

DATE: November 4, 2019

**Boothbay Harbor Sewer District Board of Trustees
Regular Business Meeting, Third Draft 2020 Budget Workshop, and
2020 Budget and 2020 Sewer Use Rates Public Hearing**

In Attendance:

Deryl Kipp
Jim Stormont
Sam Morris
Chris Higgins

Regular Business Meeting Called to Order:

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

Review of the Minutes of October 21, 2019 Business Meeting and 2nd Draft Budget Workshop

The minutes of the October 21, 2019, business meeting and 2nd 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 1389

Warrant 1389 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: Begley, Dow, Glass, Hallinan, Drisko, Kazakos, Kristoff, Latter, Lefebvre, Myshrall, Nightingale, Paquette, Pitcher, Russell, Stevenson, Townsend

Trustee Stormont reviewed and executed the 60-Day late letters.

Execute Notice and Demand for Payment: None

Execute Lien Certificates: None

Execute Lien Discharges: None

Execute Impending Foreclosure Notice(s): None

Sewer Entrance Applications: Scott - Crest Avenue

The District trustees reviewed and 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 10/31/19, cut power to 3 pump stations (one on the east side and two on McKown Point). Portable generators were used to power the stations. Power was out for two days. The collections crew has been working on repairing manhole frames and covers.
 - a. St. Andrews Village Pump Station Upgrade – The superintendent reported CMP is scheduled to energize the service feed from the pole next week.
 - b. 21 Sea Street Property Line Issues – The superintendent reported Leighton has located the pin locations. The pins now correspond to the District's July 29, 1994 survey of record by Wright-Pierce. In addition, the pin locations also agree with the Quit Claim Deed between the District and, then owner, Craig Hooper, dated November 16, 1994, and recorded in the Registry of Deeds in Book 2022 Pages 355 and 357. This deed adjusted the north property line from the May 1993 survey. Leighton is now waiting for direction from the Board to place the pins in the ground. The Trustees agreed to move forward and have the pins set. Leighton will set two additional pins on the northeast corner to better establish the corner and provide support for the north line. At the time of pin placement, Leighton will describe the changes that have been made by Hennessey to the District's property and will provide a description to the District. The Trustees advised the superintendent to draft a letter to Hennessy once the description was received from Leighton.
 - c. The superintendent advised the trustees Emery Lane paving has been completed. The superintendent advised the north part of the paving job was not good and has allowed significant water ponding to occur near a District manhole. The Town public works foreman was notified of the issue.
 - d. The superintendent advised the office manager reported email customers stand at 272, direct debit customers at 217, for a year-to-date savings of \$444.95.

2. Odor Issues – Plant Odor Systems – MI Air has advised the unit for the centrifuge room is in transit and should be here the end of this week or beginning of next.
3. Plant Influent Hydraulic Study – Nothing to Report.
4. Charter Review – The superintendent reminded the Trustees the referendum vote will be on Tuesday, November 5, 2019.
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 has commenced. T.Buck dug a test pit to find the 6-inch force main from pump station 5 in the intersection of Rt 27 and Rt 96 and to verify the existing elevation of the 8-inch sewer to see if it could be reused. The superintendent informed the Trustees the force main was located, but the 8-inch gravity main could not be used as it was 3 inches to high. New line will have to be installed from the existing manhole.
7. Rate Review – The superintendent advised he spoke with Chris Dwinal of Wright-Pierce as directed by the Board. The superintendent reported Wright-Pierce will clean up the draft and further analyze the commercial side of things. Once that is complete, a meeting will be scheduled to discuss.

New Business:

1. Certificate of Commitment for the November 1, 2019 Billing.

Trustee Morris made a motion to commit the November 1, 2019, billings to the Treasurer for collection. Trustee Kipp seconded the motion. Vote was unanimous.

2. October 2019 Financial Reports.

The superintendent distributed the financial reports for October 2019. The reports were reviewed. The district is in sound financial condition.

3. Abatement Request – Jean Tonon – Wiscasset Road – Boothbay

The superintendent distributed the abatement request. This is a one-time request for excessive water use caused by a leaking toilet in an attached apartment. Typical usage for this property is consistently below minimum consumption. This bill was for \$900.00. Tonon asked for a \$200.00 abatement. After discussion the trustees allowed a 50% reduction as has been



done in the past. The superintendent will advise the office manager to apply the credit.

4. Town of Boothbay Harbor Tax Foreclosures

The superintendent advised the trustees the Town of Boothbay Harbor is going to foreclose on three sewer properties on December 4, 2019, for delinquent taxes. Those properties are Marc Brewer – Bay Street, Susan Paquette – Park Street, and Susan Shields – Oak Street.

Currently, the Brewer property is current for sewer, Paquette is in arrears 127.00, and Shields 1380.00. The superintendent offered he felt the bank will probably pay the back taxes for the properties but wanted direction in case they did not. The trustees agreed that only Shields needed to be monitored. The superintendent will report back on this property at the next meeting.

Correspondence:

1. Maine Municipal Association Risk Loss Survey Letter

The superintendent distributed the letter advising no deficiencies were found during the inspection.

2. Maine Municipal Health Trust 2020 Insurance Rates

The Trustees reviewed the letter and noted the 7% health insurance premium increase and the 0% dental premium increase.

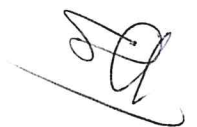
2020 Budget/Rates Workshop – Third Draft

The superintendent distributed the third draft of the 2020 budget for review and discussion. The superintendent advised the third draft contains revised year-to-date data. Also, the superintendent updated the salary lines pursuant to the Trustees direction. The superintendent amended the revenue section based on current revenue and anticipated December billing.

The trustees reviewed the remaining lines. The superintendent advised the health and dental insurance lines were adjusted pursuant to the MMA notification. After review, the trustees considered the budget work completed.

2020 Budget and 2020 Rates Public Hearing

Trustee Kipp opened the public hearing on the 2020 Budget and the 2020 Schedule of Sewer Fees. The superintendent advised the public hearing was duly advertised in the Boothbay Register for several weeks. Trustee Kipp noted no members of the public were



in attendance. Trustee Kipp asked for a motion accept the 2020 Budget and enact the 2020 Schedule of Sewer Fees effective January 1, 2020. Trustee Morris made that motion. Trustee Stormont seconded the motion. There was no discussion. Trustee Kipp asked for a vote on the motion. Vote to accept the 2020 Budget and enact the 2020 Schedule of Sewer Fees effective January 1, 2020, was unanimous. Trustee Kipp closed the public hearing and returned to regular business.

Public Comment:

None.


Adjourn Meeting:

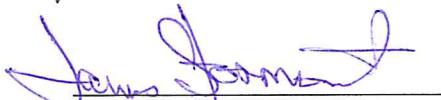
Trustee Morris made motion to adjourn the business meeting. Trustee Stormont seconded the motion. Vote was unanimous. The meeting ended at 1816 hrs.


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