

**DATE: October 19, 2020**

**Boothbay Harbor Sewer District Board of Trustees Regular Meeting  
/2021 Budget Workshop #2**

Attendees:

Deryl Kipp  
Sam Morris  
Jim Stormont  
Chris Higgins

**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:

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 October 5, 2020, Business Meeting**

The minutes of the October 5, 2020, regular business meeting was reviewed. After review, Trustee Stormont made motion to accept the minutes as presented. Trustee Morris seconded the motion. Vote to accept was unanimous.

**Review of Warrants 1413**

Warrants 1413 was reviewed. After discussion, Trustee Stormont made motion to execute the warrant. Trustee Morris seconded the motion. Vote to execute the warrants was unanimous.

**Execute 60-Day Late Letters: None.**

**Execute Notice and Demand for Payment: Chase, Greenleaf, Katama Acquisitions, Keegan, Nichols, Rankins, Rosser, Shields**

Trustee Stormont reviewed and executed the notices.

**Execute Lien Certificates:** None.

**Execute Lien Discharges: Engert, Murray Hill Properties (2)**

Trustee Stormont reviewed and executed the discharges.

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

**Sewer Entrance Applications: J&L Real Estate LLC – 102 Ocean Point Road**

The superintendent advised the Trustees the application is the first new customer on the new Route 96 line. The Trustees reviewed and executed the entry permit.

**Old Business:**

1. Plant and Collection System Operations: The superintendent reported normal plant operations since the last meeting.
  - a. Formal PAA Trial Request DEP – Trial request has been submitted to DEP.
  - b. Kenny Field Paving – The superintendent reported shim work was done last week and the overlay was supposed to be done last Thursday. District personnel was geared up to raise manhole rings and for some unknown reason, Crooker paved Sunset Road instead of finishing Kenny Field Drive as planned. The superintendent advised he received no word from the Town on the change and nobody from the Town was present for the paving. The attached email was sent to the Town Manager.
  - 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 237 direct debit, and 300 email customers for a postage savings of \$583.55 to date.
2. Blower Evaluation – Nothing to Report.
3. Relining 2 Project – The superintendent reported the application for funding with RD is still on hold.

VB  
SW  
BKC

4. 2020 Utility Truck – The superintendent reported Jeremey Parker (O’Conner) advised the truck is in Augusta. The body and plow rigging are being put on. The superintendent asked how the Board wished to dispose of the 2008 Utility Truck and the 1999 F550 once the District received the new truck. The superintendent advised there is some interest in both vehicles. The Board choose not to put the vehicles out to bid, but to place a for sale sign on them and take the first buyer that meets the District’s asking price.
5. 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.
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 Stormont made that motion and was seconded by Trustee Morris. Vote to enter into executive session was unanimous. The Board entered the executive session at 15:11 hours. The Board ended the executive session at 15:20 hours and returned to the regular meeting.

7. Gary Starankewicz – Sewer Abatement Request – 40 Sea Street  
The superintendent advised the readings since the meter was changed out was 200 cu. ft. The overage from the old meter was 1,200 cu. ft. Based on the data Mr. Starankewicz supplied and the testing observed by the superintendent, the Board was unanimous in granting Mr. Starankewicz an abatement due to a faulty water meter. The District will average the previous periods in question, issue a credit, and revise the bill accordingly.

✓  
SK  
AK

**New Business:**

**1. Paul Siracusa – Sewer Abatement Request 242 Atlantic Avenue:**

The trustees reviewed the attached abatement request. The superintendent advised he reviewed the request prior to the meeting. Mr. Siracusa is seeking an abatement for 1,050 gallons due to a hot tub leak. (see attached abatement request). Mr. Siracusa’s usage for the period was 63,580 gallons. The superintendent asked the office manager to contact Mr. Siracusa to see if there were any other issues for this period as the hot tub issues was not the cause of the high usage. The office manager advised there were 8 (2 adults and 6 children of various ages) people at the house for 84 out of 90 days. The superintendent advised typical water consumption per person per day ranges from 70-90 gallons per day. Based on this data, usage could be estimated at 8

people X 80 gallons per day = 640 gallons per day X 84 days = 53,760 gallons. The remainder of the period would be 2 people X 80 gallons per day = 160 gallons X 6 days = 360 gallons. This number does not include any outside water usage for the period. The hot tub allowance of 1,050 gallons would provide an estimate of 55,170 gallons. Metered usage for the period was 63,580 gallons. After discussion, the trustees had no issue allowing 1,050 gallons of abatement per Mr. Siracusa's supplied information with the remainder of the usage to be billed. The superintendent will advise Mr. Siracusa.

**2. Budget Workshop #2:**

The superintendent distributed the second draft of the 2021 Budget. The Board was pleased with the first draft. The superintendent advised the 2021 budget remained unchanged. The superintendent did update the year-to-date expenses. The Board reviewed and discussed the Advertising, Insurances, Sludge Removal, Payroll Adjustments, Outside Labor, Maintenance – Grounds, Buildings, Pump Stations,

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

**3. 2021 Rate Review #2:**

The superintendent, as instructed revised the second draft of the 2021 rates. The superintendent explained the distributed the second iteration and kept the rate per 100 cubic feet at the current \$13.13, The minimum residential bill remained at \$105.00 per quarter, and the quarterly cubic foot allowance was reduced from 900 to 850. The superintendent advised this scenario would generate enough revenue to cover the proposed 2021 budget.

**Correspondence:**

**1. Email to Boothbay Harbor Town Manager – Pump Out Records**

The superintendent advised the trustees he has asked for the pump-out boat dump logs to the District. We have requested the logs in the past without receipt. The superintendent reminded the Board the District has to report to DEP the amounts entering the system. Hopefully, the Town Manager will respond with the pup-out logs.

Yes  
Stu  
MK

**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 1752 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