

**DATE: September 8, 2020**

**Boothbay Harbor Sewer District Board of Trustees Regular Meeting**

Attendees:

Deryl Kipp  
Sam Morris  
Jim Stormont  
Chris Higgins

**Regular Business Meeting Call to Order:**

Trustee Kipp called the regular business meeting to order at 4:56 PM. 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 August 3, 2020, Business Meeting**

The minutes of the August 3, 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. It was noted the August 17, 2020 was cancelled.

**Review of Warrants 1409 and 1410**

Warrants 1409 and 1410 were reviewed. After discussion, Trustee Kipp made motion to execute the warrants. Trustee Morris seconded the motion. Vote to execute the warrants was unanimous.

**Execute 60-Day Late Letters:** Barter, Gregory & Lucy, Chase, Peter W., Crow Point Partners, LLC, Durfee, Joyce L., Greenleaf, Albert L., Howe, Brian M. & Diane M., Katama Acquisitions, LLC (1 West), Keegan, Kevin M., Nelson, Edward A., Nichols, Jeffrey W., Rankins, Ben & Lisa Walby, Reed, Omer W. & Constance W., Roberts, Michael A. & Caroline G., Rosser, Steven C. & Carol J. Davis, Setz, Patrick & Marla Setz, Life Tenant, Shafrannik, Irina, Shields, Suzanne Leeman, and Steele, Peter. Trustee Stormont reviewed and executed the letters.

**Execute Notice and Demand for Payment:** Engert, Bruce C. & Mary-Ellen, Glass, Francoise M. Spencer, Kazakos, Takis A., Paquette, Susan M., and Schmidt, James K. & Nancy L. Trustee Stormont reviewed and executed the Notices.




**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. Hypochlorite Tank 1 Leak – The superintendent reported tank 1 developed a leak at the discharge flange. The superintendent contacted Northeast Fluids (tank rep) and forwarded pictures to Poly Processing (tank manufacturer). This is the second time this type of tank has leaked in the same location. The pictures showed signs of the inner liner cracking. The hypochlorite seeps between the liners and leaks. Poly Processing reports the tank requires replacing as there is no repair for this type of problem. This tank was installed in 2014 and is not covered by warranty. The superintendent will start getting quotes for a replacement tank. In the interim, sodium hypochlorite will be stored in tote containers.
    - b. Formal PAA Trial Request DEP – The superintendent advised the MeDEP has finally developed guidance for an official trial of Peracetic Acid (PAA) for disinfection. The superintendent will be developing a formal request and submission to DEP for the trial. The superintendent is hoping to start the trial in December and will run through the end of February.
    - c. Giles Place Bypass Survey – The superintendent reported design is underway
    - d. Kenny Field Paving/Meeting with Town of BBH – The superintendent reported the Town finally decided on how the paving job on Kenny Field Drive was going to happen. A meeting was held September 2 to discuss the project. The superintendent expressed his concern with the lack of communication between the Public Works Foreman and the District. The superintendent advised two weeks' notice is really not enough to adequately prepare for a job of this nature. The District has 16 manholes to prepare in this road, with 6 to rebuild. The work will start the week of September 14.
    - e. SCADA Updates – PS04, PS05, PS09, PS10, PS11 – The superintendent advised the 5 pump stations have been upgraded and converted to cellular communication. There are 8 stations left to be upgraded.
    - f. Pump Station Generator Trailers – The superintendent reported the District has received the new trailers for the portable generators from Over the Road (Warren Maine). The gen sets will be mounted in the coming weeks.
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- g. PFAS Update – Nothing to report.
  - h. Garage Bay Odor Scrubber Status: The superintendent advised units are now in production and are expected to be delivered by the end of October.
  - i. Rate Review Memo – Discussion tabled.
  - j. Website Traffic – The office manager reports 234 direct debit, and 299 email customers for a postage savings of \$517.00 to date. The office manager reports there were 357 new visitors to the website and an additional 33 returning visitors.
2. Hennessey Odor Complaint – See the attached report to DEP.
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 superintendent advised the new push camera and WinCan software has been received. The Project is now officially closed.
5. Blower Evaluation – The superintendent reported Wright-Pierce is now working on the Project. The superintendent supplied diffuser data to Wright-Pierce for modelling.
6. Relining 2 Project – The superintendent reported the application for funding with RD is complete and submitted. RD has advised there is no grant funding available in the remaining budget cycle. However, there is money available for low interest loan. The trustees decided to wait and submit the application during the next federal budget cycle, which is supposed to start in October 2020.
7. 2020 Utility Truck – The superintendent reported Jeremey Parker (O'Conner) advised the truck is in production, the body is ready in Augusta, and the truck should be in Augusta toward the end of September. Once delivered, the body and plow gear will be mounted, and the body lined. Delivery to the District should be by the end of October.
8. Covid Pandemic Policy – The superintendent asked the trustees if the Policy would remain in effect. The Board advised the Policy will remain in effect and will be reviewed again during the upcoming budget workshops.
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**New Business:**

1. **September 1, 2020 Billing Certificate of Commitment:**
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After review, Trustee Morris made motion to commit the September 1, 2020 billing to the Treasurer for collection. Trustee Kipp seconded the motion. Vote was unanimous.

**2. August Financial Reports:**

The superintendent discussed the financial reports. The superintendent advised expenses are 87% of the budget for this period and revenue is at 111%. The superintendent has advised that no additional customers have contacted the office expressing financial hardship. The superintendent advised the checking account has \$483,891 dollars and will be reduced with the excess placed into the equipment reserve account.

**3. Richard MacFarland – Sewer Abatement Request 37 Bay Street:**

The trustees reviewed the attached abatement request. After discussion, Trustee Morris made motion to grant a one-time abatement and reduce the bill to the minimum billing rate of \$116.95. Trustee Stormont seconded the motion. Vote to grant the abatement was unanimous. The superintendent will advise the MacFarland's.

**4. Budget Workshop Dates – Oct 5, Oct 19, Nov 2**

The superintendent advised the Board the 2021 budget workshops will be scheduled for October 5, 19, and November 2. Trustee Kipp advised he will not be able to attend the October 19 and November 2 workshops in person but would be able to attend via Zoom. The superintendent will schedule accordingly. The superintendent will send the advertisements to the Boothbay Register for publication.

**5. Budget/Rates Public Hearing November 16**

The superintendent advised if all the workshops go as planned the Public Hearing could be scheduled for November 16. The trustees concurred and set November 16, 2020 as the public hearing date. The superintendent will have the mailings prepared and sent out to the ratepayers along with advertisements in the Boothbay Register.

**6. Jeffery Nichols – 4 Reed Lane, Boothbay**

The superintendent advised the Board the Town of Boothbay has placed a tax lien on the Nichols property and that lien will mature and foreclose on November 18, 2021. Nichols currently owes the District \$238.42 and this amount will double by the foreclosure date. The Board decided to revisit the matter in September 2021 and decide how to proceed.

**Correspondence:**

**1. Campbell Cove Investment Corporation – Additional Unit 12 McKown Street**

The superintendent advised the Office Manager found an additional unit that was not being billed. See the attached letter. As of the meeting date, the District has not heard back from Campbell Cove.

**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 1747 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