

**DATE: February 17, 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 February 3, 2020**

The minutes of the February 3, 2020, meeting was reviewed. It was noted, under New Business, #4, the meeting date was listed as March 4, 2020. The date should read March 2, 2020. The correction was noted. After review, Trustee Morris made motion to accept the minutes as amended. Trustee Stormont seconded the motion. Vote was unanimous. The meeting scheduled for March 2, 2020, is cancelled due to conflicts.

**Review of Warrant 1397**

Warrant 1397 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: 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: 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 – Nothing to report,
  - b. All operations are routine – Nothing to report,
  - c. Personnel – The superintendent reported personnel are attending JETCC training.
  - d. Plant aeration diffuser replacement – Nothing to report.
  - e. Giles Place Bypass Survey – The superintendent reported Boothbay Region Land Surveyors performed the survey from Howard Street to the Plant and from Giles Place/Sea Street intersection top manhole 2-53. The remaining task is to measure the inverts.
2. Signal Point Odor Issues – Nothing to Report.
3. Plant Influent Hydraulic Study – Nothing to Report.
4. Website – Nothing to Report.
5. Route 96 Sewer Replacement Project – The superintendent advised letters have been sent to property owners in and around the Eastern Avenue intersection advising of the March start-up and pre-blasting survey.
6. Rate Review – Nothing to Report.
7. 2019 Audit - The superintendent advised he has not heard from Brewer and Associates. The superintendent advised he will follow up with them.

JCS  
SPL  
BK

**New Business:**

**1. Utility Truck Proposals:**

The superintendent advised he and David Pratt inspected the proposals from Bodwell (\$41,596), Hight (\$40,673), Newcastle (old \$36,526 and amended \$39,596) and O'Conner (\$35,696). The superintendent advised he had spoken with O'Conner regarding the delivery date. Jeremy Turner advised the delivery had been shortened to 12 to 16 weeks if the order was placed by March 5 and accepted by GM. The other three were 12 weeks from the date of order. The Newcastle proposal was found to be for a different truck than what was specified. Newcastle amended their proposal to meet the specification. That new price was \$39,596.

After discussion Trustee Kipp advised the District should take the O'Conner proposal if the order is accepted and delivery of 12-16 weeks can be met. If

the O'Conner proposal cannot be met, the District should take the Newcastle proposal. All agreed. The superintendent will follow up with O'Conner.

**Correspondence:**

**1. Mike Jenkins – USDA RD Loan 92-13 letter:**

The superintendent advised the extra loan principal payment of \$100,000 was included with the warrant. The cover letter for the payment was attached.

**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 1713 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