In addition, the superintendent advised the District will now be required to test biosolids at least annually going forward.
  - f. Website Traffic – the superintendent advised the office manager reported a total of 228 Direct Debit and 282 Email customers on record. This represents a cost savings of \$158.95 to date. The OM reported the website 100 new visitors and 20 returning visitors since the last meeting.
2. Signal Point Odor Issues – Nothing to Report.
3. Plant Influent Hydraulic Study – Nothing to Report.
4. Route 96 Sewer Replacement Project – The superintendent advised a second letter has been sent to property owners in and around the Eastern Avenue intersection advising of the March start-up and pre-blasting survey. The superintendent reported no complaints have been received and residents have

been cooperative with the pre-blast survey. The superintendent advised work on the project has resumed.

5. Rate Review – The superintendent reported the preliminary analysis on the residential customer class resulted in higher average bills and netted slightly more revenue than was collected during 2019. Further review is needed to try and align the flat rate with current revenue. A memo report and discussion are targeted for an April meeting.
6. 2019 Audit - The superintendent advised the audit by Brewer and Associates commenced on February 24, 2020.
7. Blower Evaluation – The superintendent reported Wright-Pierce needs some more operating data on the blowers. The superintendent advised WP he would wait until the aeration upgrade is completed prior to collecting new data. The superintendent expects to start collecting data the week of March 23.
8. Relining 2 Project – The superintendent advised the cost estimate has been developed by Wright-Pierce to reline the remaining 12,000 ft +/- of asbestos cement sewer pipe and grout the service connections. The estimate is \$959,070 for the work with another 30,000+/- budget for engineering, legal, and administration/contingency. The superintendent asked the Board for a vote to proceed with the securing of funding from Rural Development. Sam Morris made motion to approve the project and proceed with securing of funding. Jim Stormont seconded the motion. Vote to proceed and authorize was unanimous.
9. 2020 Utility Truck – The superintendent advised the vehicle has been ordered from O’Conner GMC and a May delivery is anticipated.

**New Business:**

**1. February Financial Reports:**

The superintendent advised the district was in good financial condition for the time of year. No other questions were fielded after review.

**2. Certificate of Commitment – March 1, 2020 Billing**

After review, Trustee Morris made motion to commit the March 1, 2020, billing to the treasurer for collection. Trustee Kipp seconded the motion. Vote was unanimous.

**3. Maine Power Options Fuel Contract Extension –**



The superintendent reported Maine Power Options reached out to advise due to the drop in oil prices, that contract extensions were favorable. The superintendent advised he secured an additional year at lower pricing than the current contract. No other action was required.

**Correspondence:**

**1. Richard Burt Abatement Request:**

The superintendent distributed the email from Mr. Burt. Mr. Burt was supposed to attend the meeting but cancelled. No other action was taken at this time. The superintendent will arrange a meeting with Mr. Burt in the near future.

**2. William Brewer Audit Letter:**

The trustees reviewed the Brewer engagement letter for the 2019 audit. No other action was taken.

**Public Comment:**

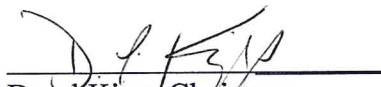
None

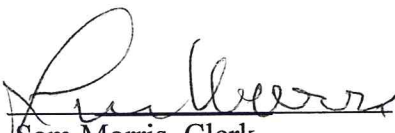
**Adjourn Meeting:**

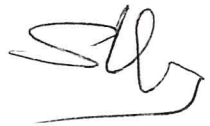
Trustee Stormont made a motion to adjourn. Trustee Morris seconded the motion. Vote unanimous. The trustees adjourned the regular meeting at 1753 hours.

  
Deryl Kipp, Chairman

We, the undersigned, do hereby waive notice of the above meeting and do agree to the business transacted.

  
Deryl Kipp, Chairman

  
Sam Morris, Clerk







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

James Stormont, Treasurer