

**DATE: January 15, 2018**

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

Attendees:

Deryl Kipp  
Jim Stormont  
Sam Morris  
Chris Higgins

**Regular Business Meeting to Order:**

Trustee Stormont called the regular business meeting to order at 5:04 PM.

**Review of the Minutes of January 2, 2018**

The minutes of the January 2, 2018, meeting was reviewed. After review, Trustee Kipp made motion to accept the minutes as presented. Trustee Morris seconded the motion. Vote was unanimous.

**Review of Warrant 1346**

Warrant 1346 was reviewed. After discussion, Trustee Stormont made motion to execute the warrant. Trustee Kipp seconded the motion. Vote to execute the warrant was unanimous.

**Execute 60-Day Late Letters: None**

**Execute Notice and Demand for Payment: Stover, Bistro LLC, Colette & Michael, Field, Hennessy, JSE LLC, Sangat, Lloyd, Murray Hill Properties, Sarah's Scoops, and Vincent**

After review, Trustee Stormont executed the demand notices.

**Execute Lien Certificates: Engert, Spencer, and Paquette**

After review, Trustee Stormont executed the certificates.

**Execute Lien Discharges: None.**

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



**Old Business:**

1. Union Street Pump Station Project – The superintendent reported the station start-up occurred January 8. The start-up was long as there were programming and electrical issues to sort out. That was completed and the station went live at 6:30 p.m. Sargent will be cleaning up the site in the next week and take a break until spring when they will return to finish the site work, raise manhole frames to grade, then apply the final paving overlay within the Project work zone. The station produced 590/600 gallons per minute per pump and 900 gallons per minute for both.
2. Plant and Collection System Operations: The superintendent reported normal plant operations since the last meeting. The freezing issues with SBR 2 decanter have abated for now. The new band heaters have arrived and will be installed. The CSO returned to work on January 8, but was not physically ready to return. An extension was granted and the CSO is expected to return to work on January 17. The superintendent reported the 1/13 storm posed some issues for the plant. Significant flow from the rain (1.13 in.) and associated snowmelt caused the influent flow to increase from 0.170 MGD to 1.01 MGD in a day. Some minor yard flooding occurred during high tide.

The superintendent reported the collection system crew continues to maintain the screens at St. Andrews Village. The superintendent reported another pump station plug occurred on 1/14/18. The superintendent reported O&M manual revisions are underway.

3. Signal Point Odor Issues – The superintendent reported Bowker has been in touch with some questions, so the evaluation is underway.
4. Plant Influent Hydraulic Study – Ongoing.
5. Website – The Office Manager reports DD Customers @ 166, Email Billing @ 224, Savings \$41.16 YTD, 57 New and 19 Returning visitors to the website since last meeting..
6. Golf Course Phase 2 – The superintendent reported no communication with PGC, LLC since the entry fee letter was sent.
7. Roundabout Project Update: Nothing new to report.
8. Fairpoint/Crooker Damage Claim – The superintendent reported no news on the Crooker appeal.

*[Handwritten signatures and initials in blue ink, including "Jai", "BKE", and "JCS"]*

**New Business:**

1. Annual Town Report: The superintendent reported the annual District report for publication in the Town report is completed and has been forwarded to the Town Clerk.
2. The superintendent reported the annual Management Discussion and Analysis has started. The superintendent reports he is waiting for the final adjusting entries from the Accountant before he can finalize the report for inclusion in the 2017 Audit.
3. The superintendent reported the office Manager has completed her data gathering for the 2017 audit. The District is waiting for the final adjusting entries from the accountant. Once received, the District can make those entries, notify the auditors, and advise they can begin their work. We expect that to occur within the next couple of weeks.
4. Trustee Kipp asked if the February 5, 2018 meeting could be changed to a later date. The superintendent offered to just cancel the meeting and plan on just one meeting on February 19. All agreed.

**Correspondence:**


1. The superintendent reported the following year-end reports have been completed and forwarded to the appropriate agencies. The reports are Annual Digsafe Activity Report to MPUC, the annual indebtedness report to MMBB, the annual Biosolids Utilization Report to MeDEP, US EPA, and Casella Organics, and the annual Cumulative Mercury Report to MeDEP.

**Public Comment:**

None

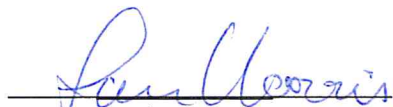
**Motion to Adjourn the Regular Meeting:**

Trustee Kipp made motion to adjourn the regular meeting. Trustee Morris seconded the motion. Vote was unanimous. Meeting adjourned at 5:34 p.m.

  
Deryl Kipp, Chairman

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

  
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Deryl Kipp, Chairman

  
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Sam Morris, Clerk

  
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James Stormont, Treasurer