

**DATE: September 17, 2018**

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

Attendees:

Deryl Kipp  
Jim Stormont  
Sam Morris  
Chris Higgins

**Regular Business Meeting to Order:**

Trustee Morris called the regular business meeting to order at 5:49 PM.

**Review of the Minutes of August 20, 2018**

The minutes of the August 20, 2018, meeting was reviewed. After review, Trustee Stormont made motion to accept the minutes as presented. Trustee Morris seconded the motion. Vote was unanimous. It was noted there was no meeting on September 3, due to the Labor Day holiday

**Review of Warrant 1360 & 1361**

Warrants 1360 and 1361 were reviewed. After discussion, Trustee Morris made motion to execute the warrant. Trustee Stormont seconded the motion. Vote to execute the warrant was unanimous.

**Execute 60-Day Late Letters: Berry and Burbank, Blake, McMahon, Correa, Curtis, Farrin, Freeman, Giles, Greenleaf, Hinds, Lincoln Health, Lyons, McNutt, Nichols, Norton, Oak Street Provisions, Perritt, Robson, Shields, Trottier, and Wilson**

Trustee Stormont reviewed and executed the letters.

**Execute Notice and Demand for Payment: Engert**

Trustee Stormont reviewed and executed the demand notice.

**Execute Lien Certificates: Murray Hill and Dunculus**

Trustee Stormont reviewed and executed the lien certificates

**Execute Lien Discharges: Oak Street Provisions**

*[Handwritten signatures: D/K, S/W, and a large checkmark]*

Trustee Stormont reviewed and executed the lien release.

**Execute Impending Foreclosure Notice(s): Shields and Farrin**

Trustee Stormont reviewed and executed the impending foreclosure notices.

**Commitment of the 9/1/18 Billing:**

After review, Trustee Morris made motion to commit the billing of 9/1/18 to the treasurer for collection. Trustee Kipp seconded the motion. Motion passed.

**Execution of Entrance Application – John Fish Atlantic Avenue:**

After review, the trustees executed the entry application.

**Old Business:**

1. Union Street Pump Station Project – The superintendent reported the final pay application is still in process. The superintendent reported the District is still waiting on Sargent Corporation. The superintendent reported Shane Riley (property owner where the station is located) advised of sign damage and electrical issues at the sign since the end of the project. District personnel investigated the claim and found the claim to be accurate. The superintendent forwarded the punch list item to Wright Pierce for inclusion and repair.
2. Plant and Collection System Operations: The superintendent reported normal plant operations since the last meeting.

The superintendent reported he is still waiting for the electrical/mechanical quote. The superintendent advised he had contacted Stevens Electric to see where the status of the quote is. He did hear back and Stevens is trying to nail down CMP. St. Andrews Village has committed 70K for the project.

The superintendent reported successful power shedding at he plant on August 30. This date was the peak for the year. Because of power shedding and running on generator, the District will realize electrical cost savings in 2019 by reducing capacity pass through charges.

The superintendent reported manhole inspections within the PS 09 drainage area resulted in finding the source of the disposable wipes that were entering the station. The wipes were coming from the new fitness center at the golf course. Management was notified and the wipes dispensers have been removed.

*Self*

*WPK*

The collections crew cleaned several wet wells and started sewer cleaning activities. The crew responded to 9 alarms since the last meeting.

All other work was routine.

3. Signal Point Odor Issues – The superintendent reported the District received an odor complaint on August 30, at 0846, from Carol Cochrane at 34 Signal Point. This property is south of the plant. Ms. Cochrane advised the odors had been “strong and has a rotten egg odor”. There was an easterly wind at 1-2 mph and temperature of 72 degrees.

The superintendent reported we are done collecting hydrogen sulfide data within the plant building. The centrifuge vent was the last location and was completed. The data was forwarded to Wright-Pierce.

4. Plant Influent Hydraulic Study – Nothing to Report.
5. Website – The office manager reported email savings stand at \$328.65 ytd, with 197 direct debit and 246 email customers. The website had 86 new and 21 returning visitors since the last meeting. Our Facebook page had 27 visits since the last meeting.
6. The superintendent distributed the fence quotes to the Board. The District received two quotes, Aroostook Fence - \$25,825 and Main Line Fence - \$26,274. Aroostook Fence listed a 10 week start date and Main Line did not disclose a start date. The Trustees advise the superintendent to ask Main Laine when they could start and go from there
7. Route 96 Sewer Replacement Project – The superintendent advised design is still underway and the extra survey work on the Eastern Ave end was done this past Saturday. The final drawings are being worked now.
8. Fairpoint/Crooker Damage Claim – The superintendent reported the 9/10 MPUC hearing with the FairPoint employees did not go well and that he was not present at the hearing. Richard Perkins of Crooker reported Paul Perry said the “(i.) cable was inside the pre-marks, (ii.) he did not remember talking to the superintendent, (iii.) he said the sheath was broken by Tracy (Crooker Job Foreman) and so were the conductors inside the sheath that had to be repaired, (iv.) He said Crooker broke the inside of the vault, and (v.) that there were numerous service outages in Boothbay. The superintendent advised the Trustees Mr. Perry spoke to the superintendent of four different occasions and discussed the cable location. Each conversation Mr. Perry indicated the line was mismarked. The superintendent also advised the trustees, Mr. Perry sent the superintendent two pictures that showed the cable in relation to the pre-






marks. The superintendent told the Trustees he was not aware of any service disruption in the area, the cable was not severed and spliced, and that the vault damage was old and not caused by Crooker's actions. The vault was full of cobwebs and the metal cabinets were heavily rusted indicating very old damage. Mr. Perry never entered the vault. Also, the only repair to the cable that FairPoint performed was a wrapping of the sheath with a tape product. District personnel placed the cable back into conduit with FairPoint supervision.

