

**DATE: April 15, 2019**

**Boothbay Harbor Sewer District Board of Trustees Regular Meeting**

Deryl Kipp  
Jim Stormont  
Sam Morris  
Chris Higgins

Dan Bryer, Jr.  
Ron Campbell  
Richard Hallinan

**Regular Business Meeting to Order:**

Trustee Kipp called the regular business meeting to order at 5:03 PM.

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

The minutes of the March 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. It was noted the April 1, 2019, meeting was cancelled. The next meeting date will be May 6, 2019.

**Review of Warrants 1375 and 1376**

Warrants 1375 and 1376 were 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: Boothbay Harbor Region Chamber, Court Street Ventures Inc., Robin M. Cox, John E. Field, III, JSE, LLC, Kankas, LLC, Guru Sangat Singh Khalsa, Murray Hill Properties, LLC, Sean Ronan, Valerie Ann Snow Vincent, Palabra Shops**

Trustee Stormont executed the letters.

**Execute Notice and Demand for Payment: BGN Holdings, LLC, Katherine Boyd, John J. Carroll, Jr., Andrei Elizarkov, Stephanie Farrin, Albert L. Greenleaf, Suzanne Leeman Shields**

Trustee Stormont reviewed and executed the demand letters.

**Execute Lien Certificates: Engert, Spencer, Kazakos, and Stevenson**

Trustee Stormont reviewed and executed the lien certificates.

**Execute Lien Discharges: None**

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

**Sewer Entrance Applications: None**

**Richard Hallinan – Atlantic Avenue Extension – Hardship – Unit Reduction Request:**

Richard Hallinan asked the Trustees for consideration of his father on Atlantic Avenue. Currently the District charges sewer fees for two units at the property (main House and a garage apartment). Hallinan advised his mother passed away leaving just his father and his brother at the property. The superintendent advised the property uses less than 900 cubic feet per quarter, the minimum allowance for one unit. Trustee Kipp and Stormont advised Hallinan the District needed to be consistent with policy in order to treat all customers fairly and uniformly. Trustee Kipp further explained the definition of a unit for the basis of billing. By definition, the unit must include kitchen and bath facilities. Therefore, if the stove is removed, the unit, by definition, does not have full kitchen facilities. Trustee Kipp asked Hallinan if the stove could be removed from the apartment, thereby removing the second unit. Hallinan advised he would talk to his father and brother and get back to the District. Hallinan thanked the Board for their consideration. No other action was taken. 2 billing units will remain at the property until notified otherwise.

**Dan Bryer, Jr. and Ron Campbell – Affordable Housing Project:**

Dan Bryer, Jr. and Ron Campbell addressed the Board regarding a potential affordable housing project located on Middle Road in Boothbay Harbor. Bryer and Campbell were seeking support from the Sewer District for the project. Bryer discussed the property location, potential number of units (45-50), development financing, expected unit pricing, and proposed sewer facilities. The superintendent distributed an aerial photo showing the approximate location of the development property and a potential route for sewer. The superintendent advised he met onsite with Bryer, Campbell, and Jodie Lewis and walked the site and potential sewer route. The superintendent indicated two types of sewer systems were discussed, traditional gravity and a pressure system. The traditional gravity system would be more expensive than the pressure system. The pressure system force main route was walked and appeared to be very viable. Bryer indicated the Project is in its infancy and as the project progressed more detailed information would become available. After discussion, Trustee Morris advised he was in favor of the concept as the project is sorely needed in the area. The other trustees agreed. Trustee Stormont asked Bryer what he would like from the District at this point. Bryer indicated he would like the support of the District and as the Project moved forward more details would be discussed. Based on this, Trustee Morris made motion to support the project concept at this point. Trustee Stormont seconded the motion. Vote to support the project was unanimous.



**Old Business:**

1. Plant and Collection System Operations: The superintendent reported normal plant operations since the last meeting. The superintendent reported the new employees have been taking training classes.
  - a. St. Andrews Village Pump Station Upgrade – The superintendent reported the pumps are onsite, the panels are being bugged and should be ready next week, and CMPCo must upgrade the pole for three-phase installation. The superintendent reported he spoke with Paul Duperre of CMP. Duperre advised CMPCo would not be able to set the new pole for at least two months. The superintendent notified Pat Parson, St. Andrews, and Tim Stevens, Stevens Electric, of the new delay.
  - b. Massachusetts Road Pump Station Panel Upgrade – The superintendent reported the new conduit run was installed by District personnel on April 12. Stevens Electric was notified. The District is awaiting scheduling by Stevens Electric.
  - c. The superintendent advised the PLC for the SBR control has been reprogrammed to allow for D.O. control. This replaces the toggle timer aeration strategy and should provide better D.O. control and use less horsepower netting a reduction in electrical cost.
  - d. The superintendent advised the actuator on #2 SBR decanter has failed in the open position. New actuators have been ordered from Eastern Automation in Westbrook. The new actuators should be onsite next week. The cost of the actuators is approximately \$2,600.00. District personnel will perform the install.
  - e. PFAS Update – The superintendent advised the District's Analytical Work Plan has been revised and submitted to DEP for review. The DEP responded with comments. The superintendent revised the document and resubmitted to DEP. No comment has been received yet. The superintendent reported the sample bottles arrived for sampling of the biosolids, influent, and water district discharge. Sampling is anticipated for this coming week.
2. Signal Point Odor Issues – Plant Odor Systems – The superintendent reported no change in status.
3. Plant Influent Hydraulic Study – Nothing to Report.

