

DATE: February 1, 2021

Boothbay Harbor Sewer District Board of Trustees Regular Meeting

Attendees:

Deryl Kipp
Jim Stormont - Absent
Jay Warren
Chris Higgins

Call to Order:

Trustee Kipp called the regular business meeting to order at 16:59 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. Trustee Stormont called in and advised he was available via phone and offered to stay on the line for voting purposes. Trustee Kipp advised 2 members were present and a quorum was satisfied. Trustee Stormont thanked the members and terminated the call.

The following are the sign in credentials to attend virtually:

Meeting URL:

<https://us02web.zoom.us/j/86248340076?pwd=YTF0cE1PK0hmM0dkK3dLVkE4Q03OvUT09>

Meeting ID: 862 4834 0076

Passcode: 553454

The superintendent noted no members of the public are connected to the meeting.

As a reminder, masks are to be worn at all district meetings and six feet distancing shall be maintained at all times.

2. Review and Approve Minutes of January 18, 2021, January 25, 2021 Emergency Meeting:

Trustee Kipp made motion to approve the minutes of January 18 and 25 as presented. Trustee Warren seconded. Vote to approve was unanimous (2-0).

3. Review and Execute Warrant #1419

Trustee Kipp made motion to approve Warrant 1419 as presented. Trustee Warren seconded the motion. Vote to execute was unanimous (2-0).

4. **Execute 60-Day Late Letters:** Ayers, Jane S., Barter, Kevin L., Bowden, Robert L., Brooks-Gunn, Jeanne, Burke, William A. & Jane M., Curtis, Jeffrey Dow, Kimberlee & James Marcotte, Engert, Bruce C. & Mary-Ellen, Gentry, Gina L., Glass, Francoise M. Spencer, Goldsmith, James H. & Elizabeth F., Katama Acquisitions, LLC, Kazakos, Takis A., Kristoff, Lisa M., Lefebvre, Joey & Eric deDoes, Nichols, Wendy, Paquette, Susan M., Poulis, Ashor, Racy, Barbara T & Ali Jihad, Rittershaus, Charles W. & Elaine Fossett, Salaun, Emily, Thompson, John E., Townsend, Dale F., Tuthill, Alan & Nancy, Vise, Alex E. & Kathy A., and Wilgren, Mark T.

Trustee Kipp reviewed the letters and in the absence of Trustee Stormont, executed the letters.

5. **Execute Demand Notices:** None
6. **Execute Lien Discharges:** None
7. **Execute Lien Certificates:** None
8. **Execute Notice of Impending Foreclosure:** None
9. **Sewer Entrance Application(s):** Harmony Farm – Montgomery Road

The trustees reviewed the entry application for Mark Warren – 46 Montgomery Road. After review, the trustees executed the permit.

Old Business

1. Plant and Collection System Operations

- A. **Routine Operations** – The superintendent reported normal operations since the last meeting. The superintendent reported the sum pump station panel work commenced and should be completed by weeks end. The new magnetic flow meter was installed on the septage receiving station. New guides were installed on the grit classifier. The old guides were quite worn. The crew cleaned PS 07, 04, 03, and 10 wet wells. Work continued on the rebuild of Pump 2 from PS 11.
- B. **PAA Trial -Completed** – The superintendent reported the PAA Study is completed. The data was not favorable and did not produce adequate disinfection to meet permit requirements. The raw data was sent to DEP and a formal report is being written and will be sent to DEP when completed.
- C. **Website Traffic** – The office manager reported direct debit customers stand at 242 and email billed customers stand at 309. This represents a year-to-date postage savings of \$100.10. The website had 174 returning users for a total of 236 sessions. The office manager reported all of the District's minutes have now been posted to the website.

