

**DATE: July 19, 2021**

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

Attendees:

Deryl Kipp, Jim Stormont, Jay Warren, Chris Higgins, William Logan

**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.

**1. Review and Approve Minutes of July 5, 2021, Meeting:**

Trustee Stormont made motion to approve the minutes of July 7, 2021, as presented. Trustee Warren seconded. Vote to approve was unanimous (3-0).

**2. Review and Execute Warrant #1428**

Trustee Warren made motion to approve Warrant 1428 as presented. Trustee Stormont seconded the motion. Vote to execute was unanimous (3-0).

**3. Execute 60-Day Late Letters: None**

**4. Execute Demand Notices: None**

**5. Execute Lien Discharges: None**

**6. Execute Lien Certificates: None**

**7. Execute Notice of Impending Foreclosure: None**

**8. Sewer Entrance Application(s): None**

**Old Business**

**1. Plant and Collection System Operations**

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

1. The superintendent reported the recent rainstorms did cause the plant to operate in storm flow mode. The plant did maintain compliance throughout both events.

2. US Cellular has not resolved SMS alarm messaging issue yet. The crew is receiving email alarm alerts.
3. The superintendent advised the Board delivery prices for electricity are increasing 19% per a recent PUC approval (see attached email). The superintendent advised this increase will exceed the line-item budget amount for pump station electricity.

All other operations and maintenance at the plant were routine.

**B. Collection Systems –**

1. The superintendent reported no operational issue with the newly installed pump at Massachusetts Road Station. However, the older pump is no causing issues and the superintendent advised it is going to be replaced with the new version. The pump will be picked up on the 21<sup>st</sup>.
2. The superintendent reported the first rainstorm caused an overflow event at manhole 2-53. MeDEP was verbally notified, and a written report submitted. During the storm event, both pumps at Mill Cove (PS 03) were pulled, cleared of wipes and rags, then returned to service.

All other operations were routine.

**C. Website Traffic –**

The office manager reports 3,156 new user hits on the website with 171 returning users. The majority of users were looking at how sewer fees are calculated. The office manager reports direct debit customers stand at 255, email customers at 322, DOXO users at 49, and direct debit at 19.

The Board reviewed the DOXO report, and the report is satisfactory with no additional information necessary.

2. **Personnel** – The superintendent advised the annual safety training was held on July 8, 2021.
3. **Odor Issues – Nothing to Report.**
4. **Blower Evaluation – Nothing to Report**
5. **Relining 2 Project Update – Nothing to Report**
6. **Manhole Rehabilitation Project – Nothing to Report**

## **New Business**

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

Bill Logan was present to discuss riparian law and it affects the district's northerly border. The district's deed states it has rights to the flats to the lower water line. Because this line is in a cove, this muddies the waters as to where the district's rights begin and end. This district should establish its limits in order to know where the sea wall can be constructed. Logan recommended the district pursue its interest via survey. The superintendent forwarded an estimate to Bill Logan for his review from Boothbay Land Surveyors and to make sure the estimate was all inclusive to perform the proposed survey work. Bill Logan will review and advise prior to the Board proceeding. The Board agreed to table any decision until Logan had a chance to review and advise. No other action was taken.

### **2. Financial Reports**

The Board reviewed the financial reports. The superintendent advised the budget is in line for this period. Trustee Kipp noted revenue is slightly off for commercial users. The superintendent concurred and advised the shortfall is due to deflated minimum billing due to the Covid-19 pandemic impact on the 2020 season.

### **3. Town of Boothbay – Clifford Park and Route 27 Sewer Extension –**

The superintendent advised he had spoken with Dan Bryer, Jr., Boothbay Town Manager regarding the Clifford Park and Route 27 Sewer Extension Project. The Town is blowing the dust off of the two projects and is pursuing an updated cost estimate from Wright-Pierce for the Route 27 work and Sebago Technics regarding the Clifford Park project.

The superintendent explained the Town would like to install sewer for the park. The superintendent had a conversation with Steve Doe of Sebago Technics regarding potential sewer routes for the project, the first route would access sewer along Chapel Street and the second route would be in front of Town Hall on Route 27.

The Route 27 Project was previously designed in the mid-2000's. The plans are being updated. The superintendent explained the Town of Boothbay would be paying for this extension via TIF funds. The district would secure funding and the Town, and the district would enter into an inter-municipal agreement for debt retirement. This agreement is currently drafted and was done by Verrill-Dana in the mid-2000's. The superintendent advised District bond counsel would need to review the document. The superintendent reminded the Board, the Town of Boothbay has never paid an equity-buy-in fee for the plant, and this should be

visited. The superintendent reminded the Board the district ratepayers voted in the early 1990's to allow Boothbay 30,000 gallons per day of capacity in the plant. No other action was taken.

**4. August 2, 2021, Meeting –**

Trustee Kipp advised he may not be present for the August 2 meeting. Trustee Warren advised he would be on vacation commencing August 12. The superintendent recommended the meeting be held on the 9<sup>th</sup>. The trustees agreed to hold the meeting on the 9<sup>th</sup>.

**Correspondence :**

1. 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 1808 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