

DATE: February 18, 2019

Boothbay Harbor Sewer District Board of Trustees Regular Meeting

Deryl Kipp – Via Teleconference
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 February 4, 2019 Business Meeting

The minutes of the February 4, 2019, business 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 1372

Warrant 1372 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.

Trustee Stormont reviewed and executed the letters.

JCS
3/6/19

Execute Notice and Demand for Payment: None.

Execute Lien Certificates: Farrin, Lyons, Nichols, Mullis, Shields

After review, Trustee Stormont executed the lien certificates.

SOA
3/6/19

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. Plant Locks – Mid-Coast Lock was onsite today to change out some the inside tumblers with the new key sets. Several more need to be done and will be done later.,
 - c. Massachusetts Road Pump Station Panel Upgrade – The superintendent has updated Steven's Electric as to conduit installation.
 - d. The superintendent advised the valves and actuators on the influent, effluent, and aeration lines are being replaced during the week of March 4 and will be done at night to allow for easier bypassing of the systems.
 - e. The superintendent advised the centrifuge will be rebuilt during the week of March 4.
 - f. The retrofit of the plant lighting is completed and the application for reimbursement sent to Efficiency Maine.
 - g. The new polymer system is now operational. The new system should reduce polymer consumption by 20%.
2. Signal Point Odor Issues – Plant Odor Systems – The superintendent reported no change in status.
3. Plant Influent Hydraulic Study – Nothing to Report. JCS
4. Website – The Office Manager reports the Facebook page has had 346 visits since the last meeting and the website has had 39 new visitors for the same period. In addition, email customers stand at 248 and direct debit customers stand at 210 for a year-to-date savings of \$69.30 in postage. SCM
5. Charter Review – The superintendent reported the amendment is still in the Revisor's Office.
6. Water District Meter Reading Fee - The superintendent reported he has still not received a draft agreement for review yet.
7. Utility Truck – The body is supposed to be placed on the chassis this week.
8. Route 96 Project – The superintendent reported no change in status.
9. Rate Review – The superintendent reported he has not heard back from Wright-Pierce. The superintendent did report he spoke with Fred Brewer,

Brewer and Associates, regarding the development of a fixed rate billing schedule. Further discussion is warranted.

10. The Superintendent reminded the Trustees the next meeting will be Wednesday, March 6, 2019 at 5:00 p.m.

New Business:

1. 2018 Audit:

The superintendent reported the 2018 Audit has commenced. Brewer and Associates has the 2018 accounting documentation.

2. 2018 Audit Management Discussion and Analysis:

The superintendent issued the 2018 MD & A. The superintendent advised the trustees the document will be included in the 2018 Audit Report. The MD & A was reviewed.

Correspondence:

None.

Public Comment:

None


Adjourn Meeting:

Trustee Kipp asked for a motion to adjourn. Trustee Stormont made that motion. Trustee Morris seconded the motion. Vote unanimous. The Trustees adjourned the regular meeting at 1716 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