

**DATE: November 2, 2020**

**Boothbay Harbor Sewer District Board of Trustees Regular Meeting  
/2021 Budget Workshop #3**

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 19, 2020, Business Meeting**

The minutes of the October 19, 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 1414**

Warrants 1414 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:** Barter, Kevin L., Brackett, Shirley F., Carbone, Lisa J., Correa, Robert, Dow, Kimberlee & James Marcotte, Dumphy, Jessica & Mark Manfredi, Glass, Francoise M. Spencer, Kristoff, Lisa M., Minerich, Thomas S., Myshrall, Nora E.,

Nightingale, Todd, Paquette, Susan, Pingree, Michael, Russo, Jonathan, Schmidt, James K. & Nancy L., Townsend, Dale, Vise, Alex E. & Kathy A.

After review, Trustee Stormont executed the letters.

**Execute Notice and Demand for Payment: Barter, David & Stover, Jessica, BRT Properties, LLC-Greenleaf Inn, Carolin, Dennis A., Field III, John E., Greenleaf, Albert L. & Cleo R., Murray Hill Properties LLC**

Trustee Stormont reviewed and executed the notices.

**Execute Lien Certificates: None.**

**Execute Lien Discharges: Kazakos**

Trustee Stormont reviewed and executed the discharge.

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

**Sewer Entrance Applications: None**

**Old Business:**

1. Plant and Collection System Operations: The superintendent reported normal plant operations since the last meeting.
  - a. Disinfection system is shut down for the season.
  - b. The superintendent reported he has not heard from DEP regarding the MEPDES permit renewal.
  - c. Formal PAA Trial Request DEP – Submittal is under review by DEP.
  - d. Kenny Field Paving – The superintendent reported the paving work on Kenny Field Drive is completed. The superintendent advised Crooker repaired the patch on Park Street.
  - e. PFAS Update – Nothing to report.
  - f. Garage Bay Odor Scrubber Status: The unit is in transit.
  - g. Rate Review Memo – Discussion tabled.
  - h. Website Traffic – Nothing to report.
2. Blower Evaluation – Nothing to Report.
3. Relining 2 Project – The superintendent reported the application for funding with RD is still on hold.
4. 2020 Utility Truck – The superintendent reported Jeremey Parker (O'Conner) advised the truck will be delivered on November 6, 2020.

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 17:10 hours. The Board ended the executive session at 17:20 hours and returned to the regular meeting.

7. Town of Boothbay Harbor Pump Out Boat Logs

The superintendent advised the Board he met with the Town Manager to discuss the ongoing issue of record keeping. The Town is required by DEP to record the legacy of all boat pumping's and submit to DEP at the end of the year. The District is required, by its MEPDES Permit, to record that data and submit to EPA. The superintendent advised the town manager he had spoken to the Harbormaster on two occasions and sent various emails regarding records. The superintendent showed the town manager the emails. The emails contained a spreadsheet that records could be kept on. It was the same sheet the superintendent provided the previous Harbormaster which was not used. After the discussion, the town manager assured proper records will be kept going forward.

**New Business:**

- 1. Certificate of Commitment November 1, 2020 Billing:**

Trustee Morris made motion to commit the November 1, 2020 billing to the treasurer for collection. Trustee Kipp seconded the motion. Vote to commit was unanimous.

- 2. October 2020 Financial Reports:**

The superintendent distributed the October 2020 financial reports. The reports were reviewed by the trustees. The trustees were pleased with the District's financial position.

**3. Budget Workshop #3:**

The superintendent distributed the third draft of the 2021 Budget. The Board reviewed the third draft. The superintendent advised the third draft remained unchanged. The superintendent did update the year-to-date expenses. The Trustees were satisfied with the 2021 Budget. Trustee Morris made motion to accept the third draft of the 2021 Budget for presentation and approval at the November 16, 2021 public hearing. Trustee Stormont seconded the motion. Vote to present was unanimous in favor.

**4. 2021 Rate Review #3:**

The superintendent provided the third iteration of the 2021 rates. This version kept the rate per 100 cubic feet at the current \$13.13. The minimum residential bill is at \$105.00 per quarter, and the quarterly cubic foot allowance is 850. After review, Trustee Morris made motion to present the proposed 2021 rates for discussion and approval at the November 16, 2021 Public Hearing. Trustee Stormont seconded the motion. Vote was unanimous on favor.

**5. 2020 Audit:**

The superintendent distributed the 2020 Audit engagement letter from William Brewer and Associates to perform the 2020 Audit. The trustees reviewed the letter. After discussion, Trustee Stormont made motion to execute the 2020 Audit engagement letter with Brewer and Associates. Trustee Morris seconded the motion. Vote was unanimous in favor.

**6. Boothbay Region Water District Bill for East Boothbay Data**

The superintendent summarized the below attached email. The superintendent reminded the trustees the sewer district was acting as a resource for the Town of Boothbay and that the initial request for water data was made by Diamond Generating and not the sewer district during the August 12 meeting. As stated in the email, the water district did not respond to Diamond's request until October 8 and then again, after the district requested the seasonal water data be included on October 19. The superintendent advised the Jon Ziegra did follow up with the Boothbay Town Manager. The Boothbay Town Manager advised the superintendent he had spoken to Ziegra and there would be no compensation for the data.

After discussion, the Board supported the superintendents' position and approved of the email response.

**Correspondence:**

**1. Paul Siracusa Email Response – Abatement Request**

As directed by the Trustees, the superintendent responded to Mr. Siracusa, via email (attached) explaining the Boards decision regarding the abatement request.

**2. Town of Boothbay Harbor Pump Out Boat Logs**

See #7 Old Business

**3. Boothbay Region Water District Bill for East Boothbay Data**

See #6 New Business

**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