9. Charter Review – Nothing to report.
10. Polymer System – The superintendent reported the new polymer system arrived and District personnel will be installed and starting up the system in the near future.
11. Water District Meter Reading Fee - The superintendent distributed a time line of events and an abstract from the Water District minutes dating from March 27 to September 15 (attached). The superintendent advised the water district manager dropped off the Norm Lamie analysis (2<sup>nd</sup> rev) on September 14. The date of that revision was August 18. The superintendent pointed out he sent an email to the water district manager on August 27, asking if the water district manager had heard back from Lamie on the first rebuttal. The superintendent advised there was no response from the water district. The superintendent advised the second revision was not discussed when dropped off and the water district manager advised the superintendent that "he is not driving this bus". The superintendent advised the trustees Norm Lamie validated some of the points made from the superintendent's August 10 rebuttal. Lamie made several adjustments to his analysis and lowered the reading cost from \$5.15 to \$4.00 per reading. Norm Lamie also stated, the labor/benefits cost should be discussed (see attached). The superintendent sent an email back to the water district manager expressing his displeasure as well as the trustee's displeasure with the way the issue has been handled and the associated lack of communication from the water district. In that email the superintendent also asked the water district manager if he was willing to discuss the labor/benefit portion of the fee as recommended by Norm Lamie. The superintendent has not heard back since the email was sent.
12. Efficiency Maine Lighting Project – The superintendent reported the plant and office lighting project is online to start sometime this month. Back in June, the District received project funds to make the lighting more efficient.

**New Business:**

1. Utility Truck Bids - The superintendent distributed the utility truck proposals.

There were four proposals sent for consideration: Hight GMC - \$76,446.38, Hight Dodge - \$73,125.00, Newcastle - \$75,557.00, O'Conner - \$76,785.00. The superintendent advised he and Dave Pratt will inspect the proposals and make a recommendation to the Board.

2. Office Computer Upgrade – The superintendent advised Burgess Computer is performing the upgrade. The only remaining issue is to connect the server to the network. The superintendent is hoping the work will be completed by this coming Wednesday.
3. The First Investments – CD's: The superintendent advised The First responded favorably with rate a term for the District's investments. The superintendent will work with The First and establish the reserve accounts within the 36-month CD instrument.
4. Darren Graves, Abatement Request – Mr. Graves asked for an abatement due to an excessively running upstairs toilet. After discussion, the trustees advised the superintendent to average the last three years of consumption and abate the high bill back to that calculated average. The superintendent advised he will have the office manager do that the next day.
5. August 2018, Financial Reports – The superintendent distributed the financial reports as of 8/31/18. The superintendent reported the District is in outstanding position and the budget is on target for this time of year. The trustees reviewed the reports with no action taken.
6. Rate Analysis - The superintendent advised he secured Vic Krea of Wright-Pierce to review the superintendent's calculations on the 2019 Rate Analysis, Cost Allocation of BOD, TSS, and Flow, and the Projected Need Analysis for the next 8 years. All of the mentioned will have a direct impact of rates in the upcoming years. The superintendent advised the CIP is on target and reserves are funding at adequate levels.
7. 2018 Audit Engagement Agreement – The superintendent distributed the agreement forward by William Brewer and Associates. The agreement was reviewed and then executed by the Trustees. 
8. Water District Rate Increase – The superintendent distributed the public notice sent by the water district. The sewer district water rates will be going up by 58%. The superintendent advised there is a public hearing scheduled for September 20 at 6:00 p.m. at the Southport Town Hall if they would like to attend.  

9. 2019 Budget Workshop Dates – The superintendent distributed a first draft of the 2019 Budget and Rates. The superintendent advised the budget and rates were not complete, but want to get the expense side to the Board for their review prior to the first workshop. The workshop dates for the 2019 Budget. October 1, October 15, and November 5 will be workshop dates. The public hearing on the 2019 Budget and Sewer Rates will be November 19.

**Correspondence:**

MMA Workers Compensation Dividend: The superintendent advised the District received a dividend of \$1,589 from the Workers Compensation Fund for an excellent work record.

**Public Comment:**


None


**Adjourn Meeting:**


Trustee Kipp asked for a motion to adjourn. Trustee Stormont made the motion. Trustee Morris seconded the motion. Vote unanimous. The trustees adjourned the regular meeting at 1938 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