

**DATE: January 20, 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 5:00 PM.

**Review of the Minutes of January 6, 2020**

The minutes of the January 6, 2020, 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 Warrant 1395**

Warrant 1395 was 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: None**

**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 still 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 the Plant Operator received his Grade 2 Collection System Certification. The Plant Operator is scheduled to take the Class 1 Biological exam on January 28<sup>th</sup>.
  - d. Plant aeration diffuser replacement – The superintendent reported the diffusers in both tanks along with the air supply columns in SBR 1 will be replaced in the coming months. Each SBR will have to be dewatered to perform the work. The District will have assistance from Weston and Sampson Contractors.
  - e. Giles Place Bypass Survey – The superintendent reported Boothbay Region Land Surveyors will be performing the survey from Howard Street to the Plant and from Giles Place/Sea Street intersection top manhole 2-53. The plan and profile will be developed by Wright-Pierce in anticipation of the design work for the emergency bypass for the Mill Cove interceptor. Once the design work is completed an estimate will be developed.
2. Signal Point Odor Issues – Nothing to Report.
  3. Plant Influent Hydraulic Study – Nothing to Report.
  4. Website – The Office Manager reports the email customers stand at 280, an increase of 4 since the last meeting, and direct debit customers stand at 223, an increase of 7 since the last meeting, for a year-to-date savings of \$62.15 in postage. The website had 81 new users and 10 returning users hit the website.
  5. Route 96 Sewer Replacement Project – The superintendent reported the first pay request was executed and payment made. The superintendent advised letters will be going to the area residents in and around the Route 96 and Eastern Avenue intersection. The letter will give the residents a project update and advise that the pre-blast survey will be commencing in February or early March. Once the survey is completed, T.Buck can blast the trench. This work will begin in late March. 
  6. Rate Review – Nothing to Report. 

**New Business:**

**1. 2019 Audit:**

The superintendent advised Henry Hurford, CPA, has started his review of the books and is getting the year end journal entries and depreciation schedules ready for final closing. Once completed, Brewer and Associates will be



notified to commence their work on the 2019 audit. The superintendent advised he is working on the Management Discussion and Analysis of the 2019 financial reports. Once the analysis is completed, a report will be draft for inclusion in the 2019 audit.

**4. Influent Pumps:**

The superintendent the pumps were ordered, and a lead time of 12 to 14 weeks is anticipated.

**5. Blower Evaluation:**

The superintendent advised the Blower Evaluation kickoff meeting was held on January 14. The superintendent advised Wright-Pierce and Efficiency Maine were in attendance. The meeting was very productive, and Wright-Pierce has a better sense of what is expect to meet Efficiency Maine's incentive criteria. Wright-Pierce will begin their technical evaluation in the coming weeks.

**6. Relining Project 2:**

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

**Correspondence:**

1. None

**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 1711 hours.


  
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