

**DATE: June 7, 2021**

**Boothbay Harbor Sewer District Board of Trustees Regular Meeting**

Attendees:

Deryl Kipp  
Jim Stormont  
Jay Warren  
Chris Higgins

JCS.

**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.

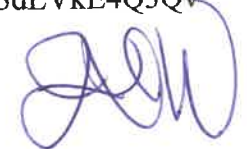
The following are the sign in credentials to attend virtually:

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.

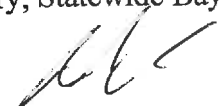
**2. Review and Approve Minutes of May 17, 2021, Meeting:**

Trustee Stormont made motion to approve the minutes of May 17, 2021, as presented. Trustee Warren seconded. Vote to approve was unanimous (3-0).

**3. Review and Execute Warrant #1425**

Trustee Warren made motion to approve Warrant 1425 as presented. Trustee Stormont seconded the motion. Vote to execute was unanimous (3-0).

- 4. Execute 60-Day Late Letters:** Allen, Mark E. & Garry L. Stewart, Bouffard, Ronald P., Bowden, Robert L., Brooks-Gunn, Jeanne, Brown, Sandra L., Chase, Peter W., Cusumano, Corinne A., Freeman, Paul G., Giles, Amanda Lewis (RENTER), Gold/Smith Gallery, Goldsmith, James H. & Elizabeth F., Grant, Christopher E. & Sharon L., Libby, M. Sherwood, Nichols, Jeffrey W., Pratt, Abby D., Rankins, Ben & Lisa Walby, Raymond, Michael & Sharon K., Reed, William R., Rubel, Patricia R., Setz, Patrick & Marla Setz, Life Tenant, Squirrel Island Library, Statewide Bay Landing II Inc., Trask, Sheldon, Wilgren, Mark T.



Trustee Stormont reviewed and executed the 60-Day letters.

- 5. Execute Demand Notices: Engert, Bruce C. & Mary-Ellen, Myshrall, Nora E., Norton, John F. & Maria Aurora, Paquette, Susan M.**

Trustee Stormont reviewed and executed the demand notices.

- 6. Execute Lien Discharges: None**  
**7. Execute Lien Certificates: None**  
**9. Execute Notice of Impending Foreclosure: None**

- 10. Sewer Entrance Application(s): Boothbay Harbor Country Club – New Spa Building – 31 White Birch Lane – Map R-7 Lot 2b**

The trustees reviewed and executed the entrance permit.

## **Old Business**

### **1. Plant and Collection System Operations**

- A. Routine Operations** – The superintendent reported mostly normal operations for the plant since the last meeting.

1. The superintendent advised the disinfection system was started on May 14 and will be operational through October, pending any changes in permit conditions.
2. The superintendent advised SCADA service with US Cellular is completed. The superintendent reported an issue with the US Cellular network as the cell routers are not sending text messages during alarm conditions. District personnel are receiving email alerts. US Cellular has determined the issue is on their end and they are working on it. The superintendent reported there is some spotty coverage causing communication failures between the affected station and the plant. The cell router antennae will be upgraded to a higher gain unit. It is expected this will take care of that issue.
3. The superintendent reported Blower 2 has been repaired and is back in service. The issue was caused by wires grounding within the conduit in the E-Stop circuit. New wires will be pulled.
4. The dissolved oxygen and chlorine probes are now operational and reading properly. Operator error caused the probes to over aerate.
5. The chlorine mixer is not operating in remote. It appears the I.O. card from the plc is not sending a signal to the mixer to start. The unit is being run manually until the IO card issue is resolved.

All other operations and maintenance at the plant were routine.

**B. Collection Systems –**

1. The superintendent reported operational issues with the pumps at Massachusetts Road Station. The pumps appear to be getting air-bound causing the pumps to not move water. The crew has had to lift the pumps off their bases to remove the air. The condition reappears after several days of operation. Further investigation is warranted.
2. The float controls at West Harbor and Roads End station were found to be faulty and new floats were installed.

All other operations were routine.

**C. Website Traffic –** The office manager reports there were 2604 new visitors to the website and 150 returning visitors to the website. Direct Debit customers stand at 255, email customers at 322, DOXO users at 49, and auto pay customers stand at 19. This represents a postage savings of \$383.35 to date.

2. **Personnel –** The superintendent advised the two new Collection System Technicians are in training within the collection system. David Pratt reports the Techs are quick learners and are ahead of schedule. The superintendent reported the two Techs have applied to take the Grade 2 exam and are enrolled in the University of California at Sacramento Wastewater Treatment correspondence course. Once the collection system training is completed, the Techs will move into the plant for operations training.

**3. Odor Issues – None**

**4. Blower Evaluation – Nothing to Report**

**5. Relining 2 Project Update –**

The superintendent advised the trustees the project meeting was held on Thursday, May 20 at 9:00. The superintendent advised on the packer issue of grouting the 15, 14-inch services. The services will be grouted after the contract completion date of May 28. The contract will be extended to allow for the grouting to be completed. The district has received no word as to the schedule for completion. In addition, Insituform did not submit a pay requisition for the work completed to date.

**New Business**

**1. Certificate of Commitment – June 1, 2021, Billing:**

The certificates were reviewed. After review, Trustee Warren made motion to commit the invoices of the June 1, 2021, billing to the treasurer for collection. Trustee Stormont seconded the motion. Vote to commit was unanimous in favor.

## **2. Riparian Rights – 27 Sea Street**

The superintendent, as directed, contacted Boothbay Land Surveyors. BLS estimated the cost for the work to be \$5,250.00 (attached). After discussion, the Board instructed the superintendent to contact William Logan for further advice prior to moving forward with the work. In addition, the Board wanted another estimate for the work and the superintendent will contact McConnell and Associates in Wiscasset to seek another estimate.

## **3. Financial Reports**

The superintendent presented the reports. The revenue and expenses are in line with the budgeted amounts for this time of the year. Trustee Kipp asked that future reports show year-to-date as well as annualized lines. The Superintendent will do so.

## **Correspondence :**

### **1. William Brewer and Associates – 2020 Audit:**

The trustees reviewed the audit and discussed the letter from Brewer. Brewer found the district in compliance with all aspects of current accounting practices. In addition, the district is in sound financial condition. No other action was taken.


### **2. Conrey Manufacturing Credit Application:**

The trustees reviewed and executed the credit application for pump station parts.

**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 1746 hours.


  
Deryl Kipp, Chairman

*Boothbay Harbor Sewer District Trustee Minutes of June 7, 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