

**DATE: January 6, 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 5:01 PM.

**Election of Officers for 2020**

Upon a motion by Trustee Stormont to keep the existing trustees in their respective offices for 2020, Trustee Morris seconded that motion. Vote to keep the trustees in their existing offices for 2020 was unanimous.

**Review of the Minutes of December 16, 2019**

The minutes of the December 16, 2019, meeting was reviewed. After review, Trustee Morris made motion to accept the minutes as presented. Trustee Stormont seconded the motion. Vote was unanimous.

**Review of Warrants 1393 (final 2019) and 1394**

Warrants 1393 and 1394 were reviewed. After discussion, Trustee Morris made motion to execute the warrant. Trustee Stormont seconded the motion. Vote to execute the warrant was unanimous.

**Execute 60-Day Late Letters: Allen, Mark E. & Garry L. Stewart, BRT Properties, LLC-Greenleaf Inn, Carolin, Dennis A. & Tracy Y., Correa, Robert, Court Street Ventures Inc., Cox, Robin M., Curtis House, Elizarkov, Andrei (42 Lakeview Apt) (48 Lakeview), Field III, John E., Gray, Ari S. & Suzanne, Khalsa, Guru Sangat Singh, Lincoln Health (Clinic), Lloyd, Sara A., Mitchell, Nathan M., Murray Hill Properties LLC, Nichols, Jeffrey W., Prom King Productions (Renter), Roberts, Michael A. & Caroline G., Ronan, Sean, Sarah's Scoops, Setz, Patrick & Marla Setz, Life Tenant, Shields, Suzanne Leeman, Stone Jr., John F., Tibbetts, David C & Deanne S (24Todd) (18 Todd Ave), U.S. Bank National Association Trust, Vincent, Valerie Ann Snow, Vincent, Valerie Ann Snow – Palabra Shops, Wasserman, Harvey P. & Kimberly Collins**



After review, Trustee Stormont executed the letters.

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

**Execute Lien Certificates: None**

**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 we are waiting on MidCoast Machine to drill and tap the explosion proof boxes,
  - b. All operations are routine – Nothing to report,
  - c. Personnel – The superintendent reported cross training between the plant operator and the collection system technician has started. The superintendent advised both will be starting the JETCC Wastewater Operator's School held in Portland. They school will meet every other Thursday for six months.
2. Signal Point Odor Issues – The superintendent advised Steve McLaughlin was onsite to inspect the new odor unit.
3. Plant Influent Hydraulic Study – Nothing to Report.
4. Website – The Office Manager reports the email customers stand at 276 and direct debit customers stand at 216 for a year-to-date savings of \$58.85 in postage.
5. Route 96 Sewer Replacement Project – The superintendent advised the Trustees the first pay requisition was part of the warrant. The superintendent advised that T.Buck was done for the winter and plans to resume work in March depending on weather. The job should be complete by the end of May.
6. Rate Review – Nothing to Report.

**New Business:**

1. **Certificate of Commitment January 1, 2020 Billing:**

Trustee Morris made motion to commit the rates of the January 1, 2020, billing to the treasurer for collection. Trustee Kipp seconded the motion. Vote was unanimous.

**2. 2019 Year End Financial Reports:**

The superintendent distributed the 2019 Year-End financial reports and balance sheet. The superintendent advised the reports were under review by the District's accountant and anticipated some journal entries would be made along with final depreciation values determined. Once completed, the district will make the adjusting entries and advise Brewer and Associates to begin their audit. The checking account balance was reviewed. After review, the trustees advised to pay 100K on the principal of the Meadow/Commercial Street USDA loan and an additional 50K would be placed in the equipment reserve account.

**3. 2019 Audit:**

The superintendent advised the books are getting ready for year end journal entries by the district accountant. Information is being gathered and compiled for the 2019 audit. Once ready, Brewer and Associates will be notified to commence their work on the audit.

**4. Influent Pumps:**

The superintendent distributed the cost estimates from Wescor Associates to rebuild and or replace the influent pumps. Cost to rebuild the wet ends of the three pumps was approximately 26K. Cost to replace the pumps was 98K. Due to the age of the pumps, 25 years old, and the difficulty in getting parts for the pumps, the Trustees decided to replace the pumps and advised the superintendent to start the procurement. The funds will come from the Equipment Replacement Reserve.

**5. Blower Evaluation:**

As directed at the December 16, 2019, meeting, the superintendent advised the Blower Evaluation kickoff meeting will be January 14. The superintendent advised Wright-Pierce and Efficiency Maine will be in attendance to discuss what will be required going forward.

**6. Relining Project 2:**

The superintendent advised; he has contacted Wright-Pierce to start work on developing a scope of work required to reline the remainder of the AC pipe in the District's collection system. The superintendent reminded the Board, the





PER and ER reports have been completed as part of the Route 96 Project. Once the scope of work and project estimate has been developed, the superintendent will move forward in procuring funding for the project.

**7. Giles Street Interceptor Bypass:**

The superintendent reported he has advised Wright-Pierce to blow off the dust of the bypass project and start a formal design and cost estimate. The superintendent has forwarded the as-built drawings for the sewer and the last water project that was done in this area.

**Correspondence:**

**1. Martha Redfield – 140 Atlantic Avenue**

The Trustees reviewed the thank you email. No action was taken by the Trustees.



**Public Comment:**

None

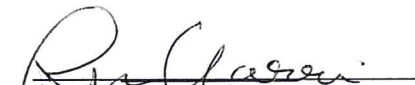
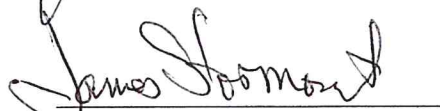


**Adjourn Meeting:**

Trustee Stormont made a motion to adjourn. Trustee Morris seconded the motion. Vote unanimous. The trustees adjourned the regular meeting at 1745 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  
James Stormont, Treasurer