

DATE: August 5, 2019

Boothbay Harbor Sewer District Board of Trustees Regular Meeting

In Attendance:

Deryl Kipp
Jim Stormont
Sam Morris
Chris Higgins

Regular Business Meeting to Order:

Trustee Kipp called the regular business meeting to order at 4:50 PM.

Review of the Minutes of July 15, 2019 Business Meeting

The minutes of the July 15, 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 1383

Warrant 1383 was reviewed. After discussion, Trustee Stormont made motion to execute the warrant. Trustee Morris seconded the motion. Vote to execute the warrant was unanimous.

Execute 60-Day Late Letters: Begley, Brewer, Brown, Cressey, Curtis, Dow & Copy to Testa, Engert, Glass, Drisko-Johnson, Jolley, Kazakos, Kristoff, Lefebvre & deDoes, Myshrall, Page, Pitcher, Stevenson, Townsend, and Vise

After review, Trustee Stormont executed the documents.

Execute Notice and Demand for Payment: None

Execute Lien Certificates: None

Execute Lien Discharges: Farrin – Qty 3, Murray Hill Properties – Qty 2, and Shields – Qty 1

After review, Trustee Stormont executed the documents.

Execute Impending Foreclosure Notice(s): None

Sewer Entrance Applications: Alex Zuthov – Atlantic Avenue

After review, the Trustees executed the entry permit document.

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 – the superintendent reported CMP finally switched the lines to the new pole and installed the 3-phase cans. Stevens Electric was onsite to move the old electrical service, installed the new 3-phase meter trim, disconnect, and pulled the rope in the conduit to get ready for wire pulling. Measurements were taken for the mechanical installation in the wet well. Stevens will return to install the new three-phase and new panels and make another trip for the wet well/pump work,
 - b. Footbridge Spare Pump – AC Electric delivered the new pump.
 - c. The superintendent reported he met with the Chairman of the Board of Selectmen for Boothbay Harbor and toured Atlantic Avenue regarding the alleged manhole issue. The superintendent advised the Chair that Engert has not complained to the District Trustees. The superintendent showed the Chair the repairs that were made to 30 manholes last fall. The winter freeze thaw cycle moves the road every year cause asphalt damage around the permanent manhole structures and that this issue is ongoing. The superintendent advised the Chair North American Infrared will be in Town during the end of September to perform more manhole work.
 - d. 21 Sea Street Property Line Issues – The superintendent advised the Trustees he has engaged Leighton and Associates to re-establish the north property line between the District's property and that of 21 Sea Street. The superintendent reminded the Trustees he had spoken with the Jordan Construction operator regarding the property line and that the new fence was several feet on the District side of the property line, but Jordan still placed blast rock on District property between the fence and the 21 Sea Street garage. That the superintendent had spoken with the Jordan Construction operator regarding the northeast property pin being in very close proximity of the stump he was excavating. The operator told the superintendent he removed a metal pipe during his grubbing of the stump. The superintendent advised Hennessy of that conversation and stressed that if the metal pipe was the property pin that it needed to be reset. Hennessy advised the superintendent that he would not pay for that and I advised Hennessy that he withhold monies from Jordan for replacement of the pin. We discussed the fact the

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driveway base was on district property by several feet and blast rock was placed in against our newly installed fence that was installed on the district side of the old fence. The superintendent did call Jordan Construction and Alden came down to look at it, the operator removed some of the rocks that pushed the base of the new fence in. The superintendent showed Alden where the old fence posts were that were visible under the base of the 21 Sea Street new drive. The superintendent reported since the installation of the new driveway, Jordan Construction installed a water drainage swale in front of the 21 Sea Street garage area and directed the water onto district property, directly onto the corner fence post and at the foundation of the district emergency generator.

The trustees agreed with the course of action taken to date. The trustees advised the superintendent to forward a letter to Hennessy advising of the District's position.

- e. The superintendent advised the office manager reported email customers stand at 260, direct debit customers at 219, for a year-to-date savings of \$321.20. In addition, website traffic was reported at 36 new and 14 returning visitors since the last meeting. The FaceBook page continued to be extremely busy due to the "wipes notice" and water conservation tips being posted. That post reached 10K people and engaged 2.1K people.
2. Signal Point Odor Issues – Plant Odor Systems – The superintendent reported two odor complaints were received on 7/22/19, from Sarah Seepe and Carole Cochrane of Signal Point units 29 and 34. Cochrane called two hours after she noticed odor. Seepe advised the office manager "the only way the district will do anything about odors is if we receive a significant number of complaints" Seepe just purchased their unit a month or so ago.
3. Plant Influent Hydraulic Study – Nothing to Report.
4. Charter Review – The superintendent reported the warrant questions for this coming November's local elections are in hand. The superintendent advised the timeline for both Towns is established.
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 distributed the interim financing documents from The First for review. After review Trustee Kipp made motion to execute the interim finance documents for the Route 96 Project. Trustee Morris seconded the motion. Vote was unanimous. Trustee Stormont executed the documents.

