

DATE: October 21, 2019

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

In Attendance:

Deryl Kipp
Jim Stormont
Sam Morris
Chris Higgins

Steve Carbone

Regular Business Meeting Called to Order:

Trustee Kipp called the regular business meeting to order at 5:00 PM.

Review of the Minutes of October 7, 2019 Business Meeting and 1st Draft Budget Workshop

The minutes of the October 7, 2019, business meeting and 1st Draft Budget Workshop were reviewed. After review, Trustee Morris made motion to accept the minutes as presented. Trustee Stormont seconded the motion. Vote was unanimous.

Review of Warrants 1388

Warrant 1388 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: None

Execute Notice and Demand for Payment: None

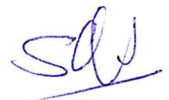
Execute Lien Certificates: None

Execute Lien Discharges: None

Execute Impending Foreclosure Notice(s): None

Sewer Entrance Applications: Wayne Closson 21 Campbell Street

The District trustees executed the permit.



Old Business:

1. Plant and Collection System Operations: The superintendent reported there were no issues with plant operations since the last meeting. However, the storm of 10/17/19, cut power to 8 pump stations on the east side starting 3:00 a.m. Power was resumed to all stations by 10/20/19 in the evening. The crew had to use the portable generator to power the stations around the clock. Two stations were out of power on McKown Point. Juniper Point Road and Massachusetts Road were down. The District was fortunate that the water company had turned off seasonal water. A tree came down on the panels and electric line at Juniper Point Station and will have to be removed.
 - a. St. Andrews Village Pump Station Upgrade – The superintendent reported CMP inspected the meter trim, transfer switch, and generator plug. We are now waiting on CMP to energize the service feed from the pole. Once done, the station work can proceed.
 - b. 21 Sea Street Property Line Issues – Trustee Morris and Kipp advised that John Hennessey has contacted each at home inquiring about the status and expressed his displeasure with the issue. The superintendent advised that Leighton and Associates would be back to remove the new pin and relocate it to the correct location. Trustee Stormont expressed his displeasure with the length of time Leighton has taken to come back and fix the issue and placing the pin in the wrong location to begin with. The trustees advised the superintendent to have Leighton respond to the issue more expediently. The superintendent will follow up with Leighton immediately.
 - c. The superintendent advised the collection system crew has completed jetting activities and has started on manhole work.
 - d. The superintendent advised the trustees Emery Lane paving has not been completed yet and the Town is waiting for Crooker to come back and finish the job.
 - e. The superintendent advised the office manager reported email customers stand at 273 (an increase of 2 since the last meeting), direct debit customers at 217, for a year-to-date savings of \$409.20. In addition, website traffic was reported at 43 new and 4 returning visitors since the last meeting.
2. Odor Issues – Plant Odor Systems – MI Air has advised the unit for the centrifuge room will be shipped the end of October.
3. Plant Influent Hydraulic Study – Nothing to Report.

4. Charter Review – Nothing to report.
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 preconstruction meeting was scheduled for October 18. The meeting was well attended. Representation from the Town was absent. The Project will start the last week of October and will be done in two phases. The first phase will include work to Eastern Avenue and then stop for the winter. The second phase will be in the Eastern Avenue area and will start in April. The Project should be completed by mid-May.
7. Rate Review – The superintendent distributed the Wright-Pierce draft of their first pass on a flat rate billing scenario. The superintendent advised the residential analysis was straight forward with a flat rate developed for an individual REU (residential equivalency unit). The average bill per residential REU would be \$474.40 per single unit, up from \$454.50. The other customer classifications would warrant more analyses. The trustees advised a meeting with reps of Wright-Pierce be scheduled for a future meeting to discuss the other classifications. The superintendent will discuss with Wright-Pierce.

New Business:

1. None

Correspondence:

1. **Scott Wilkinson – Senator King's Office**

The Trustees reviewed the news release from Senator King and Collin's office regarding the loan/grant from USDA for the Route 96 Project.

2020 Budget/Rates Workshop – Second Draft

Steve Carbone (Gilead Street, BBH) was present to discuss the new rates. The superintendent explained the projected 5% increase was due to new debt caused by the Union Street Project and the upcoming Route 96 Project. The superintendent advised the proposed 2020 Budget was a maintenance budget meaning no significant increases were proposed other than new debt retirement. Mr. Carbone discussed his higher than usual sewer bill and from September. Mr. Carbone advised he did a lot of outside watering this year. Mr. Carbone did contact the office. The superintendent advised Mr. Carbone to go to the District website and download an abatement form and submit it for consideration. The superintendent explained the abatement and outside watering process and advised Mr. Carbone to get an outside meter for his watering. Mr. Carbone will be in touch next year.

Yes
sdh

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prior to the watering season. Mr. Carbone thanked the trustees for discussion and appreciated the consideration of a possible abatement.

The superintendent distributed the second draft of the 2020 budget for review and discussion. The superintendent advised the second draft contains only revised year-to-date data. All other data remains the same as in the 1st draft. Trustee Kipp questioned the 2019 Residential revenue projection. The superintendent advised would be reached based on last year's billing for months 11 and 12 but would verify the amount and update. The trustees advised the residential line should be lowered and commercial lines raised based on current projections and the next two months billing.


The trustees reviewed the remaining lines. The superintendent advised the health and dental insurance lines will be forthcoming from MMA. The sludge removal line was discussed. The superintendent advised there is an unknown with PFAS and the Cola for the northeast. The Cola will be applied to the line when known. All other lines were reviewed. The trustees reviewed the salary lines and will be adjusted in the third draft. The superintendent reminded the trustees lines 7064 and 7050 will be paid off in 2021.

Public Comment:

None.

Adjourn Meeting:


Trustee Morris made motion to adjourn the business meeting. Trustee Stormont seconded the motion. Vote was unanimous. The meeting ended at 1816 hrs.

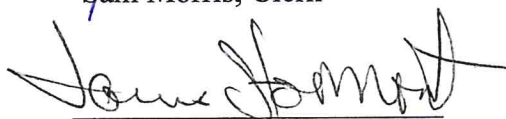


Deryl Kipp, Chairman

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