

DATE: December 7, 2020

Boothbay Harbor Sewer District Board of Trustees Regular Meeting

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 17:02 hours. 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 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 November 16, 2020, Business Meeting/2021 Budget-Rates Public Hearing

The minutes of the November 16, 2020, regular business meeting and the 2021 Budget-Rates Public Hearing were reviewed. After review, Trustee Morris made motion to accept the minutes as presented. Trustee Stormont seconded the motion. Vote to accept was unanimous.

Review of Warrant 1416

Warrants 1416 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: Barnard, Kyle, Brown, Sandra L., Clayter, Martha J. & Michael M. Brewer, Curtis House, DeShazo, Michelle, Erwin, Michael A. & Katherine M., Grant, Christopher E. & Sharon L., Greenleaf, Robert S., Katama Acquisitions, LLC, Manson, Elizabeth J., Nichols, Jeffrey W., Rodgers, Steve &

Mark Mullis, Rubel, Patricia R., Shafrannik, Irina, Splaine, Margaret Lembo, Trask, Sheldon, Wasserman, Harvey P. & Kimberly Collins.

After review Trustee Stormont executed the letters.

Execute Notice and Demand for Payment: 71 Campbell St., LLC, Barter, Kevin L., Dumphy, Jessica & Mark Manfredi, Glass, Francoise M. Spencer, Kristoff, Lisa M., Paquette, Susan M.

After review, Trustee Stormont executed the Demand Notices.




Execute Lien Certificates: None.

Execute Lien Discharges: None

Execute Impending Foreclosure Notice(s): None

Sewer Entrance Applications: None

Old Business:

1. Plant and Collection System Operations: The superintendent reported mostly normal plant operations since the last meeting. The two recent storm events caused power outages at area pump stations and resulted in overtime costs. In addition, flow through the plant increased significantly during both storms. The crew responded to 4 alarm calls and pulled three pumps due to plugging with wipes.
 - a. The formal PAA trial is underway. Results to date have not been stellar. The trial is about have done.
 - b. PFAS Update – Nothing to report.
 - c. Garage Bay Odor Scrubber Status: Nothing to report.
 - d. Rate Review Memo – Discussion tabled.
 - e. Website Traffic – The office manager reported a year-to-date postage savings of \$732.60 from email and direct debit billing.
2. Blower Evaluation – Nothing to Report.
3. Relining 2 Project – The superintendent reported the application for funding with RD is back in the pipeline. The superintendent forwarded updated financial reports to RD for review.
4. Utility Trucks – The superintendent reported 2008 ¾ Ton utility truck and the 2005 1-Ton dump were appraised at 3K and 5K, respectively. The

superintendent reported both vehicles were sold locally at their appraised value.

5. Covid Pandemic Policy – Unchanged.
6. Personnel – The superintendent reported the collection system tech family medical leave will expire January 11, 2021. Because the existing FMLA will expire in a new calendar year, the CST will be eligible for an additional 12 weeks.
7. Boothbay Region Water District – East Boothbay Data Bill – The superintendent advised the Boothbay Town Manager had spoken to Jon Ziegler regarding the bill. The Town Manager advised no payments will be made for the data.

New Business:

1. Family Medical Leave Policy

The superintendent distributed the draft Family Medical Leave Policy. The superintendent advised the District does not have a formal policy and therefore must comply with the State/Federal directive. The draft policy, if approved, will be incorporated into the District's Personnel Policy. The main purpose of the Policy is to define when and how the 12-week benefit begins and ends. The superintendent advised the draft policy includes an organ donor provision which is optional under State and Federal guidelines. After review, Trustee Kipp made motion to approve the policy and incorporate it into the District Personnel Policy. Trustee Morris seconded the motion. Vote to approve was unanimous.

2. Commitment of Rates to Treasurer for Collection for December 1, 2020 Billing

Trustee Morris made motion to commit the rates for the December 1, 2020 billing to the district treasurer for collection. Trustee Stormont seconded the motion, vote to commit was unanimous.

3. November 2020 Financial Reports

The superintendent distributed the November 2020 financial reports to the Trustees for discussion. The Balance Sheet showed the District in a very solid financial position. The budget report was equally impressive. The superintendent noted the decisions made in April due to the pandemic resulted in solid budget performance. The Board was pleased with the District's financial performance to date.

4. December 21, 2020 Meeting

The superintendent advised he did not foresee the need to have the December 21 meeting due to its proximity to Christmas. The Board agreed and decided to cancel the meeting. The superintendent advised the trustees will need to execute the final warrant of the year on December 31, 2020. Trustee Stormont advised the superintendent to send reminders to execute the warrant.

Correspondence:

1. Margaret Perritt – 38 Oak Street, Sewer Line Issue:


The trustees reviewed the letter. The superintendent reminded the Trustees the issue is a private matter regarding a private line that is shared by three property owners. The line was exposed today, and the line was found to be Orangeburg pipe and not cast iron. Orangeburg pipe was made during the late 1940's and consisted of rolled tar paper and its use lasted through the end of the 1960's at which time PVC was the product of choice. The pipe was in terrible shape and will be replaced. No other action was taken.

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 1740 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