

**DATE: July 20, 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 5:04 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. Trustee Morris joined the meeting at 5:08 p.m.

**Review of the Minutes of July 6, 2020, Business Meeting**

The minutes of the July 6, 2020, regular business meeting was reviewed. Trustee Kipp made motion to accept the minutes as presented. Trustee Stormont seconded the motion. Vote to accept was unanimous.

**Review of Warrant 1407**

Warrant 1407 was reviewed. After discussion, Trustee Kipp 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: None**

**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 station is operating normally.
  - b. Spruce Point, Massachusetts Road Pumps: The superintendent reported parts arrive today for Spruce Point check valve. One pump is operational. The Mass Road station discharge valve have arrived the connection will be repaired the latter part of this week.
  - c. Giles Place Bypass Survey – The superintendent reported design will take place in the next few weeks. Several iterations have ben discussed to due the placement of the new water line and the junk left behind during the water line upgrade.
  - d. PFAS Update – Nothing to report.
  - e. Rate Review Memo – Discussion tabled.
  - f. 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 the final pay requisition has been executed. The project came in under budget. One change order in the amount of \$13K was approved. The final pay request will be submitted to USDA for the remainder of the grant funds and final project closeout.
5. Blower Evaluation – Nothing to report.
6. Relining 2 Project – The superintendent provided Wright-Pierce flow analyses for pipe segments that are under the influence of pump stations. This data will be incorporated into the project specifications for bypass pumping.
7. 2020 Utility Truck – The superintendent reported the August build date is still valid and an expected delivery toward the end of September.
8. Massachusetts Road Water Line – The superintendent advised he has not heard from the Water District and does not expect to.

Trustee Stormont advised the 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. Ginny Spurgin Bill Dispute:**

The superintendent advised the Board Ms. Spurgin came to the office on Friday, July 17, 2020, to discuss why she was being billed "ready-to-serve" for a service she does not use. Ms. Spurgin contested the fee in 1994 and 1995 when the sewer was installed. Ms. Spurgin owns property at 1053 Wiscasset Road in Boothbay. Ms. Spurgin discussed the issue with the District Office manager. Ms. Spurgin elevated the exchange and advised the office manager it was a good thing her husband did not get out of the car. The office manager took that exchange as a threat. Ms. Spurgin left, and the superintendent advised the office manager to document the incident. The trustees concurred the incident needs to be documented should Ms. Spurgin accost the office manager or any other district employee in the future.

**2. Office Opening to Public:**

The superintendent advised the office manager's reception window will be enclosed with safety glass. Wiscasset Glass will be onsite to install. The superintendent asked once that is completed can the office foyer be opened to the public. The trustees concurred once the area is secured and there is adequate separation, the office foyer can be reopened to the public.

**Correspondence:**

**1. Josephine Moore – Captain Sawyer's Place, 55 Commercial Street – Minimum Billing Reduction Request**

The letter was reviewed.

**Public Comment:**

None

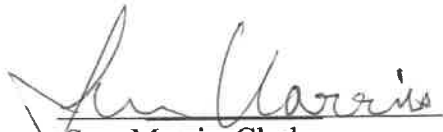
**Adjourn Meeting:**

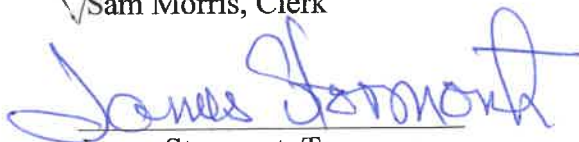
Trustee Morris made a motion to adjourn. Trustee Kipp seconded the motion. Vote unanimous. The trustees adjourned the regular meeting at 1723 hours.

  
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