

**DATE: May 4, 2020**

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

Attendees via Zoom:

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. Due to the Covid-19 pandemic, the meeting was held via Zoom. All materials were sent to the Trustees prior to the meeting. All materials were available to the public upon request.

**Review of the Minutes of April 20, 2020**

The minutes of the April 20, 2020, meeting was reviewed. Trustee Morris made motion to accept the minutes as presented. Trustee Stormont seconded the motion. Vote to accept was unanimous.



**Review of Warrant 1401**

Warrant 1401 was reviewed. Trustee Morris inquired about the McCann Fabrication invoice. The superintendent advised this invoice was for the aeration columns and support brackets. 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: Carmody, Engert, Glass, Kazakos, Mitchell, Myshrrall, Nightingale, Paquette, Pingree, Poulis, and Townsend.**

Trustee Stormont reviewed and executed the letters.

**Execute Notice and Demand for Payment: Bouffard, Court Street Ventures Inc, Keegan, Nichols, Ronan, Shields, Spurgin, Taber, U.S. Bank National Association, Trust, USDA - (Spear), and Vincent (2)**

Trustee Stormont reviewed and executed the letters.

**Execute Lien Certificates: None.**

**Execute Lien Discharges: Setz.**

Trustee Stormont reviewed and executed the lien discharge.

**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. The superintendent advised 26 manholes are in process on being repaired on the eastside by North American Infrared. The work is expected to be completed in two days.
  - a. PAA Trial – The superintendent reported mixed results to date. Another drum was ordered to zero in on an adequate dose to get compliant kill. Once that data is acquired, a representative cost estimate will be developed.
  - b. St. Andrews Village Pump Station Upgrade – The superintendent reported AEC was onsite April 22, to check the panels for operation. The panels are ready for pumps. Stevens Electric was notified, and the District is waiting on them to schedule. Tim Stevens reports his crew is anxious about working in the well due to the Covid-19 pandemic.
  - c. SBR – The superintendent advised the material removed from the SBR's was taken to Crossroads Landfill in Norridgewock. 9.5 tons of debris was disposed of. Sue Hepburn was the winner of the contest as she submitted a 9.5-ton response.
  - d. Centrifuge Odor Scrubber – The superintendent reported the centrifuge odor scrubber is now fully operational. The unit is doing its job.
  - e. Giles Place Bypass Survey – Nothing to report.
  - f. PFAS Update – The superintendent reported he has not heard back from DEP regarding approval of the amended Analytical Work Plan. The superintendent noted the next PFAS sampling event will be held May 21.
  - g. Unemployment Claim- Nothing to report.
  - h. Website Traffic – The office manager reports we now have 235 email customers and 294 direct debit customers for a postage savings of \$304.15 to date.
2. Signal Point Odor Issues – Nothing to Report.
3. Plant Influent Hydraulic Study – Nothing to Report.
4. Route 96 Sewer Replacement Project – The superintendent advised T-Buck is essentially done pending punch list items. A final walk through is scheduled for the 15<sup>th</sup> and will include Me DOT. The superintendent advised pay

requisition has been approved and has exhausted the loan funds and is now working on grant funds. Now that the loan funds are gone, Mike Jenkins, USDA, would like to close and issue the bond on May 22. The superintendent advised the interest rate dropped from 2.75% to 1.8% and will save approximately 4K per year.

5. Rate Review – The superintendent advised the draft was sent prior to the meeting via email. The first glance indicates bills will go up for most users. The trustees decided to table the discussion until a later meeting so they could have a chance to digest the report.
6. 2019 Audit – The superintendent reported movement. Brewer has asked for the release of bank information from the First, USDA, and the MMBB to verify year-end balances and to select customers to verify their year-end balances.
7. Blower Evaluation – Nothing to report.
8. Relining 2 Project – The superintendent advised he scheduled the public hearing for June 1 pending any further delay due to the pandemic. The meeting will be advertised in the Register.
9. 2020 Utility Truck – Nothing to report.
10. Late Charge Interest Fees – The trustees will review at their May 18 meeting.

**New Business:**

**1. Massachusetts Road Water Line**

The superintendent advised the trustees he has heard back from Bill Logan regarding the draft letter and Logan made some final revisions. The trustees advised the superintendent they were satisfied with the draft letter and instructed the superintendent to forward to the Water District Manager and Board Chair.

**2. Certificate of Commitment – May 1, 2020 Billing**

After review, Trustee Morris made motion to commit the May 1, 2020, billing to the treasurer for collection. Trustee Kipp seconded the motion. Vote was unanimous.

**3. April 2020 Financial Reports**

The superintendent distributed the reports prior to the meeting via email. Currently, the district is still in a strong financial position, but the

superintendent cautioned the trustees the budget may need review should the commercial customers fail to open soon. The commercial side represents 40% of the district revenue and could be significantly impacted should the pandemic continue without re-opening of the economy.

**Correspondence:**

**1. West Harbor Pond Association Donation:**


The superintendent distributed, via email, a note from the West Harbor Pond Association thanking the district for their continued support of their water quality monitoring efforts. The Association presented the district with a check for \$200.00.

**Public Comment:**

None

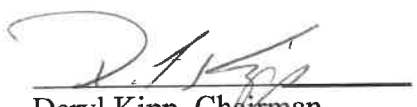
**Adjourn Meeting:**

Trustee Stormont made a motion to adjourn. Trustee Morris seconded the motion. Vote unanimous. The trustees adjourned the regular meeting at 1745 hours.



Deryl Kipp, Chairman

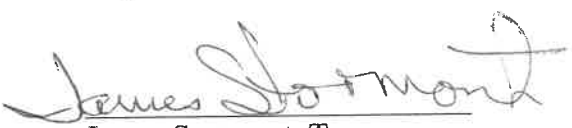
We, the undersigned, do hereby waive notice of the above meeting and do agree to the business transacted.



Deryl Kipp, Chairman



Sam Morris, Clerk



James Stormont, Treasurer