2. **Personnel – Drug and Alcohol Draft Policy** – The superintendent reviewed the amended policy with the trustees. The superintendent reminded the trustees the amendments were done in preparation for submittal to the State Department of Labor for approval. The trustees concurred with the draft. The superintendent reminded the trustees that employee review and input are required prior to submittal to the DOL.
3. **Odor Issues – None**
4. **Rate Review – Draft Memo Tabled**
5. **Blower Evaluation** – Wright-Pierce has started work again on the evaluation.
6. **Relining 2 Project Update** – The superintendent reminded the trustees the bid opening is scheduled for February 11 at 2:00 at the district office.

New Business

1. Certificate of Commitment – February 1, 2021 Billing

The superintendent explained the need for the Certificate of Commitment in relation to the lien process for Trustee Warren. After discussion, Trustee Warren made motion to commit the rates for the February 1, 2021, billing to the treasurer for collection. Trustee Kipp seconded the motion. Vote to commit was unanimous (2-0).

2. **Execute Warrant for Trustee Election** – The superintendent advised the Board the Board Order for the May election was delivered to the Boothbay Harbor Town Clerk on January 26. The election is set to coincide with the Town meeting election on May 7 at Town Hall. The superintendent submitted to the Board, warrants for the election to be executed for posting in Boothbay and Boothbay Harbor. The Warrants will be delivered to each Town's constable for posting. The Warrants have to be posted at least 7 days prior to the election. The superintendent advised the warrants will be published in the Boothbay Register as well.
3. **January Financial Reports** – The superintendent distributed copies of the balance sheet and the budget position as of January 31, 2021. The superintendent explained the account structure, line items, and the fiscal year (calendar year) for Trustee Warren. The superintendent advised the 2021 Budget was ratified during the Public Hearing last November. The superintendent advised three workshops were held prior to the public hearing and were open to the public starting in October of last year. The trustees reviewed the reports and were satisfied with the financial position of the district.
4. **2020 Audit Preparation** – The superintendent advised the final journal adjustments are now completed and depreciation lines updated. The superintendent advised now that the final entries have been made, he can now authorize the Management Discussion

to be included in the audit. Brewer and Associates will be notified the District is ready to start the Audit.

5. **Execute Signatory Documents – RT 96 Sinking Fund** – The superintendent distributed signatory pages to establish the Route 96 Sinking Fund account with the First. The account is required by Rural Development as part of the grant/loan funding package. The sinking fund requires a 10% of the annual debt payment be deposited for a period of 10 years. The Board approved and executed the documents. The first deposit was made.
6. **PS 3 & PS 7 Panel Upgrades** – The superintendent distributed the quotes from AEC Engineering for the fabrication of the new control/SCADA panels for PS 03 and PS 07. The cost of the panels is \$27,470 and \$27,350, respectively. The start up costs will be \$2,310 per station. The superintendent reminded the trustees this work is a continuation of the panel upgrades at the pump stations and this project was approved during the budget deliberations last fall. The project will be paid with funds from the Equipment Reserve Account. After completion of this project, there will be 6 remaining stations to be upgraded. The trustees instructed the superintendent to issue the P.O. to commence work.
7. **Marie Tupper Abatement Request – 45 Campbell Street** – The superintendent distributed the abatement request from Marie Tupper. The trustees read the narrative supplied by Tupper and the Water District. Trustee Kipp noted Ms. Tupper has received a prior abatement in 2019. Trustee Kipp recommended the request be tabled until the actual period usage was received. Trustee Warren concurred. The matter will be tabled until data is acquired. The superintendent will advise Ms. Tupper.

Correspondence

1. **Maine Bond Bank Debt Report** – The superintendent distributed the annual report of debt required by the Maine Municipal Bond Bank. Trustee Warren asked if the debt amount was high. The superintendent advised last year's debt was 3.3 million and now it is 2.6 million. The debt ceiling for the District is 8.5 million. No other action was taken.

Public Comment:


None

Adjourn Meeting:

Trustee Warren made a motion to adjourn. Trustee Kipp seconded the motion. Vote unanimous. The trustees adjourned the regular meeting at 1748 hours.


Deryl Kipp, Chairman

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


Jay D. Warren, Clerk

Absent

James Stormont, Treasurer