

**DATE: October 5, 2020**

**Boothbay Harbor Sewer District Board of Trustees Regular Meeting  
/2021 Budget Workshop #1**

Attendees:

Deryl Kipp  
Sam Morris  
Jim Stormont  
Chris Higgins

JCS

**Regular Business Meeting Call to Order:**

Trustee Kipp called the regular business meeting/budget workshop to order at 5:00 PM. All materials were sent to the Trustees prior to the meeting. All materials were available to the public upon request. The superintendent advised, due to the Covid-19 Pandemic, the District offered virtual attendance via Zoom. The following was published as part of the public notice:

SM

The following are the sign in credentials to attend virtually:

Meeting URL:

<https://us02web.zoom.us/j/86248340076?pwd=YTF0cE1PK0hmM0dkK3dLVkE4Q3QvUT09>

Meeting ID: 862 4834 0076

Passcode: 553454

The superintendent noted no members of the public are connected to the meeting.

**Review of the Minutes of September 8, 2020, Business Meeting**

The minutes of the September 8, 2020, regular business meeting was reviewed. It was noted the September 21, 2020 meeting was cancelled. After review, Trustee Stormont made motion to accept the minutes as presented. Trustee Morris seconded the motion. Vote to accept was unanimous.

JK

**Review of Warrants 1411 and 1412**

Warrants 1411 and 1412 were reviewed. After discussion, Trustee Stormont made motion to execute the warrants. Trustee Morris seconded the motion. Vote to execute the warrants was unanimous.

**Execute 60-Day Late Letters:** Barter, David & Stover, Jessica, BRT Properties, LLC-Greenleaf Inn, Carolin, Dennis A. & Tracie Y., Corbin, Lee, Court Street Ventures Inc, Field III, John E., Greenleaf, Albert L. & Cleo R (34 Howard), Lloyd, Sara A., Murray

Hill Properties LLC, Ronan, Sean, Starankewicz, Gary, Superintendent (BRES), Supt. Of Schools, Watts, Robert B. & Monona S.

Trustee Stormont reviewed and executed the letters.

**Execute Notice and Demand for Payment: None**

**Execute Lien Certificates: None.**

**Execute Lien Discharges: None**

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

Trustee Stormont reviewed and executed the notice.

**Sewer Entrance Applications: None**

**Old Business:**

1. Plant and Collection System Operations: The superintendent reported normal plant operations since the last meeting.
  - a. Formal PAA Trial Request DEP – Nothing to Report.
  - b. Kenny Field Paving – The superintendent reported that manhole work on Kenny Field and Sunset was completed and the manholes were patched in by Crooker. Crooker advised the shim work and final overlay has been delayed with no date scheduled. The superintendent reported he has not heard from the Town regarding the delay.
  - c. PFAS Update – Nothing to report.
  - d. Garage Bay Odor Scrubber Status: Nothing to Report.
  - e. Rate Review Memo – Discussion tabled.
  - f. Website Traffic – The office manager reports 234 direct debit, and 300 email customers for a postage savings of \$580.80 to date. The office manager reports there were 1,876 new visitors to the website and an additional 94 returning visitors.
2. Plant Influent Hydraulic Study – Nothing to report.
3. Blower Evaluation – The superintendent reported, due to inactivity, Efficiency Maine has removed the District from their project list. Wright-Pierce has been notified and will move the Project to the top of their pile.
4. Relining 2 Project – The superintendent reported the application for funding with RD is still on hold.

5. 2020 Utility Truck – The superintendent reported Jeremey Parker (O’Conner) advised the truck is in Boston awaiting shipment to Augusta. The body is ready in Augusta. Parker thought delivery to the District should be by the end of October.
6. 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 first January 2021 meeting.

**New Business:**

**1. October 1, 2020 Billing Certificate of Commitment:**

After review, Trustee Morris made motion to commit the October 1, 2020 billing to the Treasurer for collection. Trustee Kipp seconded the motion. Vote was unanimous.

