

DATE: December 3, 2018

Boothbay Harbor Sewer District Board of Trustees Regular Meeting

Attendees:

Deryl Kipp - Teleconference
Jim Stormont
Sam Morris
Chris Higgins

Members of the Public – Robert Dunlap

Regular Business Meeting to Order:

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

Review of the Minutes of November 15, 2018

The minutes of the November 15, 2018, meeting, 2019 Budget and 2019 Rates Public Hearing were reviewed. After review, Trustee Morris made motion to accept the minutes as presented. Trustee Stormont seconded the motion. Vote was unanimous.

Review of Warrant 1366

Warrant 1366 was reviewed. After discussion, Trustee Morris made motion to execute the warrant. Trustee Stormont 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: None

Old Business:

1. Union Street Pump Station Project – The superintendent reported the final pay request #5 has been execute by Rural Development. Rural Development



disbursed the final grant funds to the District. The Project is now officially closed.

2. Plant and Collection System Operations: The superintendent reported normal plant operations since the last meeting.

The superintendent advised DEP performed a facility inspection on November 28. The superintendent advised he thought the inspection went very well.

All other work was routine.

3. Signal Point Odor Issues – The superintendent reported he had met with Robert Darling and Steve MacLaughlin of MI Air Systems, LLC, regarding potential odor scrubbers for the plant. The superintendent reported he has received preliminary design concepts.
4. Plant Influent Hydraulic Study – Nothing to Report.
5. Website – The Office Manager reports the Facebook page has had 670 visits since the last meeting and the website has had 73 new visitors for the same period. In addition, email customers stand at 245 and direct debit customers stand at 205 for a year-to-date savings of \$460.15 in postage.
6. Route 96 Sewer Replacement Project – The superintendent reported he is working on the funding application for Rural development.
7. Fairpoint/Crooker Damage Claim – Nothing to Report.
8. Charter Review – Nothing to report.
9. Water District Meter Reading Fee - The superintendent reported he has still not received a draft agreement for review yet.
10. Efficiency Maine Lighting Project – The superintendent reported the plant lighting project has started with the first floor and lab office area completed.
11. Utility Truck – The superintendent reported the new truck is in Portland being outfitted with the new body and crane. The superintendent advised he expected the truck to be here sometime this month.

New Business:

- 1. Harborside Food Service Abatement Request** – The superintendent distributed the abatement request. John Dunlap was present on behalf of Harborside Food Service. The request was to reduce the amount of the bill for the July, August, September bill. The bill amount was for \$5,711.20 for 47,200 cubic feet of consumption. The superintendent advised the group of the following consumption history for the property since it was purchased:

| | | | | | | | | | |
|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| 2016-Q3 | 2016-Q4 | 2017-Q1 | 2017-Q2 | 2017-Q3 | 2017-Q4 | 2018_Q1 | 2018_Q2 | 2018_Q3 | 2018_Q4 |
| 9500 | 19400 | 7200 | 1500 | 9600 | 17400 | 7700 | 1200 | 11000 | 47200 |

The superintendent asked Mr. Dunlap if the Water District was contacted to verify the meter reading. Mr. Dunlap was not sure. The superintendent explained to Mr. Dunlap how to read the meter head to look for a verify the reading register and compare to the reading the District has. Mr. Dunlap advised he would do that and get back to the Board. In lieu of waiting for more information, the trustees agreed to not assess finance charges at this time. The Board also did not allow an abatement currently pending more information. Mr. Dunlap thanked the board and advised he will be back in touch.

- 2. Kim Horstman – Reduction of Sewer Bill Request** – Ms. Horstman was supposed to be present to address the Trustees regarding her property at 16 Chapel Street. Ms. Horstman contends there has been no usage at the property and therefore, should have a reduced bill. The superintendent advised Horstman is already paying a minimum bill. The superintendent advised if the water is on to the property, then a regular sewer charge is in order. Also, if the water has been turned off at the street by the Water District, then the Board could consider assessing a ready to serve fee until such time as the water service is restored by the Water District. The Board took no action pending a response from Ms. Horstman.
- 3. Certificate of Commitment for the December 1, 2018 Billing** – Trustee Kipp asked for a motion to commit the December 1, 2018, billing to the treasurer for collection. Trustee Morris made that motion. Vote was unanimous in favor.
- 4. November 2018 Financial Reports** – The superintendent distributed the reports. The reports were reviewed with no other action taken.
- 5. December 17, 2018 Meeting** – Trustee Stormont advised he had conflict with the 12/7 meeting date. After discussion the trustees agreed to move the meeting date to 12/18. The superintendent will advertise the change of date on the website, Facebook page, and in the Boothbay Register.

Correspondence:

1. Jolene Greer Insurance letter (attached)

The Trustees reviewed the letter and agreed with the text of the letter. No action was taken by the Trustees.

Public Comment:

None

Adjourn Meeting:

Trustee Stormont made a motion to adjourn. Trustee Morris seconded the motion. Vote unanimous. The trustees adjourned the regular meeting at 1743 hours.

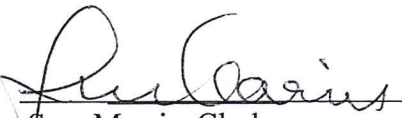


Deryl Kipp, Chairman

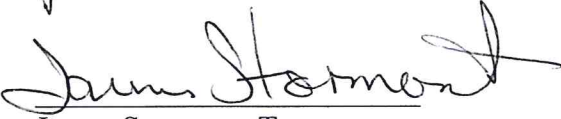
We, the undersigned, do hereby waive notice of the above meeting and do agree to the business transacted.



Deryl Kipp, Chairman



Sam Morris, Clerk



James Stormont, Treasurer