

DATE: March 1, 2021

Boothbay Harbor Sewer District Board of Trustees Regular Meeting

Attendees:

Deryl Kipp
Jim Stormont
Jay Warren
Chris Higgins

Call to Order:

Trustee Kipp called the regular business meeting to order at 16:56 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. A quorum of three were present.

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.

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 February 15, 2021 Meeting:

Trustee Stormont made motion to approve the minutes of February 15, 2021 as presented. Trustee Warren seconded. Vote to approve was unanimous (3-0).

3. Review and Execute Warrant #1421

Trustee Kipp made motion to approve Warrant 1421 as presented. Trustee Warren seconded the motion. Vote to execute was unanimous (3-0).

4. Execute 60-Day Late Letters: Beauchemin, Blake, Crow Point, Curtis House, Cusumano, Doyle, Elizrkov (2), Greenleaf, Hinds, Katama Acquisitions, Manson, Nichols, Pelletier, Roberts, Rodgers, Rubel, Lembro-Splaine, Statewide Bay Landing, Thai-Larsen, and Trask

Trustee Stormont reviewed and executed the letters.

- 5. Execute Demand Notices: Ayers, Barter, Bowden, Dow, Engert, Glass, Goldsmith, Katama Acquisitions, Kazakos, Kristoff, Racy, Thompson, Tuthill, and Vise.**

Trustee Stormont reviewed and executed the demand notices.

- 6. Execute Lien Discharges: None**
- 7. Execute Lien Certificates: None**
- 8. Execute Notice of Impending Foreclosure: None**
- 9. Sewer Entrance Application(s): None**

Old Business

1. Plant and Collection System Operations

- A. Routine Operations** – The superintendent reported normal operations since the last meeting. The superintendent reported the scum pump station panel and receiver station is operational. Work on the garage bay odor scrubber installation is ongoing.

The collection system operation has been fairly routine. The crew responded to two station alarms, both at the Meadow (PS 05) station. The pumps were pulled due to clogging with towel material. The superintendent reported communication issues with the SCADA system, specifically Union Street (PS 01). Data is not continuously transmitted and appears to be breaking about every 20-30 seconds and lasting up to a minute before restoring. The superintendent advised AEC Engineering is investigating the cause.

- B. Website Traffic – Nothing to Report.**

2. Personnel – Executive Session – M.R.S.A., Chapter 13, Subchapter 1, §405, 6.A.1 Personnel Matters

Trustee Stormont made motion to enter into executive session pursuant to M.R.S.A., Chapter 13, Subchapter 1, §405, 6.A.1, Personnel Matters and return to the regular meeting. Trustee Warren seconded the motion. Board entered executive session at 17:08 hours. Trustee Stormont made motion to end the executive session and return to the regular meeting. Trustee Warren seconded the motion, vote to return to the regular meeting was unanimous (3-0). Regular meeting resumed at 17:17 hours.

- 3. Odor Issues – None**
- 4. Rate Review – Equity Buy In Fee and Universal Entry Fees**

The superintendent advised the Board an “equity buy in” was discussed in the past but never established. The superintendent reminded the Board discussions are underway in Boothbay for possible sewer extension to the Industrial Park and to East Boothbay Village via the offshore wind project. The superintendent reminded the Board the Town of Boothbay has never contributed financially to the plant construction or the existing sewer lines within Boothbay. The superintendent recommended the Board move forward in developing the fees. The Board concurred. The superintendent will contact Neil Cheseldine of Wright-Pierce to develop a scope of service for the Board to consider.

5. **Blower Evaluation** – Wright-Pierce has reached out to four vendors to update their previous technology submittals. Once the review of the technologies is completed, an amended evaluation will be submitted for review.
6. **Relining 2 Project Bid Award** – The superintendent circulated the bid review from Wright-Pierce. Wright-Pierce found no reason not to award the bid to the apparent low bidder, Insituform Technologies, LLC at \$365,629. Based on the Wright-Pierce recommendation, the superintendent asked the Board to award the bid to Insituform Technologies, LLC. Trustee Warren made motion to award the bid to Insituform Technologies, LLC for a sum of \$365,629. Trustee Stormont seconded the motion. Vote to award was unanimous (3-0).
7. **Marie Tupper – Abatement Request – 45 Campbell Street**

The Board, again, reviewed the abatement request for Marie Tupper at 45 Campbell Street. The Board previously tabled the discussion because they wanted updated usage information. The new consumption for the property during the period of the abatement request was 700 cubic feet. This amount of usage is below the minimum allowance of 850 cubic feet for the period. Based on this new data, the Board dismissed the abatement request.