**2. September Financial Reports:**

The superintendent discussed the financial reports. The superintendent advised expenses are 85% of the budget for this period and revenue is at 112%. The superintendent has advised that no additional customers have contacted the office expressing financial hardship. The superintendent advised the checking account now has \$211,442 dollars in it. The Trustees were pleased with the District’s financial position.

**3. Gary Starankewicz – Sewer Abatement Request 40 Sea Street:**

The trustees reviewed the attached abatement request. The superintendent advised he met with Starankewicz and investigated the high usage. On three occasions, the water was isolated to certain sections of the house and the meter still showed usage. The superintendent advised Starankewicz to contact the Water District to have them verify the meter’s operation. The superintendent was confident there was an issue and advised the trustees to consider abating the bill back to the average of the previous periods. Trustee Stormont added he would like to wait and see the next quarter’s usage. The superintendent advised those readings should be available during the week of October 19. The remaining trustees agreed to table the discussion pending arrival of the new usage. The superintendent will advise Starankewicz.

**4. Budget Workshop #1:**

The superintendent distributed the first draft of the 2021 Budget. The superintendent explained the Budget was up 3% and was mainly due to the Route 96 Project debt retirement and associated sinking fund obligations. The remainder of the budget remained flat. The superintendent explained that due

to the Covid-Pandemic any major capital improvements for 2021 have been delayed in an attempt to keep the budget at the existing level and ease the impact on users. The superintendent advised the CPI-U for the Boston area was running around 0.8% above that of 2019. The Board was pleased with the first draft and will review the budget for further discussion at the next workshop.

The superintendent reminded the Board the next 2021 budget workshops will be scheduled for October 19, and November 2.

**5. 2021 Rate Review #1:**

The superintendent is the first draft of the 2021 rates. The superintendent explained the attempt was made to stabilize and or reduce the rates pursuant to the affects of the Covid 19 Pandemic and the associated proposed flat 2021 Budget. The superintendent advised the distributed iteration kept the rate per 100 cubic feet at the current \$13.13, The minimum residential bill was reduced from \$112.50 to \$105.00 per quarter, and the quarterly cubic foot allowance was reduced from 900 to 800. The superintendent advised this scenario would generate enough revenue to cover the new debt for the Route 96 project, but not increase revenue otherwise. Trustee Stormont asked how many people in the 800 to 900 range would be affected by the allowance reduction. The superintendent advised 48 people in that group would see net \$7.00 per quarter increase. The superintendent advised 259 customers would see a decrease in their bill and the remaining customers would remain unchanged as they were already paying on a usage basis and that rate per 100 cubic feet would not change. The superintendent advised the seasonal users would see a decrease in the minimum bill as well. The superintendent advised 71 of the smaller commercial year-round customers would see a decrease as well. The trustees advised they wanted to keep the rates as flat as possible. Trustee Stormont asked for an iteration of keeping the year-round residential customers flat. The superintendent will provide that analysis prior to the next workshop.

JS  
SLW  
AK

**6. Personnel – Executive Session, M.R.S.A., Chapter 13, Subchapter 1, §405, 6.A.1 – Personnel Matters**

Trustee Kipp asked for a motion to suspend the meeting and enter in executive session pursuant to M.R.S.A., Chapter 13, Subchapter 1, §405, 6.A.1 – Personnel Matters and to return the regular meeting. Trustee Morris made that motion and was seconded by Trustee Stormont. Vote to enter into executive session was unanimous. The Board entered the executive session at 15:40 hours. The Board ended the executive session at 15:52 hours and returned to the regular meeting.

**Correspondence:**

**1. Harris – 2 Grandview Avenue, Spruce Point – Additional Entry Fee and Unit Letter**

The superintendent advised the Office Manager found an additional unit that was not being billed. In addition, Harris should have paid an entry fee for the additional unit. See the attached letter. As of the meeting date, the District has not heard back from Harris.

**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 1810 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