

**DATE: July 16, 2018**

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

Attendees:

Deryl Kipp  
Jim Stormont  
Sam Morris  
Chris Higgins

**Regular Business Meeting to Order:**

Trustee Kipp called the regular business meeting to order at 4:56 PM.

**Review of the Minutes of July 2, 2018**

The minutes of the July 2, 2018, meeting was reviewed. After review, Trustee Morris made motion to accept the minutes as presented. Trustee Stormont seconded the motion. Vote was unanimous.

**Review of Warrant 1357**

Warrant 1357 was reviewed. After discussion, Trustee Morris made motion to execute the warrant. Trustee Kipp 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: C & D Housing Solutions, and Farrin**

After review, Trustee Stormont executed the discharges.

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

**Execute Sewer Entrance Application: None**

*[Handwritten signatures: Deryl Kipp, Jim Stormont, Sam Morris, and Chris Higgins]*

**Old Business:**

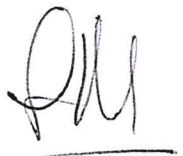
1. Union Street Pump Station Project – The superintendent reported the administrative items were issued to Sargent for their completion and submittal. Once all are received the final pay application will be processed releasing the retainage and officially closing the project.
2. Plant and Collection System Operations: The superintendent reported normal plant operations since the last meeting.

The superintendent reported he is still waiting for the electrical/mechanical quote. We are waiting to hear back from CMP's planner.

The superintendent reported an issue with the polymer feed system. The system was disassembled today, and the shaft is quite worn, and the polymer shear unit is failing. The superintendent recommended replacing the system as it is original from the 1994 rebuild. The superintendent asked to replace the unit through the capital reserve drawdown. The superintendent advised the unit was planned to be replaced this year. The trustees directed the superintendent to secure pricing, and if favorable, proceed with the purchase of the unit.

All other work was routine.

3. Signal Point Odor Issues – The superintendent reported the District received an odor complaint on July 12 for the 11<sup>th</sup>. from Maurice Healy at 2 Signal Point. This unit is next to the plant. The weather conditions at the time were north/northwest winds at 3 – 7 mph and the temperatures were in the mid 60's to low 70's. Dew point was in the upper 50's. Dewatering was occurring, and the plant received 1044 gallons of septage. All odor control mitigation was in effect.
4. Plant Influent Hydraulic Study – Nothing to Report.
5. Website – The office manager reported email savings stand at \$266.15 ytd, with 195 direct debit and 224 email customers. The website had 146 new and 6 returning visitors since the last meeting. Our Facebook page had 46 visits since the last meeting.
6. MeDOT Road Opening Permit – The superintendent advised the Trustees he has not heard from the MeDOT regarding releasing the escrow funds for Townsend Avenue.



7. Route 96 Sewer Replacement Project – The superintendent advised design is underway with preliminary plans scheduled for the next meeting. Further investigation of existing water infrastructure is required due to questionable or lacking mark-out. Both Districts will meet onsite to identified required elements.
8. Fairpoint/Crooker Damage Claim – The superintendent advised he will be attending the MPUC formal hearing on July 24, in Hallowell.
9. Charter Review – James Katsiaficas (Perkins Thompson) Charter Memo – The superintendent distributed the memo. Attorney Katsiaficas outlined several strategies regarding updating the current District Charter. The first is to submit legislative changes to the current Charter, second, change the District to a Sanitary District, and third, align the District with the current Sewer District Enabling Act. After review and discussion, the trustees directed the superintendent to engage Attorney Katsiaficas in modernizing the existing Charter to better align with current statutes and to perform some housekeeping language changes in the Charter. The superintendent will follow-up with Attorney Katsiaficas to start the process.

**New Business:**

1. The First Advisors – District Investment Options for Reserve Funds – Update

The superintendent advised the trustees he had spoken with Gary Stone of the First Advisors. Mr. Stone would like to meet with the full Board and further discuss the District investment options. The Board agreed to an August 6, 2018, meeting as part of the regular business meeting scheduled for that date.

2. Maine Power Options 2018-2019 Heating Fuel Bid –

The superintendent reported the fuel bids came in favorably. The superintendent advised the Trustees propane will be supplied by Dead River Company at \$1.56 per gallon and heating fuel will be supplied by Fabian Oil at \$2.4475 per gallon.

**Correspondence:**

1. Doug Roberts July 5, 2018, Note with bill payment -

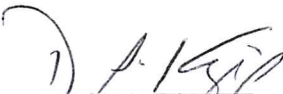
The Trustees reviewed the note with no action taken.

**Public Comment:**

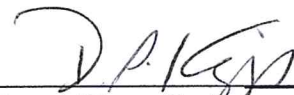
None


**Adjourn Meeting:**

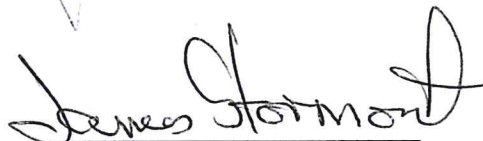
Trustee Kipp asked for a motion to adjourn. Trustee Stormont made the motion. Trustee Morris seconded the motion. Vote unanimous. The trustees adjourned the regular meeting at 1748 hours.

  
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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

  
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James Stormont, Treasurer