

**DATE: June 3, 2019**

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

**In Attendance:**

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.

**Review of the Minutes of May 20, 2019 Business Meeting**

The minutes of the May 20, 2019, business meeting was reviewed. After review, Trustee Stormont made motion to accept the minutes as presented. Trustee Morris seconded the motion. Vote was unanimous.

**Review of Warrants 1379**

Warrant 1379 was reviewed. After discussion, Trustee Stormont made motion to execute the warrant. Trustee Morris seconded the motion. Vote to execute the warrant was unanimous.

**Execute 60-Day Late Letters: Barnes, Bouffard, Correa, Durfee, Farrin, Goldsmith Gallery, Goldsmith, Grandview Landing, Greenleaf, Jones, Chapps(3), Perkins, Shields, Taylor, Tilton, Turner**

After review Trustee Stormont executed the letters.

**Execute Notice and Demand for Payment: Engert, Glass, Kazakos, Paquette, Stevenson, Townsend**

After Review Trustee Stormont executed the Notices.

**Execute Lien Certificates: Court Street Ventures, JSE, LLC, Murray Hill Properties, Vincent (2)**

After review, Trustee Stormont executed the lien certificates.

**Execute Lien Discharges: Stevenson**

After review, Trustee Stormont executed the discharge.

**Execute Impending Foreclosure Notice(s): Paquette**

After review, Trustee Stormont execute the notice.

**Sewer Entrance Applications: PGC 3 – 9 Bay St., PGC 2 – 45 White Birch Lane, Boothbay (4)**

The Trustees reviewed and executed the entry permit applications.

**Old Business:**

1. Plant and Collection System Operations: The superintendent reported no operational issues since the last meeting. The superintendent reported the blind audit from EPA is underway and should be completed next week. The superintendent advised the trees along the fence line behind the garage have been removed, the aeration lines have been replaced in SBR 1 and 2, and the blowers have been serviced. The superintendent advised the Lakeview Road manholes were raised in anticipation of paving. The superintendent advised the Town of Boothbay Harbor will be paving Emery Lane sometime this year. The Town is not sure when this will occur or if all or portions of the road will be ground. This is a critical bit of information and will dictate how the District proceeds with prep.
  - a. St. Andrews Village Pump Station Upgrade – The superintendent reported the conduit will have to be extended to the base of the new pole. In addition, new wire will need to be ordered for the service as the existing wire will be too short. Gilman Electric will be sending the new wire next week and will take the old wire back and issue a credit.
  - b. Massachusetts Road Pump Station Panel Upgrade – The superintendent reported the conduit trench will require some more seed. The reseeding came in very spotty.
  - c. Service Truck – The superintendent reported the new truck is still being outfitted with gear and lights.
  - d. Fence Update – The superintendent reported the fence crew will be onsite the latter part of this week to set the new posts.
2. Signal Point Odor Issues – Plant Odor Systems – The superintendent the finalized design, specification, and pricing by MI Air. The quote is \$28,082

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for the equipment. Installation will be extra, but most of the install will be done in-house. This unit will serve the centrifuge vent and centrifuge room. The superintendent recommended purchasing the unit. After discussion, Trustee Morris made motion to purchase the unit. Trustee Stormont seconded the motion. Vote to purchase was unanimous. This will be the first phase of point source odor mitigation at the plant.

3. Plant Influent Hydraulic Study – Nothing to Report.
4. Website – The Office Manager reports the Facebook page has had 367 reaches since the last meeting and the website has had 60 new and 18 returning visitors for the same period. Email customers stand at 258 and direct debit customers at 220.
5. Charter Review – The superintendent reported the bill was discussed in public hearing on May 21 at 1:00 p.m. and the work session was held on the 23<sup>rd</sup> at 2:00 p.m. The superintendent reported he attended both sessions along with representation from Perkins-Thompson. The superintendent reported both sessions were very lengthy. Most of the amendments were granted. However, the trustee section was not. The superintendent reminded the trustees the recommendation to the legislature was one member from Boothbay and two from Boothbay Harbor. The EUT Committee advised this could not be the case as there is Maine statute that requires one person one vote. The means equal representation from both Towns. Four scenarios were discussed: 1) remove Boothbay from the District, 2) have 2 trustees from each town and elect one at large, 3) have one from each town and one at large, and 4) leave as it currently is. The superintendent opted to leave as is until discussions could take place with both towns to find their preference. The superintendent advised once passed by the legislature, the district would have two years to have local referendum to ratify the changes. The first vote will be in November 2019.
6. Water District Meter Reading Fee - The superintendent reported he has still not received a draft agreement for review yet.
7. Route 96 Project – The superintendent reported five contractors have taken out plans. The bid opening will be June 13 at 10:00.
8. Rate Review – The superintendent reported discussions have resumed. WP is looking at two other billing scenarios. A memo report will be sent in the coming weeks.
9. State of Maine Unclaimed property – The superintendent reported payment was received.

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**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 June 1, 2019, billing to the treasure for collection. Trustee Kipp seconded the motion. Vote was unanimous.

**2. May 2019 Financial Reports:**

The superintendent distributed the reports. The outside labor line was discussed as it is over budget. The superintendent advised the line was reimbursed by the Efficiency Maine Grant funds for the lighting project. About half of the outside labor line funds were reimbursed. No other action was taken.

**3. Blower Review Commenced:**

The superintendent advised the trustees the blower evaluation has come back tot eh surface. The blowers are one of the last major equipment upgrades left in the plant. The superintendent reported Efficiency Maine has funds that may cover a portion of the costs and the technology has significantly improved since we looked a this last in 2008. The superintendent advised Wright-Pierce will be reviewing the blowers and issuing a letter memo advising on their recommendations. No other action was taken.

**Correspondence:**

**1. William Andrews, West Street, Billing Concerns:**

The superintendent explained the office manager, through her due diligence, found that Mr. Andrews has a second unit that was not previously billed. The office manager sent Mr. Andrews a letter outlining why the second unit was billed. The office manager included a copy of the property listing to the letter. Mr. Andrews feels he does not have to pay for the unit as he is not currently renting it. Mr. Andrews was advised the property will be billed at two units. The trustees agreed.

**2. Bates College Visit:**

The superintendent presented the Board with a Thank You note from the students from Bates College. A group of science students toured the facility to review the potential Sea Level Rise implications outlined in the District's

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Resiliency Study. The students were most impressed with the Board's vision and proactive approach to planning.

**Public Comment:**

None

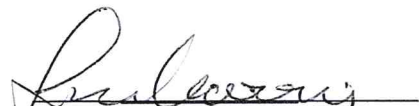
**Adjourn Meeting:**

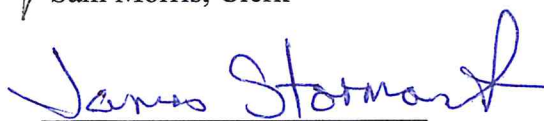
Trustee Kipp asked for a motion to adjourn the regular business meeting. Trustee Stormont made that motion. Trustee Morris seconded the motion. Vote was unanimous. The regular meeting ended at 1745 hrs.

  
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