

DATE: August 19, 2019

Boothbay Harbor Sewer District Board of Trustees Regular Meeting

In Attendance:

Deryl Kipp
Jim Stormont
Sam Morris - *Absent*
Chris Higgins

Regular Business Meeting to Order:

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

Review of the Minutes of August 5, 2019 Business Meeting

The minutes of the August 5, 2019, business meeting was reviewed. After review, Trustee Stormont made motion to accept the minutes as presented. Trustee Kipp seconded the motion. Vote was unanimous.

Review of Warrants 1384

Warrant 1384 was reviewed. After discussion, Trustee Stormont 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: Cox, Murray Hill Properties, Field, Savage

After review, Trustee Stormont executed the documents.

Execute Lien Certificates: Shields, Taylor

After review, Trustee Stormont executed the documents.

Execute Lien Discharges: Stevenson, 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. 21 Sea Street Property Line Issues – The superintendent advised a letter was sent to John Hennessy at 21 Sea Street regarding the encroachment on District property and the replacement of the property pin. The superintendent advised he expected Leighton and Associates to be onsite this week or next week to perform the pin work. There has been no communication with Hennessy since the letter was sent.
 - c. The superintendent advised the EPA DMR QA 39 Audit results are in. The District passed all parameters tested. The results were forwarded to DEP.
 - d. The superintendent advised DEP will be onsite next Tuesday, the 29th at 9:00 for their annual inspection.
 - e. The superintendent advised the office manager reported email customers stand at 260, direct debit customers at 221, for a year-to-date savings of \$326.15. In addition, website traffic was reported at 46 new and 15 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 1.8K people and engaged 357 people.
2. Signal Point Odor Issues – Plant Odor Systems – The superintendent reported MAI Air reported a delay in delivery of the scrubber unit for the centrifuge room. The delay was caused by the shortage of sub-contractors performing welding work on sheet metal.
3. Plant Influent Hydraulic Study – Nothing to Report.
4. Charter Review – The superintendent reported the public hearing notices for this coming September 16th's public hearing for the local charter election has been posted in Boothbay and Boothbay Harbor.
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 advised the Trustees the RT 96 Project is officially funded by Rural Development. A press release from USDA will be forthcoming.

7. Rate Review – Nothing to Report.

New Business:

1. **Execute Documentation for RT 96 Construction Checking Account – The First**

Pursuant to the Letter of Conditions from RD regarding funding of the RT 96 project, the Trustees are required to have a dedicated construction checking account for the flow of interim financing funds, loan funds and grant funds for the Project. distributed the construction account documentation from The First for review. After review Trustee Kipp made motion to execute the RT 96 Construction Account documents. Trustee Stormont seconded the motion. Vote was unanimous. Trustee Stormont and Kipp executed the document. Trustee Morris executed his signature earlier in the day.

2. **Execute Drawdown #1 for the 2019 Maintenance Bond –**

After review of the drawdown supporting documentation, Trustee Stormont made motion to execute the drawdown request from the First. Trustee Kipp seconded the motion. Vote was unanimous to execute. Trustee Stormont executed the documentation.

Correspondence:

1. **Andrews 20 West Street Note**

The superintendent distributed the letter sent to the Andrew's stating their property is one unit. Geoff Smith, Town of Boothbay Harbor – Code Enforcement Officer advised the superintendent that he inspected the property at the request of Andrews. Smith advised the superintendent, the pictures of the property on both Zillow and Trulia websites were inaccurate and that the content in photos were not present during his inspection. Based on Geoff Smith's inspection, the superintendent issued another letter to Andrews stating the unit will be considered a single unit.

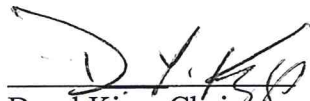
Public Comment:

Trustee Kipp reminded those present that he would not be in attendance at the scheduled September 16, 2019, public hearing on the fall election.

Adjourn Meeting:

Trustee Kipp made motion to adjourn the regular business meeting. Trustee Stormont seconded the motion. Vote was unanimous. The regular meeting ended at 1714 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

ABSENT

Sam Morris, Clerk



James Stormont, Treasurer