

**DATE: October 7, 2019**

**Boothbay Harbor Sewer District Board of Trustees  
Regular Business Meeting and First Draft 2020 Budget Workshop**

**In Attendance:**

Deryl Kipp  
Jim Stormont  
Sam Morris  
Chris Higgins

Bill Pearson – Boothbay Register

**Regular Business Meeting Called to Order:**

Trustee Kipp called the regular business meeting to order at 5:03 PM.

**Review of the Minutes of September 16, 2019 Business Meeting and Public Hearing**

The minutes of the September 16, 2019, business meeting and the Charter Revision Review Public Hearing were reviewed. After review, Trustee Stormont made motion to accept the minutes as presented. Trustee Morris seconded the motion. Vote was unanimous.

**Review of Warrants 1387**

Warrant 1387 was reviewed. After discussion, Trustee Stormont made motion to execute the warrant. Trustee Morris seconded the motion. Vote to execute the warrant was unanimous.

**Execute 60-Day Late Letters:**

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

**Execute Lien Certificates: Murry Hill Properties and US National Bank**

Trustee Stormont reviewed and executed the lien documents.

**Execute Lien Discharges: None**

**Execute Impending Foreclosure Notice(s): None**

**Sewer Entrance Applications: Habitat for Humanity 35 Campbell Street**

The District trustees executed the permit, and all agreed to waive permit fee for this project only.

**Old Business:**

1. Plant and Collection System Operations: The superintendent reported there were no issues with plant operations since the last meeting. The superintendent reported #2 blower has been returned from AC Electric and will be installed.
  - a. St. Andrews Village Pump Station Upgrade – The superintendent reported Stevens Electric was onsite Friday, October 4 to install the meter trim, transfer switch, and generator plug. The station is now ready for power. Stevens will advise CMP that the site is ready to be energized.
  - b. 21 Sea Street Property Line Issues – The superintendent advised Leighton and Associates has set the pin. However, the superintendent felt the pin is not in the correct location due to reduced road frontage distance. The superintendent met with Nick Plumer of Leighton and Associates late last week, and Leighton will come back to verify. John Hennessey has seen the present pin location and the superintendent advised him the pin was not correct and he was going to meet with Leighton and discuss verification of the location.
  - c. The superintendent advised the collection system crew has been jetting the past two weeks and all main runs have been cleaned leaving a few side streets to be cleaned. The superintendent estimated 95% of the system has been cleaned.
  - d. The superintendent advised the trustees Emery Lane paving was started. This is a Town of Boothbay Harbor job. The superintendent explained the job did not start well as the Boothbay Harbor Public Works foreman was not sure of what was to be done and the paving scenario changed several times. This led to confusion as to what the District needed to do in preparation for the job. As a result, the District performed manhole work twice losing a day and a half of personnel time and manhole materials. The superintendent discussed the issue with the foreman at length and discussed with the Town Manager. Hopefully, the Town's job knowledge and coordination will improve on future projects.
  - e. The superintendent reported North American Infrared will be onsite the last week of October to start manhole work. The superintendent advised this work has been delayed twice due to mechanical and weather issues. The superintendent advised he has notified two members of the Harbor Board of Selectmen of the delay.

*Handwritten signatures:*  
SLS  
JPK  
JAS

- f. The superintendent advised the office manager reported email customers stand at 271 (an increase of 11 since the last meeting), direct debit customers at 219, for a year-to-date savings of \$409.20. In addition, website traffic was reported at 74 new and 11 returning visitors since the last meeting.
2. Odor Issues – Plant Odor Systems – Nothing to Report
3. Plant Influent Hydraulic Study – Nothing to Report.
4. Charter Review – The superintendent advised the public hearing for the referendum question and November 4 vote is complete. The superintendent advised the Warrant postings in Boothbay and Boothbay Harbor are complete and the referendum has been advertised in the Boothbay Register.
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 Route 96 Sewer Replacement Project is scheduled to begin the last week of October or first week of November. The superintendent advised he reached out to T. Buck and forwarded information to them about two potential staging areas and gave them the contact info for the properties owners to discuss use. The superintendent also advised a preconstruction meeting needed to be scheduled prior to the start of the job.
7. Rate Review – The superintendent advised he has checked with Wright-Pierce and the Board should have a draft by their October 21 meeting.

**New Business:**

**1. Certificate of Commitment October 1, 2019, Billing**

After review Trustee Morris made motion to execute the October 1, 2019, billing commitment and have the bills committed to the treasurer for collection. Trustee Stormont seconded the motion. Vote was unanimous

**2. September Financial Reports**

The superintendent disturbed the financial reports for year-to-date September 30, 2019. The district's cash position stands at 1.897 million dollars. Revenue for this period stands at \$1,078,997, \$67,540 above projection. Expenses are at \$1,491,249 and \$28,764 below budget.

**Correspondence:**

**1. DEP 2019 3560 Inspection Report Response**

The superintendent had distributed the response. The letter was reviewed with no other action taken.

**2. RD – Rt 96 1780-27 Submission**

The Trustees reviewed the submission letter.

**2020 Budget/Rates Workshop – First Draft**

The superintendent distributed the first draft of the 2020 budget for review and discussion. The superintendent advised the budget is a maintenance budget in that no new items were added other than new debt for the Route 96 Project and its associated sinking fund. All other lines were held at 2019 levels or adjusted for inflation.

Review started with the proposed revenue section. The superintendent advised the projections were based on a 5% increase in rates. The projections were based on year to date actual revenues plus the remaining quarter, multiplied by 5%.

The expense lines were reviewed. The superintendent advised Line 5030 (Health Insurance) is assumed to be a 10% increase. This line may be adjusted when the final rates are available. Lines 5020, 6010, and 6015 were adjusted according to the CPI-U for the region. The CPI-U is currently running at 2%. Lines 5210 and 5211 were adjusted to reflect new permit requirements for year-round disinfection. Line 5220 was adjusted by the CPI-U per contract requirements. Payroll was adjusted pursuant to the superintendent's recommendations. The trustees will review and discuss at the next workshop. The trustees will review the budget and discuss at the next workshop.

The superintendent distributed the rate projections based on the proposed 2020 Budget. The superintendent is projecting a 5% increase in the rate per 100 cubic feet of usage. The increase will cover the new debt for the Route 96 Sewer Project. The minimum bill, based on 900 cubic feet, will remain the same as 2019 with no increase. The trustees will review and discuss the rates based on the second draft of the proposed 2020 budget at the next workshop.

The superintendent distributed the proposed financial need projections for the next 10 years. The need is based upon anticipated capital projects and their associated impact on rates. The trustees will review and discuss at the next workshop.



**Public Comment:**

Bill Pearson asked for a copy of the proposed budget. The superintendent gave him a copy.

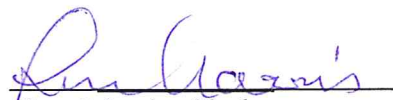
**Adjourn Meeting:**


Trustee Morris made motion to adjourn the business meeting. Trustee Stormont seconded the motion. Vote was unanimous. The meeting ended at 1810 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

  
Sam Morris, Clerk

  
James Stormont, Treasurer