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4. Website – The Office Manager reports the Facebook page has had 248 reaches since the last meeting and the website has had 113 new and 20 returning visitors for the same period. In addition, email customers increased by 6 and now stand at 257 and direct debit customers increased by 3 and stand at 218 for a year-to-date savings of \$180.40 in postage.
5. Charter Review – The superintendent reported the amendment was released from Revisor's Office. Representative Stover forwarded the Revisor's copy to the District for review. The superintendent reported after review, the Revisor's copy of the bill was substantially different from what was submitted by the District. The Revisor's office left out significant portions of several sections of the amended version of the Charter that was sent to Augusta. Attorney Katsiaficas reviewed the document as well and recommended the document be submitted again. The superintendent contact Representative Stover and advised of the issue. Representative Stover will resubmit the bill to the Revisor's Office for further review. The superintendent reported he was to meet with the Boothbay Board of Selectmen on April 24 and the Boothbay Harbor Board of Selectmen on April 29 to ask for a letter of support for the Charter revisions for submission to the Legislature as part of testimony for the Bill.
6. Water District Meter Reading Fee - The superintendent reported he has still not received a draft agreement for review yet.
7. Utility Truck – The superintendent reported the new utility truck is here. The truck will be taken to JC Marsh for signage next week.
8. Route 96 Project – The superintendent reported the draft Preliminary Engineering Report is under review. RD has asked for more information regarding the listing of assets and their associated expenses. The superintendent is working on the review and will submit to RD. Me DOT has yet to submit their final review. Me DOT has asked the line to be relocated within the project area, which the District is resisting.
9. Rate Review – Nothing to Report.
10. 2018 Audit - The superintendent reported the 2018 Audit is still ongoing.
11. Lafayette Group Sewer Lines - The superintendent advised all the Lafayette Group sewer lines under the Gulf Dock have been repaired.

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Pete



**New Business:**

**1. Certificate of Commitment:**

The Certificate was reviewed by the Board. After review, Trustee Morris made motion to commit the rates for the April 1, 2019, billing to the treasure for collection. Trustee Kipp seconded the motion. Vote was unanimous.

**2. State of Maine Unclaimed Property:**

The superintendent distributed the documents to be executed by the treasurer for the collection of the unclaimed property. Trustee Stormont reviewed the document and executed. The superintendent will submit to the Treasure of State to start the collection process.

**3. Route 96 Project Warrant Questions:**

The superintendent advised the warrants have been advertised in the Boothbay Register and posted by the constables for Boothbay and Boothbay Harbor.

**4. Quarter 1 Financial Statements:**

The superintendent distributed the 1<sup>st</sup> Quarter financial reports. The superintendent reported the District is in a sound financial position for this time of the year. The superintendent reported revenues are 8% ahead of budget projection and expense are 58,765 over budget. The overages are due to fully funding the reserve accounts and paying for the new truck and actuators/valves. The valve/actuator and truck expenditures will come from reserve accounts. The expense budget less the reserve items is 27,094 below budgeted amounts. The trustees were pleased with the District's position.

**Correspondence:**

**1. Letter of Support Town of Boothbay Harbor and Town of Boothbay:**

The superintendent advised letters of support were forwarded to both Town's Board of Selectmen. The letters asked the towns to support the proposed Charter amendments. The superintendent advised he would be meeting with each Board at their next meeting 9BBH 4/28, BB 4/24).

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**2. Casella Organics PFAS Letter:**

The superintendent distributed the letter. The letter was sent previously to the Board. The superintendent advised a follow-up letter was forth coming.

**3. Coastal Maine Botanical Gardens Violations Article:**

The superintendent forwarded an article from the CentralMaine.com website. The article was regarding the \$18,000 plus environmental fines from the DEP for the expansion project.

**4. Note from Suzanne Jones (customer):**

The superintendent forwarded a note from Suzanne Jones, a Lakeview Road customer, advising district personnel to keep up the great work.

**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 1643 hours.

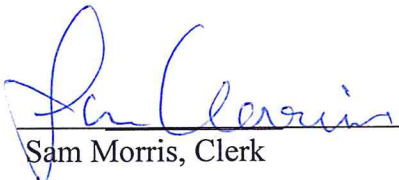


Deryl Kipp, Chairman

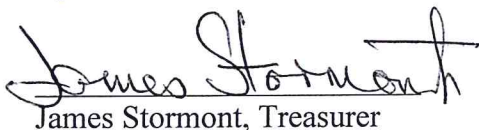
We, the undersigned, do hereby waive notice of the above meeting and do agree to the business transacted.



Deryl Kipp, Chairman



Sam Morris, Clerk



James Stormont, Treasurer