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7. Rate Review – The superintendent advised the customer data has been reviewed and edited. The database is now being quantified to determine proper usage levels for flat billing assignment for the residential portion of the customer base. More to come.

New Business:

- 1. August 2019 Certificate of Billing**

The Trustees reviewed the Certificate of Billing for the August 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.

- 2. July 2019 Financial Reports**

The superintendent distributed the financial reports for July 2019 and year-to-date. The superintendent reported revenue exceeded estimates by 7.2% and expenditures were 97.7% of budgeted amounts. The superintendent reported liquid cash accounts stood at 1.954 million placing the District in solid financial position.

- 3. Enact Order for the Fall Referendum Question and Associated Public Hearing**

The superintendent advised the Trustees in order to hold the November election to ratify the legislative charter changes, they had to enact an order to hold the election and conduct a public hearing for the election pursuant to P&S Laws of the State, 2019, Chapter 12 and 30-A M.R.S.A. SECTION 2528(5).

Trustee Kipp made motion to enact the following Board order:

The Boothbay Harbor Sewer District Board of Trustees hereby orders as follows:

1. That the following referendum question be placed on a secret ballot to be submitted on November 5, 2019 to voters residing within the Towns of Boothbay and Boothbay Harbor and that warrants be issued to meet in each Town to hold that secret ballot referendum election:

QUESTION: "Do you favor adopting the 2019 revision of the Boothbay Harbor Sewer District Charter?"

The referendum election shall be conducted at the Boothbay and Boothbay Harbor Town Halls and the polls shall be open from 8:00 am to 8:00 pm.

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2. That the Boothbay Harbor Board of Trustees hold a public hearing on said referendum question on September 16, 2019 at 5:00 pm at 27 Sea Street, Boothbay Harbor, and that a Notice of said public hearing be issued and posted in the same manner as a town meeting warrant.

Trustee Stormont seconded the motion. Vote to enact the order and set the public hearing date was unanimous. The Trustees directed the superintendent to forward the notices to each town constable for posting.

4. Approve Public Notice for Local Posting in Boothbay and Boothbay Harbor

The superintendent submitted the public notice for local posting of the public hearing for consideration (see attached). After review, Trustee Stormont made motion to approve the public notice. Trustee Morris seconded the motion. Vote to pass was unanimous.

5. Approve Districtwide Referendum Warrants for Boothbay and Boothbay Harbor

The superintendent distributed the warrant articles for both the Town of Boothbay and Boothbay Harbor for review by the Trustees (see attached). Trustee Morris made motion to approve the warrant articles for each town and to direct the superintendent to distribute to each town constable for proper posting. Trustee Stormont seconded the motion. Vote passed.

6. Blower Evaluation by Wright-Pierce Engineers

The superintendent distributed the Blower Evaluation Proposal from Wright-Pierce. The superintendent explained the blowers were the last major system in the plant that has yet to be upgraded. The blowers are 1994 vintage and are the most energy intensive pieces of equipment in the plant. The evaluation would look at the replacement of the equipment along with improved controls. The superintendent reported Efficiency Maine may assist with grant funds in the replacement and energy study of the equipment. However, the preliminary evaluation would be needed prior to Efficiency Maine participation. The Trustees reviewed the proposal and agreed with the strategy. Trustee Morris asked about funding this study and how it fits in with the capital improvement plan. The superintendent advised monies are available in the capital reserve accounts for this work.

After discussion Trustee Stormont made motion to move forward with the preliminary evaluation as outlined in Wright-Pierce's July 24, 2019, proposal. Trustee Morris seconded the motion. Vote to proceed was unanimous.

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Correspondence:

1. Andrews 20 West Street Note

The superintendent distributed the note sent in by the Andrew's with their payment. The Trustees read the note and took not action. The superintendent advised he will follow up with a courtesy letter advising of the consequences of non-payment.

2. Maine Municipal Association Workers Compensation Dividend

The superintendent distributed notification from MMA on the dividend check received from the fund for reporting no injuries for the prior year. The check was in the amount of \$1,433.00. The trustees were pleased with the safety record and work behavior of the employees.

Public Comment:

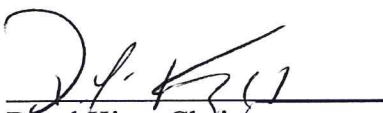
None


Adjourn Meeting:

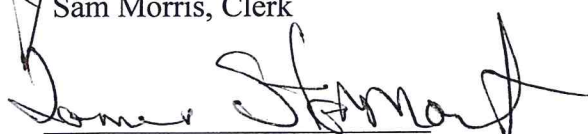
Trustee Stormont asked for a motion to adjourn the regular business meeting. Trustee Morris made that motion. Trustee Stormont seconded the motion. Vote was unanimous. The regular meeting ended at 1752 hrs.


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