

DATE: August 3, 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 5:01 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 July 20, 2020, Business Meeting

The minutes of the July 20, 2020, regular business meeting was reviewed. Trustee Stormont made motion to accept the minutes as presented. Trustee Morris seconded the motion. Vote to accept was unanimous.

Review of Warrant 1408

Warrant 1408 was reviewed. After discussion, Trustee Kipp made motion to execute the warrant. Trustee Morris seconded the motion. Vote to execute the warrant was unanimous.

Execute 60-Day Late Letters: Engert, Bruce C. & Mary-Ellen, Frost, Angela (with copy to Mark Colby via E-Mail), Glass, Francoise M. Spencer, Graves, Daren L. & Deborah L., Kazakos, Takis A., Kristoff, Lisa M., Nightingale, Todd W., Paquette, Susan M., Schmidt, James K. & Nancy L., Townsend, Dale F.

Trustee Stormont reviewed and executed the letters.

Execute Notice and Demand for Payment: Abbe, Benjamin O. & Hannah E., Barter, David & Stover, Jessica, BRT Properties, LLC-Greenleaf Inn, Carolin, Dennis A. & Tracie Y., Cox, Robin M., Field III, John E., JSE, LLC - Captain Sawyers Place, Murray Hill Properties LLC, Schiaroli, John C. & Heather A.

Trustee Stormont reviewed and executed the Notices.

Execute Lien Certificates: None.

Execute Lien Discharges: Shields

Trustee Stormont reviewed and executed the Discharge.

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. Giles Place Bypass Survey – The superintendent reported design is underway.
 - b. PFAS Update – Nothing to report.
 - c. Garage Bay odor Scrubber Status: The superintendent advised he has reviewed the electrical schematics for the unit and made some recommendations to MI Air as to the logic that is needed.
 - d. Rate Review Memo – Discussion tabled.
 - e. Website Traffic – The office manager reports 233 direct debit, and 298 email customers for a postage savings of \$469.15 to date. The office manager reports there were 192 new visitors to the website and an additional 25 returning visitors.
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 grant funds for final pay requisition have been received. The construction loan is now paid in full and closed with The First. Because the Project was under budget, there are 25K of grant funds remaining. RD has advised the remaining grant funds can be utilized on collection system equipment and or other collection system items. The superintendent advised quotes for a new push camera and an upgrade of the District's existing WinCan software has been approved by RD. The District will direct purchase then submit to RD for reimbursement.
5. Blower Evaluation – The superintendent reported Efficiency Maine reached out regarding the status of the Project. The superintendent advised due to the Covid pandemic, Wright-Pierce offices were just getting back to normal and that the project evaluation would be starting up again.

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6. Relining 2 Project – The superintendent reported RD is working on funding and Wright-Pierce is finalizing design and bid.
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.

New Business:

1. August 1, 2020 Billing Certificate of Commitment:

After review, Trustee Morris made motion to commit the August 1, 2020 billing to the Treasurer for collection. Trustee Kipp seconded the motion. Vote was unanimous.

2. July Financial Reports:

The superintendent discussed the financial reports. The superintendent advised expenses are 81.5% of the budget and revenue is at 98%. Trustee Kipp asked about lines 5320 and 7067. The superintendent advised the 5320 overages was due to the purchase of the new influent pumps and that the funds have not been transferred from reserve yet and line 7067 overage was due to the extra payment of that loan principal. Trustee Stormont asked about flow to the plant during July. The superintendent advised the flow is down about 21% from last year at this time. It is expected the business revenue side will start to show a decrease in revenue in the coming billing cycles due to the Covid pandemic.

3. Insurance Dividend:

The superintendent reported the District received a \$1500 dividend from Maine Municipal Workers Compensation Fund for safe work practices due to lack of claims. The superintendent asked if the funds could be given to the employees as a safety incentive bonus. The trustees thought this was a good idea and instructed the superintendent to disburse the funds equally amongst the crew.

4. August 17, 2020 Meeting and Return to in Person Meetings:

The superintendent advised the Board the first meeting in September will fall on Labor Day. The trustees agreed that due to that holiday, the meeting would be rescheduled for September 8, 2020. In addition, the superintendent asked if the August 17 meeting agenda was light, did the trustees still want to meet?

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Yes

The trustees advised if there was nothing pressing the meeting could be cancelled and the business could be dealt with on the first meeting in September. After discussion, the Board decided to cancel the August 17 meeting and reschedule the first meeting in September to the 8th. The superintendent will advertise the changes in the Boothbay Register, the District Facebook page, and District Website. The Board agreed to return to in-person meetings on September 8, 2020 provided the Covid pandemic did not worsen.

Correspondence:

None

Public Comment:


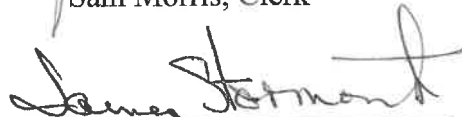
None

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