

**DATE: February 3, 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 January 20, 2020**

The minutes of the January 20, 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 1396**

Warrant 1396 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: Brewer, Marc A. Carbone, Lisa J. Engert, Bruce, Equity Trust Co.-John Gray IRA, Footbridge Condominiums, Glass, Graves, Johnson, Kazakos, Kristoff, Latter, Nightingale, Paquette, Pingree, Pitcher, Poulis, and Townsend.**

Trustee Stormont reviewed and executed the letters.

**Execute Notice and Demand for Payment: BRT Properties, LLC-Greenleaf Inn, Carolin, Court Street Ventures Inc, Cox, Gray, Lloyd, Murray Hill Properties LLC, Nichols, Roberts, Sarah's Scoops, Setz, Shields, U.S. Bank National Association, and Vincent**

Trustee Stormont reviewed and executed the Notices of Demand.

**Execute Lien Certificates: Glass, Kazakos, and Paquette**

Trustee Stormont reviewed and 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 Stevens Electric was onsite and removed the old panels and supplied temporary power and installed the new panels. Stevens will be back to install the mechanical portion at some point in the near future,
  - b. All operations are routine – Nothing to report,
  - c. Personnel – The superintendent reported the Plant Operator received his Grade 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, and direct debit customers stand at 223, for a year-to-date savings of \$96.25 in postage. The website had 149 new users and 14 returning users hit the website.
5. Route 96 Sewer Replacement Project – Nothing to report

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JLH

SK

6. Rate Review – The superintendent advised work is ongoing on the analysis of both classes of the commercial customers. A draft report should be ready by the second meeting in March.
7. 2019 Audit - The superintendent advised Henry Hurford, CPA, has completed his review of the books and forwarded the year-end journal entries and depreciation schedules. Brewer and Associates has been notified to commence their work on the 2019 audit. The superintendent advised he has completed work on the Management Discussion and Analysis of the 2019 financial reports. The report will be included in the 2019 audit.

**New Business:**

**1. Certificate of Commitment – February 1, 2020 Billing:**

The Certificate was reviewed. After review, Trustee Morris made motion to commit the February 1, 2020, bills to the treasurer for collection. Trustee Stormont seconded the motion. Vote to commit was unanimous.

**2. January 2020, Financial Reports:**

The superintendent advised the trustees only a Balance Sheet was supplied this month as January did not have much expense activity. The Balance Sheet was reviewed. The superintendent reminded the trustees a \$100,000 payment will be made on loan 92-13 with Rural Development. The payment will be made on the principal of the Meadow/Commercial Street Pump Station Upgrade loan.

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PB  
JLH

**3. Utility Truck Proposals:**

The superintendent advised he has received proposals from Bodwell (\$41,596), Hight (\$40,673), Newcastle (\$39,596) and O'Conner (\$35,146). Proposals were not received from Lee and Hight GMC. The superintendent advised O'Conner delivery date was at least 24 weeks out. The other three were 12 weeks from the date of order. The proposals were for cab and chassis, installed plow/headgear, and undercoating. The utility body will be installed by a different vendor. The trustees advised to take Newcastle due to the short delivery time. O'Conner could not do better than 24 weeks. The superintendent advised the Water District is still waiting for their vehicle they ordered last May from O'Conner. They still do not have a delivery date.

**4. March 4, 2020 Meeting:**

Trustee Kipp advised he had a conflict with the March 4 meeting. After discussion, it was decided to cancel the meeting and cover the material during the March 16 meeting.

AK



**Correspondence:**

**1. MMBB 2019 Financial Report:**

The superintendent advised the 2019 Financial Reports for the Maine Municipal Bond Bank have been completed and submitted.

**2. MPUC Annual Dig Safe Report:**

The superintendent advised the annual report has been submitted. District personnel responded to 127 mark-out requests in 2019.

**Public Comment:**

None

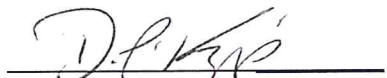
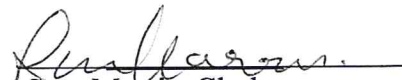

**Adjourn Meeting:**

Trustee Stormont made a motion to adjourn. Trustee Morris seconded the motion. Vote unanimous. The trustees adjourned the regular meeting at 1731 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