

DATE: December 18, 2018

Boothbay Harbor Sewer District Board of Trustees Regular Meeting

Attendees:

Deryl Kipp - Teleconference
Jim Stormont
Sam Morris
Chris Higgins

Members of the Public – None

Regular Business Meeting to Order:

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

Review of the Minutes of December 3, 2018

The minutes of the December 3, 2018, meeting was reviewed. After review, Trustee Morris made motion to accept the minutes as presented. Trustee Stormont seconded the motion. Vote was unanimous.

Review of Warrant 1367

Warrant 1367 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: BGN Holdings, LLC, Christine McMahon, Personal Representative for John J. Carroll Jr & Deborah M. Carroll, Robert Correa, Stephanie Farrin, Albert Greenleaf, Mirkka Lyons, Stuart & Susan McGillivray, Jeffrey W. Nichols, Beth Robson & Copy to: Barbara Brown (Owner), Steve Rodgers & Mark Mullis, Katherine M. Scattergood, and Suzanne Leeman Shields.

After review, Trustee Stormont executed the letters.

Execute Notice and Demand for Payment: Lisa J. Carbone, Bruce C. & Mary-Ellen Engert, Gina Gentry, Stacy Ann Laird, Susan M. Paquette, and Dale F. Townsend.

After review, Trustee Stormont execute the notices.

Execute Lien Certificates: Murray Hill Properties

After review, Trustee Stormont executed the lien certificate.

Execute Lien Discharges: None

Execute Impending Foreclosure Notice(s): Stephanie Farrin and Suzanne Leeman Shields

After review, Trustee Stormont executed the foreclosure notices.

Sewer Entrance Applications: None

Old Business:

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

Plant lighting replacement is progressing. The first floor and lab/office are complete. New heaters and thermostats were installed in SBR 1 and 2 decanters. The heaters are used to keep the plunger shaft from freezing. All other work was routine.

- a. St. Andrews Village Pump Station Upgrade – Nothing to report,
 - b. Plant Locks – Nothing to report,
 - c. Massachusetts Road Pump Station Panel Upgrade – Nothing to report,
 - d. Personnel – The superintendent reported the collection system technician has returned to work full time. The superintendent reported interviews for the Collection System Technician II are completed and an offer has been tendered to the selected candidate. Letters have been sent to all applicants.
2. Signal Point Odor Issues – Nothing to report.
3. Plant Influent Hydraulic Study – Nothing to Report.
4. Website – The Office Manager reports the Facebook page has had 236 visits since the last meeting and the website has had 89 new visitors for the same period. In addition, email customers stand at 249 and direct debit customers stand at 209 for a year-to-date savings of \$465.65 in postage.
5. Route 96 Sewer Replacement Project – The superintendent reported another Public Hearing needs to be held due to lack of proper notice. Rural Development requires 10 days of published notice. The last notice was 7 days. The new public hearing is scheduled for January 7, 2019. Notice will be published in the Boothbay Register on December 27, 2018, and January 3, 2019. This will satisfy the 10-day notice requirement.

6. Charter Review – The superintendent distributed the previously emailed copy of the first draft of the charter revisions from Attorney Katsiaficas. The superintendent advised the fresh draft was just received prior to the meeting and he had not had a chance to review yet. The superintendent asked the Trustees to review the draft and think about comments and suggestions. The superintendent advised he will do the same and forward to Bill Logan for his input as well. The draft comments will be reviewed and discussed at the next meeting on January 7, 2019.
7. Water District Meter Reading Fee - The superintendent reported he has still not received a draft agreement for review yet.
8. Utility Truck – Nothing to report.
9. Rate Review – Trustee Stormont inquired on the status of a second billing scenario. The superintendent advised he has not heard back from Vic Krea and will reach out to him after the holidays.
10. Harborside Food Service Abatement Request – The superintendent advised he had not heard back from Mr. Dunlap regarding the status of the accuracy of the water meter. The superintendent asked for direction on how to handle the account regarding lien timeline, late fee assessment, etc. Trustee Kipp asked about usage in other restaurants the size of Harborside. The superintendent advised, when Andrews owned the property, his usage for a six-month season ranged from 23,000 to 26,800 cubic feet between 2012 and 2015. The superintendent advised McSeagulls was 28,900, the Bistro was 25,700, and the Thistle Inn was 11,500 cubic feet. Harborside was 47,900 for the same period and they were closed on Sundays.

After discussion, Trustee Morris advised 1) the water meter needed to be tested by the Water District with results reported to the District by February 2, 2019, 2) The abatement request is denied pending the outcome of the meter testing and pending any other new information not already heard, 3) late fees will be waived until February 2, 2019, and 4) the lien process is to start on February 1, 2019.

All the trustees agreed with the points raised by Trustee Morris. Trustee Kipp asked for a motion including those points. Trustee Morris made that motion. The motion was seconded by Trustee Stormont. Vote was unanimous in favor. Trustee Stormont requested the District forward a letter to the Dunlap's advising of the District's position and to make sure how the minimum bill is derived. The superintendent will have the office manager draft and forward that letter.

11. Kim Horstman – Reduction of Sewer Bill Request – As requested, the superintendent advised the water is turned off at the road per the Water District. The Water District advised the water has been off due to an issue with eh customer preventing the water district from accessing the meter inside the house. The superintendent advised he has, still, not heard from Ms. Horstman. The Board took no action on the mater.

New Business:

1. **NOV – Commercial Street** – The superintendent distributed the NOV dated December 7, 2018, from the DEP. The trustees reviewed the document and asked the superintendent about the status of the mitigation efforts by the District. The superintendent reported two of the three requirements had been completed in early October well ahead of the NOV receipt. The third item is in progress (see December 14, 2018 letter to DEP attached).
2. **Execute New Account Documents for two Reserve Funds** – as directed, the superintendent investigated Trustee Stormont's request regarding the missing accounts on the Balance Sheet. The superintendent reported the accounts were CD's and had to be terminated in order to open the same accounts in the new CD structure and that is why they accounts were not on the balance sheet, but the new accounts were listed in their place. The superintendent provided new account documents for the new accounts that mirror the cd's for those prior accounts. The district can now use the new accounts as reserve accounts for the future funding of the cd's when they mature. The trustees executed the new account documents from the First.

Correspondence:

1. **District Response to DEP for NOV-**

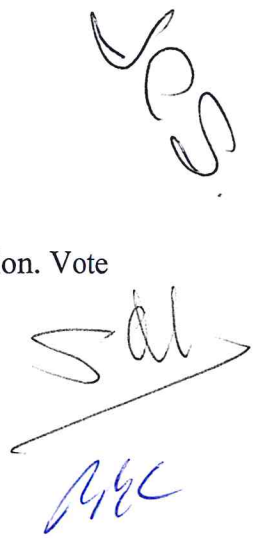
The Trustees reviewed the letter. No action was taken by the Trustees.

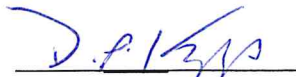
Public Comment:

None

Adjourn Meeting:


Trustee Stormont made a motion to adjourn. Trustee Morris seconded the motion. Vote unanimous. The trustees adjourned the regular meeting at 1747 hours.

Handwritten signatures and initials in black and blue ink, including a large 'S' and 'M' and a signature that appears to be 'Sal'.




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