

**DATE: July 15, 2019**

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

**In Attendance:**

Deryl Kipp - Absent  
Jim Stormont  
Sam Morris  
Chris Higgins

**Regular Business Meeting to Order:**

Trustee Stormont called the regular business meeting to order at 5:02 PM.

**Review of the Minutes of July 1, 2019 Business Meeting**

The minutes of the July 1, 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 1382**

Warrant 1382 was reviewed. After discussion, Trustee Stormont made motion to execute the warrant. Trustee Morris seconded the motion. Vote to execute the warrant was unanimous.

*Yes*

**Execute 60-Day Late Letters: Cox, Dolloff, Field, House of Pizza, Murray Hill Properties, RB Holdings, Sarah's Scoops, Shechtman Halperin Savage, and Vincent**

After review, Trustee Stormont executed the documents.

**Execute Notice and Demand for Payment: Correa, Greenleaf, Shields, and Taylor**

After review, Trustee Stormont executed the documents.

*Yes*

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

After review, Trustee Stormont executed the documents.

**Execute Lien Discharges: JSE, LLC, Vincent**

After review, Trustee Stormont executed the documents.

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

**Sewer Entrance Applications: None**

**Old Business:**

1. Plant and Collection System Operations: The superintendent reported there were no issues with plant operations since the last meeting.
  - a. St. Andrews Village Pump Station Upgrade – Nothing to Report
  - b. Footbridge Spare Pump – Pump has not been delivered yet.
  - c. Plant Operator/Collection System Technician – The superintendent reported both employees have finished their probationary periods. The CST has received his Grade 1 Collection System Certification from NEWIPIC.
  - d. The superintendent reported the annual safety training for all employees has been completed for 2019.
  - e. The superintendent reported he received a phone call from the Chairman of the Board of Selectmen for Boothbay Harbor. The Chair reported Bruce Engert of Roads End in Boothbay Harbor complained of low manholes on Atlantic Avenue to the Board at their July 8 meeting. The superintendent and the BOS chair are to meet and discuss.
  - f. The superintendent reported a sewer blockage occurred on Tupper Road on July 10. The District received a call at 1450 hrs. and were onsite at 1510 hrs. The blockage was due to numerous disposable wipes. The blockage was cleared, and no property or environmental damage occurred. The superintendent reported a letter was sent to all users of this section of line advising to place disposable/flushable wipes into the solid waste and not to flush them.
  - g. The superintendent advised the office manager reported email customers stand at 259, direct debit customers at 220, for a year-to-date savings of \$289.50. In addition, website traffic was reported at 121 new and 31 returning visitors. The FaceBook page was extremely busy due to the “wipes notice” being posted. That post reached 6.3K people and engaged 1.2K people.
2. Signal Point Odor Issues – Plant Odor Systems – Nothing to Report.

3. Plant Influent Hydraulic Study – Nothing to Report.
4. Charter Review – The superintendent reported the warrant questions for this coming November's local elections were sent to Attorney Katsiaficas for review and editing. The superintendent advised attorney Katsiaficas is developing the timeline for both Towns. A September 3, 2019, public hearing on the matter was scheduled. Finalized dates to come.
5. Water District Meter Reading Fee - The superintendent reported he has still not received a draft agreement for review yet.
6. Route 96 Project – The superintendent reported Rural Development reviewed the bids and T-Buck was officially awarded the contract. The superintendent reported further amending of the Preliminary Engineering Report was finalized and is being submitted to national RD for review and approval. Once done, the project will be officially funded and announced. T-Buck anticipates a late October, early November start.
7. Rate Review – The superintendent advised the customer data is currently being reviewed. The superintendent noted some customer classification issues that were resolved. Work is ongoing.

**New Business:**

**1. July 2019 Certificate of Billing**

The Trustees reviewed the Certificate of Billing for the July 1, 2019 billing. After review Trustee Morris made a motion for the billing to be committed to the Treasurer for collection. Trustee Stormont seconded the motion. Vote was passed.

Handwritten signatures, likely of Trustee Morris and Trustee Stormont, in dark ink.

**2. Route 96 Sewer Project Interim Financing**

The superintendent advised the trustees the Route 96 Sewer Project interim financing was discussed with Brenda Blackman at The First. The process will start once the bank receives the executed minutes of the July 1, 2019, meeting. The superintendent advised those minutes will be forwarded this coming week.

**3. Maine Municipal Association Risk Loss Inspection**

The superintendent forwarded the risk loss report from Maine Municipal. The report advised all safety programs were up to date and no hazards were identified.



**Correspondence:**

1. None

**Public Comment:**

None

**Adjourn Meeting:**

Trustee Stormont asked for a motion to adjourn the regular business meeting. Trustee Morris made that motion. Trustee Stormont seconded the motion. Vote was unanimous. The regular meeting ended at 1732 hrs.

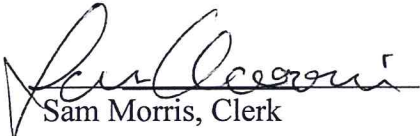
ABSENT


\_\_\_\_\_  
Deryl Kipp, Chairman

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

ABSENT

\_\_\_\_\_  
Deryl Kipp, Chairman

  
Sam Morris, Clerk

  
James Stormont, Treasurer