New Business

1. **Certificate of Commitment – March 1, 2021 Billing**

The Board reviewed the Certificate. After review, Trustee Warren made motion to commit the March 1, 2021, billing to the treasurer for collection. Trustee Stormont seconded the motion. Vote to commit was unanimous (3-0).

2. **February Financial Reports**

The superintendent distributed the February 2021 financial reports for review. After review, Trustee Kipp noted the commercial revenue lines were low. The superintendent concurred and reminded the Board, this billing period and the next billing period will reflect the 2020 reduced activity of the commercial users. The

Handwritten signatures and initials in the right margin, including a large 'V' and 'G' at the top, and several other illegible signatures below.

superintendent noted the minimum billings are based on 50% of the highest previous quarter. Trustee Kipp noted expenses were also down for the period. The superintendent advised the budget for this period reflected the anticipated lack of revenue. This was done to prevent cash flow issues. The trustees were happy with the financial position for this time of the year. No other action was taken.

3. 2020 Audit MD & A

The superintendent distributed the 2020 Audit Management Discussion and Analysis. The Board reviewed the MD & A and were satisfied with its contents. The Board instructed the superintendent to forward to Brewer and Associates for inclusion with the 2020 Audit.

4. Relining Project 2 Interim Financing Documents

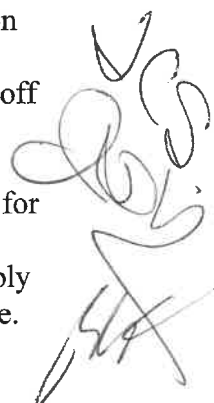
The superintendent distributed the interim financing documents to the Board for review and execution. The superintendent noted the project financing was reduced to \$650,000 from \$950,000 due to the favorable bids received. The interim financing will run from March 1, 2021 until October 1, 2021 at an interest rate of 1.37%. After review, Trustee Stormont made motion to execute the interim financing documents with the First as presented. Trustee Kipp seconded the motion. Vote to execute was unanimous (3-0).

5. Refinancing Eastern Avenue Sewer Bond – A. Loan, B. Sinking Fund Transfer

As instructed, the superintendent presented the Board with refinancing options for the Eastern Avenue Sewer Line Bond. The existing note with USDA is \$407,000 at 4.75% with 21 years left to pay. The new financing quote supplied by the First is for \$260,000 for 14 years at 3.04%. The refinancing will save the District approximately \$117,112 and reduce the term of the note by 6 years.

The superintendent advised the debt payment to USDA has been paid for 2021. The superintendent asked the Board for approval to secure the new note with the First on behalf of the District and to approve the transfer of funds for the Eastern Avenue Bond Sinking Funds into the general checking account and to be applied to the payoff of the USDA bond along with the proceeds of the new note.

After discussion, Trustee Stormont made motion to accept the quote from the First for \$260,000 @ 14 years @ 3.04% interest, approve the transfer of funds from the existing Eastern Avenue Sinking Funds to the general checking account, and to apply the new funds to pay of the existing USDA note for the Eastern Avenue Sewer Line. Trustee Kipp seconded the motion. Vote was unanimous in favor (3-0). The superintendent will follow-up with the First.

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6. March 15 Meeting

The superintendent advised he will not be available for the March 15 meeting as he will be out of town from the 12th to the 26th. Trustee Kipp advised he will not be available for the month of April. Based on this discussion, Trustee Kipp made motion to change the meeting date from March 15 to March 29 and play the month of April by ear. Trustee Stormont seconded the motion. Vote in favor was unanimous (3-0). Trustee Stormont instructed the superintendent to keep him apprised should signatures be needed.

Correspondence

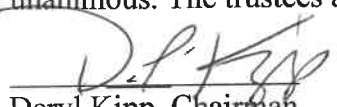
1. Boothbay Harbor Country Club Spa

The Trustees reviewed the letter and took no further action.


Public Comment: None

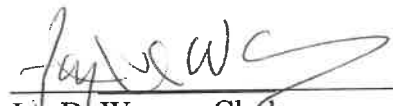
Adjourn Meeting:


Trustee Warren made a motion to adjourn. Trustee Kipp seconded the motion. Vote unanimous. The trustees adjourned the regular meeting at 1751 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


James Stormont, Treasurer