

DATE: May 18, 2020

Boothbay Harbor Sewer District Board of Trustees Regular Meeting

Attendees via Zoom:

Deryl Kipp Fiona Dunlap
Jim Stormont
Sam Morris
Chris Higgins

Regular Business Meeting to Order:

Trustee Morris called the regular business meeting to order at 5:00 PM. At 5:10 p.m. Trustee Morris turned the meeting over to Trustee Kipp. 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 May 4, 2020

The minutes of the May 4, 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 1403

Warrant 1403 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

Execute Notice and Demand for Payment: None

Execute Lien Certificates: None.

Execute Lien Discharges: None

Execute Impending Foreclosure Notice(s): None

Sewer Entrance Applications: Matt Carter – 95 Eastern Avenue

The trustees reviewed and executed the entrance application.

Old Business:

1. Plant and Collection System Operations: The superintendent reported normal plant operations since the last meeting. The superintendent advised 26 manholes were repaired on the eastside by North American Infrared. The work was completed in two days.
 - a. PAA Trial – The superintendent reported better results since the arrival of the second drum. The dose was increased to get compliant kill. The trial will end in the coming week as the plant needs to switch over to sodium hypochlorite. The data will be organized, and a representative cost estimate will be developed.
 - b. St. Andrews Village Pump Station Upgrade – Nothing to report. Still waiting on Stevens Electric.
 - c. Giles Place Bypass Survey – The superintendent reports the draft survey is in hand. There are some issues with the water line data. The survey is being sent to the Water District for their input. There was significant confusion around the mark-out of the water line by the Water District. They had to come back twice to mark out. There is definite conflict with the location of the old abandoned water line and the new water line.
 - d. 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.
 - e. Unemployment Claim- Nothing to report.
 - f. Rate Review Memo – Discussion tabled.
 - g. Website Traffic – Nothing to report.
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 was held on May 15th. The superintendent advised a punch list was developed and T. Buck will start work on that. The superintendent issued the bond documents for review prior to the meeting. The bond documents were reviewed. After review, Trustee Stormont made motion to execute the bond documents. Trustee Morris seconded the motion. Motion passed. The Trustees executed the bond documents. The documents will be forwarded to USDA for closing on May 22.
5. 2019 Audit – Nothing to report.

6. Blower Evaluation – Nothing to report.
7. Relining 2 Project – The superintendent advised the public hearing for the project was scheduled for June 1 pending any further delay due to the pandemic. The meeting was advertised in the Register with directions to residents on how to attend remotely.
8. 2020 Utility Truck – Nothing to report.
9. Late Charge Interest Fees – The trustees will review at their June 1 meeting.
10. Massachusetts Road Water Line – Nothing to Report

New Business:

1. Fiona Dunlap – Sewer Bill Reduction Request

Ms. Dunlap addressed the trustees regarding her request to reduce her sewer bill lower than her minimum of \$900 +/- per quarter. Ms. Dunlap advised the trustees that the business would not be opening this year due to the pandemic and that current sewer bill amount is placing a financial hardship on her.

The property has an apartment, Harborside Food Service, and Wannawaf. The minimum bill is currently calculated based on the previous year's highest quarter at 50% rate. The usage at the property is driven by the Harborside Restaurant less the credits given for the ice machines. Ms. Dunlap advised the trustees she is still waiting for a commitment from Wannawaf owners operating this summer. She was hoping to hear from them soon. Ms. Dunlap advised that she like to rent the apartment.

Several options were discussed including placing the property on "ready-to-serve" status. However, that would require shutting water off to the property. Ms. Dunlap advised that was not really an option as she wants to rent the apartment and the uncertainty of Wannawaf opening and operating.

All agreed for Ms. Dunlap to seek the status of the Wannawaf owners and get back to the superintendent before further discussion takes place. Ms. Dunlap will advise the superintendent once she finds out the status. The superintendent will report back to the board at a later date for further discussion. No other action was taken at this time.

2. Patty Sterling – Harbor Mart – Sewer Bill – Contesting Minimum Unit Billing

Ms. Sterling did not attend the meeting. The superintendent advised a zoom invitation was sent to Ms. Sterling at her request. The Trustees took no other action.

3. Gary Arsenault – Second Unit

The office manager reported that Northern Lights Electric has two units at their Common Drive property in Boothbay. The property houses the business and an apartment. The office manager has forwarded a letter (see below) to Arsenault advising him of the change in billing to two units. No response has been received from Arsenault as of this meeting.

Correspondence:

1. Letter to Gary Arsenault – Billing Change:

The letter was reviewed.

Public Comment:

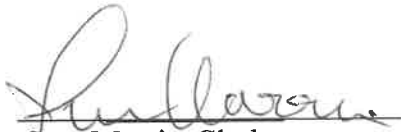
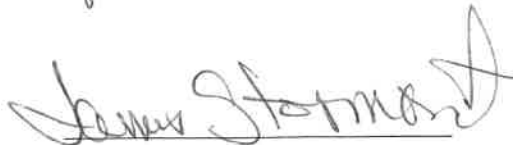
None

Adjourn Meeting:

Trustee Stormont made a motion to adjourn. Trustee Morris seconded the motion. Vote unanimous. The trustees adjourned the regular meeting at 1750 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