

**DATE: March 6, 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 5:09 PM.

**Review of the Minutes of February 18, 2019 Business Meeting**

The minutes of the February 18, 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 1373**

Warrant 1373 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: BGN Holdings, Bouffard, Boyd, McMahon, Carroll, Cusomano, Domenech, Elizarkov, Farrin, Greenleaf, Keagan, Nichols, Norton, O.Connell, Robson, , Mullis, Setz, Shields, Stover, Thistle Inn.**

Trustee Stormont reviewed and executed the letters.

**Execute Notice and Demand for Payment: Engert, Flannagan, Gentry, Glass, Kazakos, Page, Pitcher, Reed, Shane, and Stevenson.**

Trustee Stormont reviewed and executed the demand letters.

**Execute Lien Certificates: None**

**Execute Lien Discharges: Carbone, Lyons, Shields**

After review, Trustee Stormont executed the lien discharges.

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

VOS  
SAW

**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. Massachusetts Road Pump Station Panel Upgrade – Nothing to report.
  - c. The superintendent advised the valves and actuators on the influent, effluent, and aeration lines are being replaced now and the project is going well.
  - d. The superintendent advised the centrifuge rebuild is under way and should be completed by week's end.
2. Signal Point Odor Issues – Plant Odor Systems – The superintendent reported no change in status.
3. Plant Influent Hydraulic Study – Nothing to Report.
4. Website – The Office Manager reports the Facebook page has had 127 visits since the last meeting and the website has had 57 new visitors for the same period. In addition, email customers stand at 251 and direct debit customers stand at 215 for a year-to-date savings of \$100.10 in postage.
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 – Nothing to Report.
10. 2018 Audit - The superintendent reported the 2018 Audit ongoing.
11. The Superintendent reminded the Trustees the next meeting will be Monday, March 18, 2019 at 5:00 p.m and that the superintendent will be out of state from March 9 to March 17.

YES  
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**New Business:**

**1. February Financial Reports:**

The superintendent distributed the February year-to-date financial reports. The reports were reviewed, and no action taken.

**2. Lafayette Group Sewer Lines:**

The superintendent advised the trustees of the sea water intrusion issue at the Footbridge pump station. The superintendent noted the intrusion was coming from the Mystic Mermaid sewer line. District personnel contacted Lafayette group to advise. The line was capped and will not be reconnected until repaired.

**3. Footbridge Brewery:**

The superintendent distributed a floor plan of the new brewery. The brewery is expected to make 200 gallons per week. No food is expected to be served.

**Correspondence:**

**1. Bonnie Stover – Lafayette Group Email:**

The Board reviewed the email regarding the sewer line issue for Mystic Mermaid.

**2. William Brewer and Associates - 2018 Audit Letter:**

The Board reviewed the letter.

**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 1756 hours.

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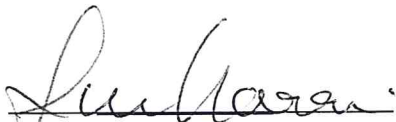

Deryl Kipp, Chairman

A handwritten signature in black ink, appearing to read 'VCS' or similar, with a large flourish underneath.

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

  
Sam Morris, Clerk  
James Stormont, Treasurer