

DATE: September 5, 2017

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 5:03 PM.

Review of the Minutes of August 21, 2017

The minutes of the August 21, 2017, meeting was reviewed. After review, Trustee Stormont made motion to accept the August 21, 2017 minutes as presented. Trustee Kipp seconded the motion. Vote was unanimous.

Review of Warrant 1336

Warrant 1336 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: Newall, Blake, Bouffard, Capers, Carroll, Curtis House, Farrin, Giles, Greenleaf, Greenleaf, Hamlin, Hinds, Manson, Nelson, Red cup, Roberts, Huskere, Scattergood, Schicchi, Sharon, Shields, Trotter, and Wroldson.

Trustee Stormont reviewed and executed the letters.

Execute Notice and Demand for Payment: Andrews, Engert, Glass, Kennon, McLellan, Myshrall, Page, and Paquette

Trustee Stormont reviewed and executed the notices.

Execute Lien Certificates: Collette and Michael and Nichols

Trustee Stormont reviewed and executed the certificates.

Execute Lien Discharges: Townsend and Curtis

Trustee Stormont reviewed and executed the lien discharges.

Execute Certificate of Commitment for September 1, 2017 Billing:

After review, Trustee Kipp made motion to commit the September 1, 2017, billing to the Treasurer for collection. Trustee Stormont seconded the motion. Vote was unanimous.

Financial Reports through August 31, 2017:

The superintendent issued the balance sheet and the budget overview with expenditures through August 31 compared to the annual budget amounts. All lines were under budget. Trustee Kipp requested a new budget report based on the budget through August 31. The superintendent will email the revised report.

Old Business:

1. Union Street Pump Station Project – The superintendent reported he met w/Sargent and the Town Manager and Public Works Director to discuss the logistics and traffic flow for the Project. The meeting was productive and Sargent went away with a solid understanding for their traffic plan. The superintendent advised the MeDOT Road Opening Permit Application has been forwarded to MeDOT for approval and issuance. The superintendent reminded the Trustees of the Pre-Construction Meeting being held at 11:00 on September 19, 2017, at the District Office.
2. Plant and Collection System Operations: The superintendent reported typical and normal plant operation. The collection system crew is jetting lines and cleaning wet wells.
 - A. Footbridge Alley Way ROW – Nothing to Report
 - B. Bowling Alley Parking Lot – Nothing to Report.
 - C. Signal Point Odor Issues – Emails – The superintendent reported Wright-Pierce forwarded their evaluation proposal. The superintendent will forward the proposal after the meeting for discussion at the next meeting.
 - D. Lab/Operator Position – The superintendent reported Jolene Greer has started work on August 28, 2017, and is currently training.
 - E. John Abbe – The superintendent reported the crew further investigated the odor issues at the Abbe property. The crew showed Mr. Abbe how the water flowed through the sewer lines. The water lines in the sewer clearly

✓
ED

AK

showed the system was not surcharging. The crew jetted the line from the District manhole to the Coast Guard manhole. The only services in this reach are Abbe and the force main terminus of the Coast Guard Station. During the first jet pass, Abbe indicated his toilet rocked and emptied. During the second pass, the crew left the manhole cover off the line and the Abbe toilet did not rock and drain. This indicates there is a venting issue in Abbe's building. The crew verified this by smoke testing the line. Enough smoke was added to saturate the Abbe building. What was found, out of the many vents on the building, only three showed very light wispy smoke exiting. Most of the smoke was leaving the manhole as it was pressurized by the blower. This should not have happened. The building vent system should have handled the added air and did not. The District demonstrated the issue with the Abbe building was internal to the building and not a result of District operation.

3. Plant Influent Hydraulic Study – The superintendent reports data is being collated.
4. Website – The Office Manager reports 157 direct debit and 233 email customers resulting in a savings of \$312.53 to date. There have been 50 new and 28 returning visitors to the website since the last meeting and 32 new visits and 108 reaches to the District's Facebook page.
5. Evaluation of Capital Island and Squirrel Island Effluent Odor Study – The superintendent reports Stevens Electric was onsite to review the install of the Sodium Hypochlorite system on the force main. Stevens needs a few more parts and will order them.
6. Golf Course Phase 2 – Nothing to Report
7. Roundabout Project Update: The superintendent reports work will start after 9/11 with the grinding of the road and the lowering of the manholes. Sargent will remove the frames and cover, the brick risers, and GPS all the locations.
8. Trustee Charter Questions – The superintendent reported all the documents have been sent to Bill Fletcher for his review and opinion. No word back as of this meeting.

New Business:

1. None.



Correspondence:

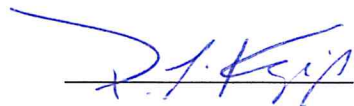
1. MMA Workers Compensation Dividend Check: The superintendent announced the receipt of a dividend check in the amount of \$1,333.
2. Townsend Avenue Development for Seascapes Investments, LLC – The superintendent forwarded a copy of the site plans to the Trustees. The Planning board has issued a building permit. The District has forwarded an entry permit to them, but has not received anything in return. The District is requiring the installation of an outdoor grease trap.

Public Comment:

None

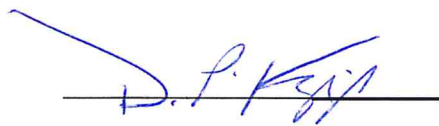
Motion to Adjourn the Regular Meeting:

Trustee Stormont made motion to adjourn the regular meeting. Trustee Kipp seconded the motion. Vote was unanimous. Meeting ended at 5:30 p.m.



Deryl Kipp, Chairman

We, the undersigned, do hereby waive notice of the above meeting and do agree to the business transacted.



Deryl Kipp, Chairman

Currently Vacant

Clerk



James Stormont, Treasurer