

DATE: May 3, 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 29, 2021 Meeting:

Trustee Stormont made motion to approve the minutes of March 29, 2021 as presented. Trustee Warren seconded. Vote to approve was unanimous (3-0). It was noted there were no meetings in April.

3. Review and Execute Warrant #1423

Trustee Warren made motion to approve Warrant 1423 as presented. Trustee Stormont seconded the motion. Vote to execute was unanimous (3-0).

4. Execute 60-Day Late Letters: Bean, David A., Court Street Ventures Inc.(Conley's Greenhouse), Cox, Robin M., Dow, Engert, Glass, JSE, LLC - Captain Sawyers Place, Kankas, LLC, Khalsa, Guru Sangat Singh, Kristoff, Lloyd, Sara A., Mitchell, Murray Hill Properties, Myshrall, Norton, Page, Paquette, Schmidt.

Trustee Stormont reviewed and executed the letters.

5. Execute Demand Notices: Theodore Pelletier

Trustee Stormont reviewed and executed the demand notices.

6. Execute Lien Discharges: Katama Acquisitions (3)

Trustee Stormont reviewed and executed the lien discharges.

7. Execute Lien Certificates: Murray Hill Properties, Inc.

Trustee Stormont reviewed and executed the lien certificate.

8. Execute Notice of Impending Foreclosure: Jeffrey W. Nichols – 4 Reed Lane, Map/Lot – U18-030, Boothbay

Trustee Stormont reviewed and executed the impending foreclosure notice. The superintendent advised the sewer foreclosure will take effect on May 25, 2021. The superintendent advised the property has an abandoned mobile home on it.

The property has a sewer balance of \$470.32 and Nichols has not responded to mailings as the certified mail is being returned. The superintendent advised that the Town of Boothbay has a 2019 lien (\$984.21) on the property that will foreclose on 11/18/21. Taxes are also due from 2020 (\$984.21).

Discussion ensued regarding the foreclosure process and the liabilities associated with owning the property through foreclosure. The superintendent advised he would send the Nichols folder to William Logan for his review and opinion for discussion at the May 15, 2021, meeting. The trustees concurred.

9. Sewer Entrance Application(s): 102 Ocean Point Road, Puchalski (Bakery)

The trustees reviewed and executed the entry permit.

Old Business

1. Plant and Collection System Operations

A. Routine Operations – The superintendent reported there were no violations of our discharge permit during April. The plant removed 93% of BOD and TSS was calculated at 95%. We did not have any issues with BOD results this month. We did perform a random effluent nutrient sampling. The superintendent advised on plans to do 2 samplings per month going forward on both influent and effluent for an upcoming blower upgrade study. The area experienced 4.58 inches of rain this month with three storms dropping 1+ inches. There were no issues at MH 2-53. The district received 52,329 gallons of septage and treated 50,750 gallons with the difference carried over and added for treatment on May 1. There were no odor complaints received. Work is ongoing on the installation of the odor scrubber for

the garage bay (sludge can storage area). The district did have and still has issues with Verizon's network and our SCADA. The plant lost connectivity from the network on all of the cell stations. The stations would still send alarms via the routers to district personnel. However, personnel could not see the stations in SCADA. District personnel fixed that issue but are using a significant amount of data. This has been an off and on issue with Verizon and the superintendent expressed his displeasure with the service provided from Verizon. As a result, the superintendent advised discussions to have begun with US Cellular for similar service. The contact tank was cleaned on 4/6 and 4/21. The district has received the DMR-QA 41 Study samples. The audit will be completed in the coming weeks with results sent to EPA and DEP. All other operations and maintenance at the plant were routine.

B. Collection Systems - Other than the rain events, activity was routine this month. The crew responded to 4 pump station alarms at the Factory Cove Road (PS13) and Barrett's Park (PS16) this month. The alarm calls were due to plugged pumps. Pumps were pulled, cleared, and returned to service. The Factory Cove pumps had new seals installed. All the emergency gen sets were serviced by Power Products. The seasonal lines were placed in service (Juniper Point and Pooler Road). All other work has been routine.

C. Website Traffic – The office manager reports 2,861 new visitors and 170 returning visitors to the website. Most of the hits to the site went to the home page. The office manager reports email customers at 319, direct debit customers at 252 users and Doxo.com users at 49 customers for a year-to-date savings of \$324.50.

2. Personnel – The superintendent reported the Collection System Technician position applications closed on April 23, 2021. After review of the applications, two applicants met the job requirements and interviews were conducted. Two job offers were tendered and the District is awaiting responses.

3. Odor Issues – None

4. Blower Evaluation – Nothing to Report

5. Relining 2 Project Update – The superintendent reported Insituform was onsite the week of April 19, 2021 to start cleaning and inspecting sewers. The superintendent advised all residents within the Project area were updated via a mailing advising of the Project. The Project sign was installed. Relining work is scheduled to begin the week of May 3. The superintendent reported issues with Insituform's front office not being prepared for the project. The superintendent noted, no flaggers were secured, and the District had to secure flaggers for them to ensure adequate traffic control, the company was not prepared for bypass pumping. The district has had to supply significant resources to Insituform to get this project moving. The superintendent noted the Boothbay Region Water District has helped the District in modifying their

plant waste discharge cycle to minimize flow to the project area. This assistance is significant in keeping flow to a minimum. The superintendent reported the manhole inspections have been completed as part of the second phase of the contract.

New Business

1. April Financial Reports

The superintendent distributed the April 2021 financial reports for review. The superintendent advised the Eastern Avenue USDA Bonds were paid off on April 19 and the new financing through the First was in place. This will show in the District Balance Sheet lines 1301 and 1301.1. The superintendent advised line 5130 will be over by the end of the year. This overage will be caused by the issue with Verizon and the SCADA system data usage. All other lines were at or below budgeted amounts for this time of year.

The existing Covid-19 Policy regarding assessment of late fees was reviewed. After discussion, the trustees agreed to keep the Policy in place and will revisit in June.

2. Certificates of Commitment for April and May 2021 Billing

The certificates were reviewed. After review, Trustee Warren made motion to commit the invoices of the April and May 2021 billings to the treasurer for collection. Trustee Stormont seconded the motion. Vote to commit was unanimous in favor.

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

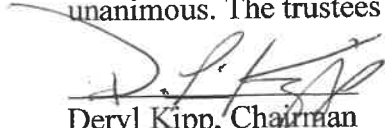
The superintendent reported the loan documents were executed by Trustee Stormont and Kipp. The sinking funds were closed out and a check for \$308,191.87 was sent to USDA Rural Development for the payoff as of April 19, 2021.

Correspondence : None

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 1739 hours.



Deryl Kipp, Chairman

Boothbay Harbor Sewer District Trustee Minutes of May 3, 2021

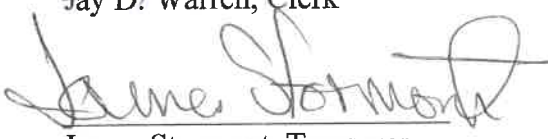
We, the undersigned, do hereby waive notice of the above meeting and do agree to the business transacted and certify these minutes are true and accurate.



Deryl Kipp, Chairman



Jay D. Warren, Clerk



James Stormont, Treasurer