

DATE: March 29, 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 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. 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 March 1, 2021 Meeting:

Trustee Stormont made motion to approve the minutes of March 1, 2021 as presented. Trustee Warren seconded. Vote to approve was unanimous (3-0). It was noted there was no meeting on March 15, 2021.

3. Review and Execute Warrant #1422

Trustee Warren made motion to approve Warrant 1422 as presented. Trustee Stormont seconded the motion. Vote to execute was unanimous (3-0).

4. Execute 60-Day Late Letters: None

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): Whitten - 56 Massachusetts Road**

The trustees reviewed and executed the entry permit.

Old Business

1. Plant and Collection System Operations

- A. Routine Operations** – The superintendent reported normal operations since the last meeting. Work on the garage bay odor scrubber installation is ongoing. The superintendent reported DEP was onsite to perform their annual inspection. This is the first inspection since 2019. A new inspector, James Knight, was hired by DEP. The inspection went very well. Work on the hypochlorite storage tanks was completed. The disinfection system is ready for use. The superintendent reported the rainstorm of 3/28 generated 1.98" of rain in a very short period of time. The storm caused the plant to go into storm flow mode.

The collection system operation has been fairly routine. The crew responded to five station alarms, 3 at the Breakwater (PS 15) station and 2 at the Factory Cove Road station (PS 13). The Breakwater station alarms were due to control float issues. The Factory Cove Road station alarms were due to a failed mechanical seal in pump 1. The superintendent reminded the Board, the pumps are obsolete, and parts may not be readily available. The superintendent advised both stations were scheduled for rebuild this fall.

B. Website Traffic – Nothing to Report.

- 2. Personnel** – The superintendent reported the updated Personnel Handbook has been distributed to the crew. The proposed Drug and Alcohol policy is complete and will be forwarded to the crew for discussion and review prior to forwarding to the State of Maine for their review and approval.
- 3. Odor Issues – None**
- 4. Blower Evaluation** – The superintendent reported a meeting was held with Aqua-Aerobics (plant vendor) and Wright-Pierce to discuss the aeration upgrade and blower technologies. Further study will be required due to increased organic loading to ensure enough oxygen is available should nutrient limits become a reality.
- 6. Relining 2 Project Update** – The superintendent reported a preconstruction meeting was held on March 19, 2021. Insituform advised they would be onsite the week of

April 19, 2021 to start cleaning and inspecting sewers. The superintendent advised all residents within the Project area will receive a mailing advising of the Project.

The trustees reviewed the Opinion of Counsel Relative to Rights-of-Way (RD Form 442-22), Right-of-Way Certificate (RD Form 442-21), and a Legal Services Agreement with William Logan, Soule, Soule, and Logan, relative to the Relining Project. After review, Trustee Warren made motion to execute all of the documents as presented. Trustee Stormont seconded the motion. Vote to execute was unanimous in favor (3-0).

New Business

1. March Financial Reports

The superintendent distributed the March 2021 financial reports for review. The trustees were happy with the financial position for this time of the year. No other action was taken.

Trustee Kipp asked about the existing Covid-19 Policy regarding assessment of late fees and foreclosure proceedings. After discussion, the trustees agreed to keep the Policy in place and will revisit on a monthly basis going forward.

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

The superintendent reported the loan documents are ready for signing by Trustee Stormont and Kipp. Brenda Blackman has the documents at the First. Once executed, the \$260,000's will be placed into the District's regular checking account along with the Eastern Avenue Sinking Funds. The sinking funds will be closed out. A check for \$308,191.87 will be forwarded to USDA Rural Development for the payoff on April 19, 2021.

3. April 5 and 19 Meetings

Trustee Kipp advised he will not be available for the April 5 and 19 meetings as he will be out of town for the month of April and possibly the May 3 meeting. The superintendent advised because the Board is meeting today, the April 5 meeting was not necessary. All agreed. The superintendent advised the April 19 meeting can be played by ear. If the April 19 meeting occurs, the superintendent will forward the materials to Trustee Kipp along with the Zoom link. All agreed.

Correspondence : Robert Mitchell – 1038 Wiscasset Road, Boothbay:

The trustees reviewed the letter sent to the Mitchell's from the office manager regarding a second unit at that property. No other action was taken.



Public Comment: None

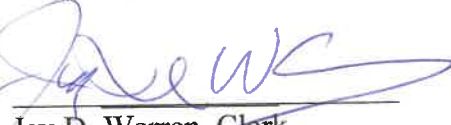
Adjourn Meeting:

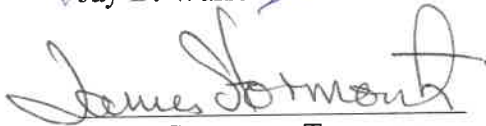
Trustee Warren made a motion to adjourn. Trustee Kipp seconded the motion. Vote unanimous. The trustees adjourned the regular meeting at 1721 hours.


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