

DATE: January 4, 2021

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 to order at 17:00 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.

Election of Officers:

Trustee Kipp asked for a motion to nominate and elect officers for 2021. Trustee Stormont made motion to keep the slate of officers as is and move to elect the same. Trustee Morris seconded the motion. Vote to elect the slate of officers was unanimous. The officers will remain as is for 2021.

Review of the Minutes of December 7, 2020, Business Meeting

The minutes of the December 7, 2020, regular business meeting was reviewed. It was noted there was no meeting on December 14, 2020. 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 1417

Warrant 1417 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: 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: Mary Connolly – 56 Kenny Field Drive – Boothbay Harbor

The Trustees reviewed and executed the entrance application #587.

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 8 alarm calls and pulled four pumps, (2 at Atlantic Avenue and 2 at Mill Cove) due to plugging with wipes.
 - a. The formal PAA trial is 2/3 complete. Results to date have not improved.
 - 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 \$743.05 from email and direct debit billing. Direct Debit customers stand at 242 and email customers at 307.
2. Blower Evaluation – Nothing to Report.
3. Relining 2 Project – The superintendent reported the Relining2 Project has been funded by Rural Development (see attached 12/29/20 letter). The superintendent advised that before bids can be awarded, 1) RUS 1780-27, 2) RUS Grant Resolution, 3) certified copy of these minutes, 4) an Electronic Funds Request form, 5) a copy of the interim financing letter from the First, and 6) a copy of the audit agreement with Brewer and Associates have been executed and submitted to Rural Development. The superintendent advised items 4 through 6 are completed and that items 1 and 2 need action tonight

and item 3 will be taken care of at the January 18 meeting. The superintendent distributed RUS 1780-27 for review. After review and discussion, Trustee Morris made motion for the Board of Trustees to approve and accept in all respects, a proposed loan of \$650,000 at an interest rate not exceed 1.75% for a period of 40 years, from USDA Rural Development, for the purposes of a sewer upgrade project in accordance with Loan Resolution (Public Bodies) RUS Bulletin 1780-27 and a proposed grant in the amount of \$338,500 in accordance with Grant Agreement RUS Bulletin 1780-12 and the Resolution of the Board of Trustees to authorize the Chairman and the Clerk of the Board to deliver all documents, and to take any all actions necessary to carry into effect such financing, including, but not limited to, Form RD 400-1, Equal Opportunity Agreement, and Form RD 400-4, Assurance Agreement. Trustee Stormont seconded the motion. Vote on RUS Bulletin 1780-27 was 3 in favor, 0 opposed, and 0 absent. Vote on "Resolution of the Board of Trustees of the Boothbay Harbor Sewer District" pertaining to the Rural Development Grant was 3 in favor, 0 opposed, and 0 absent. Both votes carry. The trustees executed RUS Bulletin 1780-27 and the Resolution of the Board of Trustees to deliver RUS Bulletin 1780-12.

4. COVID-19 Pandemic Policy – The Policy remains in effect. The Policy will be revisited in April 2021.
5. Personnel – The superintendent distributed the amended personnel policy for review. The superintendent discussed the revisions and advised the drug and alcohol section is still under revision and will be submitted for review when completed. After review and discussion, Trustee Stormont made motion to approve the edits to the current policy. Trustee Morris seconded. Vote to approve was unanimous 3-0.

New Business:

1. Establish Sewer Use Rates for 2021

The superintendent distributed the 2021 Sewer Rate Schedule for adoption. The superintendent reminded the Board, the Rate Sheet was approved at a duly advertised and held public hearing on November 16, 2020. After review, Trustee Morris made motion to adopt the 2021 Rate Schedule as presented and commit the rates to the Treasurer for assessment and collection. Trustee Kipp seconded the motion. Vote was unanimous in favor 3-0.

2. Commitment of Rates to Treasurer for Collection for January 1, 2021 Billing

Trustee Morris made motion to commit the rates for the January 1, 2021 billing to the district treasurer for collection. Trustee Stormont seconded the motion, vote to commit, and collect was unanimous in favor 3-0.

3. December 2020 Year End Financial Reports

The superintendent distributed the December 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 advised the Board to transfer \$300,000 into reserve accounts. The superintendent recommended transferring \$270,000 into the Equipment Reserve Account, \$20,000 into the Earned Time Reserve Account, and \$10,000 into the Employment Reserve Account. After discussion, the Trustees agreed to the transfers and Trustee Morris made motion to make the transfers as described. Trustee Stormont seconded the motion. Vote to transfer the funds as noted was in favor 3-0.

Correspondence:

1. Dorothy Ferrell – Atlantic Avenue:

The trustees reviewed the card sent by Ms. Ferrell. The trustees acknowledged Mrs. Ferrell's kind words.

2. Marc Brewer Letter – Dated 12/7/2020:

The trustees reviewed the, somewhat incoherent, letter from Mr. Brewer to the Boothbay Region Water District with copy to the Boothbay Harbor Sewer District. The superintendent advised the issue is well documented over the years and addressed the highlighted (highlighted by Brewer) portion.

The superintendent advised the trustees Alden Jordan constructed a new sewer line for William Murphy of 14 Summit Road. The superintendent was not sure if a water line was installed at this time. The superintendent advised the trustees Mr. Murphy and Mr. Terry Lewis negotiated a sewer easement in 1999 to allow Murphy to cross Lewis's land, 8 Summit Road, to access the Murphy land at 14 Summit Road (next lot north of Lewis). The District was not part of the negotiation. The easement is recorded in the Lincoln County Registry of Deeds. At the same time, Murphy secured an easement from Barbara Cunningham on Campbell Street to cross the back of her lot to access the District's manhole located behind her house. Again, the District was not part of the negotiation. That easement was secured and recorded in the Lincoln

County Registry of Deeds. As part of Murphy's negotiation with Terry Lewis, Murphy agreed to have a sewer wye connection installed for Mr. Lewis's future use. Murphy secured an entrance permit from the sewer district to connect to the District's system.

In June of 1996, the superintendent, and Warren Page (District Mechanic at the time), at the request of Terry Lewis, dye tested the existing sewer line from the Lewis property to the District's line on Campbell Street. The existing sewer line was accessed behind the Lewis house via a break in the exposed sewer line. After adding dye to the line, water was added to flush the line. The dye appeared in the manhole on Campbell Street confirming connection. This sewer line was installed by Schmidtman in 1966.

Because the sewer line was active and connected to the Lewis property, the property, in accordance with the District's Charter, was assessed only a ready-to-serve fee due to water being shut off to the property. This sewer line is still in existence, but not used. Steve Reynolds connected the Lewis property to the District line with a new service via the wye installed by Murphy after Reynolds purchased the property from Marc Brewer.

The superintendent advised the Trustees, Mr. Brewer's claims in the letter are inaccurate and baseless regarding the Sewer District.

The Trustees took no other action.

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 1743 hours.


Deryl Kipp, Chairman

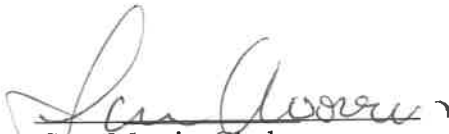



Boothbay Harbor Sewer District Trustee Minutes of January 4, 2021

We, the undersigned, do hereby waive notice of the above meeting and do agree to the business transacted and certify these minutes are true and accurate.



Deryl Kipp, Chairman



Sam Morris, Clerk



James Stormont, Treasurer