

DATE: January 6, 2016

Boothbay Harbor Sewer District Board of Trustees Regular Meeting

Attendees:

Jim Stormont
Henry "Ted" Tedeschi
Chris Higgins
Deryl Kipp - via teleconference

Call to Order

Trustee Kipp called the meeting to order at 5:03 PM.

Review of the Minutes of December 16, 2015

The minutes of the December 16, 2015, meeting was reviewed. After review, Trustee Stormont made motion to accept the 12/16/15 minutes as presented. Trustee Tedeschi seconded the motion. Vote was unanimous. The superintendent advised the next meeting will be February 3, 2016.

Review of Warrant 1298 and 1299

Warrants 1298 and 1299 were reviewed. Trustee Stormont made motion to execute warrants 1298 and 1299. Trustee Tedeschi seconded the motion. Vote to execute the warrant was unanimous.

Election of District Officers for 2016:

After discussion, Trustee Stormont made motion to keep the slate of officers as is. Trustee Tedeschi seconded the motion. Vote was unanimous. Officers for 2016 – Deryl Kipp, Chair, Henry Tedeschi, Jr. – Treasurer, James Stormont – Clerk.



Execute Commitment Certificates for 1/4/16.

After review Trustee Tedeschi made a motion to commit the billings contained in the certificates for collection by the District Treasurer. Trustee Stormont seconded the motion. Vote to commit was unanimous.

Authorization to Proceed with Maintenance Bond 2 from the First:

The superintendent asked the Board for authorization to proceed with the procurement of maintenance bond #2 for work to be completed during 2016. The superintendent advised



the bond/loan would be for 10 years and administered by the First Bank of Damariscotta. As previously approved during 2015 budget deliberations, the monies for the loan will be used for purchase and installation of the new grit system and the balance will be used for the upgrade of the Juniper Point pump station. After discussion, Trustee Stormont made motion for the superintendent to proceed with the procurement of the maintenance loan with the First. Trustee Tedeschi seconded the motion. Vote was unanimous. The trustees directed the superintendent to contact Brenda Blackman of the First to start the paperwork for the loan.

2016 Budget Document Execution:

Pursuant to the affirmative vote taken on the 2016 budget at the December 16, 2015 meeting, Trustee Stormont made motion to ratify the 2016 Budget as presented. Trustee Tedeschi seconded the motion. Vote to approve was unanimous. The 2016 Budget document was executed.

Sewer Fee Schedule for 2016 and Commitment of Sewer Charges to the District Treasure for Collection.

Pursuant to the affirmative vote taken on the 2016 rates at the December 16, 2015 meeting, Trustee Stormont made motion to accept the 2016 Sewer Use Fees as presented. Trustee Tedeschi seconded the motion. Vote to approve was unanimous. The 2016 Sewer Use Fees were adopted. After discussion, Trustee Stormont made motion to commit the rates and fees for collection by the District Treasurer. Trustee Tedeschi seconded the motion. Vote to commit the rates for collection was unanimous.

2015 Year-End Financial Reports

The superintendent handed out the financial reports as of December 31, 2015. No discussion at this time.

Old Business:

A. Grit System Update:

The Superintendent advised the Trustees Smith and Loveless did submit a revised sales agreement for the grit pump. The price was \$35,090. Wes Tech already submitted on the grit classifier at \$55,000. The superintendent asked the Board to approve the purchase of both contingent upon review and completeness. The superintendent reported both numbers are below the initial estimates. After discussion, Trustee Stormont made the motion to authorize the superintendent to enter into purchase and sale agreements with S & L and WesTech contingent upon review. Trustee Tedeschi seconded the motion. Vote was unanimous. The

superintendent advised the monies to pay for the equipment will come from Maintenance Bond 2.

B. Union Street Pump Station Project Update:

The superintendent advised the Board Mike Jenkins, RD, will be onsite on January 11 to look at the site. The superintendent asked the Board to accept the terms of the RD funding package and submit the application to RD to get the process moving. The RD funding package consists of \$180,000 grant and \$420,000 loan. The loan portion is a 20-year term at 2.5% with an annual debt retirement payment of \$26,941.79. The SRF funding package consists of \$600,000 loan at 1% with a 20 term and an annual debt payment of \$33,249.00. After discussion, Trustee Stormont made motion to accept the RD funding package and submit the application to RD. Trustee Tedeschi seconded the motion. Vote was unanimous.

The superintendent asked for authorization to proceed with the development of a warrant article for the upcoming town meeting in May. Trustee Stormont made motion for the superintendent to proceed with the development of the warrant article, present to the town board of selectmen for approval, and schedule the associated public hearings associated with the warrant article. Trustee Tedeschi seconded the motion. Vote was unanimous. The superintendent will advise Wright-Pierce to proceed with the associated tasks for the project.

New Business:

The superintendent advised the Board he spoke with Wright-Pierce regarding the evaluation of the hydraulic capacity of the influent pressure line. With the upgrade of the Union Street pump station, the recent upgrades of Commercial and Meadow stations, and the increase of heavy precipitation events, the superintendent is concerned with overloading the line and causing potential overflow conditions at manhole 2-53. The superintendent advised the line was cleaned last spring by Ted Berry Company. Trustee Stormont asked about video inspecting the line. The superintendent estimated a video inspection will cost +/- \$1,000. After discussion the Board agreed to evaluate the influent line and hold off on video inspection at this time. The superintendent advised monies for the evaluation are contained within the Engineering Line in the budget. The superintendent advised he is waiting for the letter proposal from Wright-Pierce before committing to any work.

Public Comment:

None

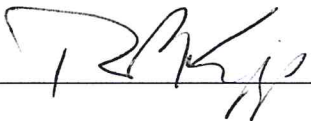
Correspondence:

1. New Online Bill Payment:

The superintendent advised the online credit card payment option is now live. The District is using Maine Pay Port for this payment method. The state charges a 2.5% fee to the customer for using this method. So far, eight people have used this method for paying their sewer bill. The superintendent advised a letter is being sent with all bills advising of this option and with explicit directions for its use. The superintendent asked the Board if they are interested in providing EFT for customers. Several customers (people from away) have asked for this service. The Board agreed to investigate the method. The superintendent will check with the bank to see what is entailed and the costs involved. The superintendent will report at a later meeting.

Motion to Adjourn the Regular Meeting:

Ted Tedeschi asked for a motion to adjourn. Jim Stormont made motion to adjourn meeting. Deryl Kipp seconded the motion. The regular meeting adjourned at 5:40 p.m.

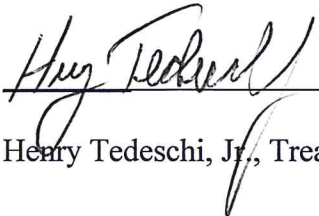


Deryl Kipp, Chairman

We, the undersigned, do hereby waive notice of the above meeting and do agree to the business transacted.

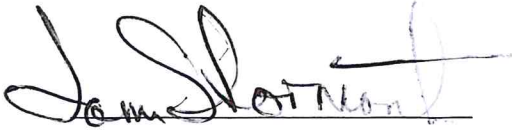


Deryl Kipp, Chairman



Henry Tedeschi, Jr., Treasurer



A handwritten signature in dark ink, appearing to read "James Stormont", written over a horizontal line.

James Stormont, Clerk