

**DATE: July 6, 2020**

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

Attendees via Zoom:

Deryl Kipp  
Sam Morris  
Jim Stormont  
Chris Higgins

**Regular Business Meeting Call to Order:**

Trustee Kipp called the regular business meeting to order at 5:03 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 June 15, 2020, Business Meeting**

The minutes of the June 15, 2020, regular business meeting was reviewed. Trustee Kipp made motion to accept the minutes as presented. Trustee Morris seconded the motion. Vote to accept was unanimous.

**Review of Warrant 1406**

Warrant 1406 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:** Abbe, Benjamin O. & Hannah E., Barter, David & Stover, Jessica, Brogdon, Daniel F. & Brenda A. Burt, BRT Properties, LLC-Greenleaf Inn, Carolin, Dennis A. & Tracie Y., Coast Guard Station, Cox, Robin M., Field III, John E., JSE, LLC - Captain Sawyers Place, Khalsa, Guru Sangat Singh, Murray Hill Properties LLC, Schiaroli, John C. & Heather A., Vincent, Valerie Ann Snow, Vincent, Valerie Ann Snow - Palabra Shops

Trustee Stormont reviewed and executed the letters.

**Execute Notice and Demand for Payment:** Chase, Peter W., Greenleaf, Albert L. (8 West), Katama Acquisitions, LLC - 4 Nahanada, Katama Acquisitions, LLC (1 West), Katama Acquisitions, LLC (Dining Hall), Nelson, Edward A., Nelson, Edward A., Nichols, Jeffrey W., Racy, Barbara T & Ali Jihad, Roberts, Michael A. & Caroline G., Rodgers, Steve & Mark Mullis, Shields, Suzanne Leeman, Spurgin, Robert L.

Trustee Stormont reviewed and executed the notices.

**Execute Lien Certificates:** None.

**Execute Lien Discharges:** None

**Execute Impending Foreclosure Notice(s):** Shields, Suzanne Leeman

Trustee Stormont reviewed and executed the foreclosure notice. It was noted, the lien maturity started prior to the Covid-19 pandemic.

**Sewer Entrance Applications:** Robin and Ann Reed – 12 Reed Lane – Boothbay.

The trustees reviewed and executed the entrance applications.

**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 – The superintendent advised the install was successful and as of June 24, the station is now fully operational. The superintendent reported there a few minor programming bugs to work out. The superintendent advised St. Andrews of the start-up (email attached).
  - b. Spruce Point, Massachusetts Road, and Mill Cove Pumps: The superintendent reported parts are still not here for Spruce Point check valve. One pump is operational. The Mass Road station pump 2 broke away from the force main. The discharge valve was secured, and the connection will be repaired. There is one pump operating at this station. The Mill Cove station continues to be plagued with clogging due to non-flushable material. The station is being unplugged at least once per week.
  - c. Giles Place Bypass Survey – Nothing to report.
  - d. PFAS Update – The superintendent reported he still has not heard back from DEP regarding approval of the amended Analytical Work Plan.
  - e. Rate Review Memo – Discussion tabled.
  - f. Website Traffic – The office manager reported 181 new visitors and 32 returning visitors since the last meeting. In addition, there are now 235 direct debit customers, 294 email customers, which resulted in a \$424.05 savings in postage.
2. Signal Point Odor Issues – Nothing to Report.
3. Plant Influent Hydraulic Study – Nothing to report.

SA  
JLC  
B

4. Route 96 Sewer Replacement Project – The superintendent advised the punch list items are completed and the sewer line inspection videos reviewed. The final pay requisition will be forwarded by T. Buck for review and submission to USDA for project closeout.
5. Blower Evaluation – Nothing to report.
6. Relining 2 Project – The superintendent forwarded a copy of the executed minutes to Mike Jenkins at Rural Development.
7. 2020 Utility Truck – The superintendent reported he has heard a potential build date in August with an expected delivery toward the end of September. The superintendent advised that O’Conner would put the new body on the truck as well.
8. Late Charge Interest Fees/Sewer Bill Payment Policy during Covid Pandemic: The waiving of late fees is still in place and the trustees will review at their September 1 meeting. The trustees reviewed the Covid-19 Sewer Bill pay policy (attached). After review, Trustee Stormont made motion to adopt the Covid-19 Pandemic Sewer Payment Policy. Trustee Kipp seconded the motion. Vote was unanimous.
9. Massachusetts Road Water Line – The superintendent advised he has not heard from the Water District.
10. Sewer District North Property Line Issue – As directed by the trustees, the superintendent took pictures of the fence line and forwarded to the trustees via email for their review. As can be clearly seen in the photos, the rocks have not been removed from the fence line as Mr. Hennessey conveyed to Trustee Morris. The superintendent suggested to the trustees the area behind the garage and between the SBR tank and garage be filled in and brought to the grade established by Hennessey’s driveway. So, the emergency gen set trailers can be stored easily behind the garage. Because Hennessey’s driveway is on district property, matching that grade is easily accomplished. When the area is filled the fence would be removed to perform the work and then installed again on the property line established by Boothbay Region Surveyors. The superintendent will have Geoff Smith, Boothbay Harbor CEO inspect the area to see if any permits are required. The trustees concurred with the plan to regrade.
11. Josephine Moore – Captain Sawyer’s Place, 55 Commercial Street – Minimum Billing Reduction Request

Although sympathetic to Ms. Moore’s situation, Trustee Stormont advised that Ms. Moore’s request to reduce her sewer bill be denied and that Ms. Moore or any other customer comply with the provisions set forth in the

District Covid-19 Pandemic Sewer Bill Payment Policy. The other trustees concurred. The superintendent will forward a letter to Ms. Moore and advise of the trustee's position.

**New Business:**

**1. Certificate of Commitment – July 1, 2020 Billing**

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

**2. Constellation New Energy Contract Through November 17, 2023**

The superintendent advised the district electricity contract has been extended to November 17, 2023. The new rate will be \$0.0408/kwh. This rate is less than the current rate of \$0.0513/kwh. The trustees expressed their appreciation.

**3. June 2020, Year-To-Date Financial Reports**

The superintendent discussed the financial reports with the trustees. The superintendent noted revenue was at 98% of year-to-date budget projections. Expenses are at 75% of budget. The superintendent did advise revenue would probably decline in the upcoming billing periods due to the Covid-19 Pandemic requirements for commercial businesses. Trustee Stormont concurred this may be an issue for the budget. The superintendent reminded the trustees all major expenditures have been delayed until next year in an effort to minimize the impact to the budget. The superintendent advised there are reserves in place should the need arise to make emergency expenditures. No other action was taken.

SK  
BK  
JD

**Correspondence:**

**1. Gorrill/Palmer – YMCA Redevelopment:**

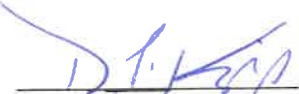
The superintendent reviewed the email threads (attached) for the proposed YMCA Redevelopment. The superintendent's major concern was the condition of the sewer service line from the Y-Daycare building. The line is asbestos cement and leaks significantly. The superintendent advise he has not heard back from the YMCA or Gorrill-Palmer regarding the line.

**Public Comment:**

None

**Adjourn Meeting:**

Trustee Morris made a motion to adjourn. Trustee Kipp seconded the motion. Vote unanimous. The trustees adjourned the regular meeting at 1734 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